Admissions Policy

Ringmer Primary and Nursery School

Created By:	Anna Crompton	**Date:** September 2025
Approved by:	Governing Body	**Date:** October 2025
Last reviewed on:		
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Review:		
September 2025	Policy reviewed in light of academisation and new admission arrangements now the school is an academy	

Introduction

Ringmer Primary and Nursery School is an academy and part of the Durrington Multi Academy Trust (DMAT). DMAT, as a trust, is the admissions authority for its schools. For in-year admission, Ringmer Primary and Nursery School operationally manages admissions in line with this trust policy.

Should you wish to apply for a place (other than at the usual time of entry, which takes place in the Reception year), you should complete an application form which is available from both the school and East Sussex County Council (ESCC).

We recognise children change schools for a variety of reasons — from moving home to changes in family circumstances or for other personal reasons.

If you wish to change your child's school, we would advise you to discuss your reasons for moving with a senior member of staff from Ringmer Primary and Nursery School prior to making a decision to apply, as any move is likely to disrupt the curriculum content they have begun to study.

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to pupils who apply
- Explain how to appeal against a decision not to offer your child a place

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2. Legislation and Statutory Requirements

This policy is based on the following advice from the Department for Education (DfE):

- *School Admissions Code 2021*
- *School Admission Appeals Code*

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the *School Standards and Framework Act 1998*.

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3. Definitions

- The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

- An **in-year admission** is defined as a request made for a place at Ringmer Primary and Nursery School after the commencement of school for the stated academic year, or at the start of the academic year for entry to a year group other than Reception.

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the *Adoption Act 1976* or the *Adoption and Children Act 2002*, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March, and 31 August.

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4. How to Apply

For admission into Reception at the standard point of entry:

You should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

Further information on this process can be found at:
🔗 https://www.eastsussex.gov.uk/education-learning/schools/admissions/apply-for-a-school-place/

You will receive an offer for a school place directly from your local authority.

For in-year admissions

Both the school and ESCC can provide copies of the standard ESCC admissions application form which should be used for all requests for in-year admissions.

Forms are available by emailing **office@ringmerprimary.school** or by calling the school directly on **01273 812463.** Fully completed forms should be returned directly to the school for in-year admissions.

Students with Special Educational Needs (SEN) who do not have an Education Health and Care Plan (EHCP)

Students who have identified additional needs (but not a SEN statement or EHCP) should apply through the normal in-year admission process.

Additional information on the facilities and SEN provision within the school is available through our Local Offer on the school website.

Any additional questions relating to SEN provision should be emailed to **office@ringmerprimary.school**, and a response will be provided where possible.

Where parents/carers believe there are exceptional or compelling circumstances relating to the application, the reasons should be documented and supporting evidence provided at the same time as the application form.

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5. Requests for Admission Outside the Normal Age Group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on such requests will be made on the basis of the circumstances of each case and in the best interests of the child. In accordance with the *School Admissions Code*, this will include consideration of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if born prematurely
- The headteacher's views

Parents will always be informed of the reasons for any decision regarding the year group their child is admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

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6. Allocation of Places

6.1 Admission Number

Ringmer Primary and Nursery School has a Published Admission Number (PAN) of **45 students per year group**. Infant class size legislation applies to Reception, Year 1, and Year 2, limiting class sizes to 30 children.

The overall net capacity of the school is **315 pupils**.

Proof of residence will be required for all applications.

6.2 Oversubscription Criteria

All children whose Education, Health and Care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

If the school receives more applications than available places, offers will be determined according to the following ranked criteria:

1. Looked-after or previously looked-after children
2. Children who live within the **Ringmer catchment area** and have a sibling already attending the school who will still be on roll when the child starts
3. Children who live outside the catchment area but have a sibling already attending the school who will still be on roll when the child starts
4. Children of staff who have been employed by the school for at least two years
5. Children living within the **Ringmer catchment area**
6. Other children who live outside the catchment area

Notes:

- *Residence* will be determined as the address where the child sleeps for the majority of the school week.
- *Siblings* include half, step, adopted or foster siblings living permanently at the same address.
- *Staff* refers to all permanent staff employed directly by the school for at least two years (not contract or peripatetic staff).

6.3 Tie-break

Where two or more applicants cannot be separated by the above criteria, the distance between the school and the child's home address will be used as a tie-breaker. Priority will be given to children who live closest to the school, measured in a straight line.

If two addresses are the same distance from the school, random allocation will be used, independently verified.

6.4 Challenging Behaviour

The school will not refuse to admit a child on behavioural grounds during the normal admissions round.

For in-year applications, if there is evidence a child may display challenging behaviour that could impact provision, the school may refer the case through the **East Sussex Fair Access Protocol**.

Looked-after children, previously looked-after children, and those with EHC plans naming the school will not be refused admission on these grounds.

6.5 Fair Access Protocol

Ringmer Primary and Nursery School participates in **East Sussex's Fair Access Protocol**, which ensures that unplaced and vulnerable children, or those having difficulty securing a school place in-year, are placed as quickly as possible.

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7. In-Year Admissions

Parents can apply for a place at any time outside the normal admissions round.

If spaces are available in the year group applied for, a place will be offered.
If there are no spaces, the child's name will be added to the waiting list, which is ordered according to the oversubscription criteria (section 6.2), not by the length of time on the list.

Parents will be notified of the outcome within **15 school days** of the application.

If there is no response to an offer within **10 school days**, the offer will be withdrawn and offered to the next eligible applicant.

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8. Appeals

If a place is not offered, parents will be informed of their right to appeal. Appeals are coordinated independently on behalf of Ringmer Primary and Nursery School by **East Sussex County Council**.

You can find details and the appeal form here:
🔗 https://www.eastsussex.gov.uk/education-learning/schools/admissions/appeals/

An appeals panel's decision is binding on all parties.

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9. Monitoring Arrangements

This policy will be reviewed and approved annually by the governing body.

Whenever changes to admission arrangements are proposed (except for increases to the PAN), the governing body will publicly consult. If no changes are made, consultation will occur at least once every seven years.