



Admission Arrangements 2022

Admissions to Claverham Community College are determined in line with East Sussex County Council policy.

A detailed description of the arrangements is contained in the booklet '**Applying for a school for your child 2021/2022**'. This booklet can be viewed online at the East Sussex County Council website where parents can also apply online using the Parent Portal.

For more information, contact admissions@eastsussex.gov.uk or Telephone 0300 3309472 Mon – Fri 10.00-15.00

Free internet access is available at any East Sussex Library.

Parents may find it helpful to know that, if there are insufficient places available to meet demand, these will be allocated in accordance with the following list of priorities:

1. Looked after children and children who were looked after, but ceased to be so because they were adopted (or subject to residence orders or special guardianship orders) immediately following being looked after.
2. Children who will have a brother or sister* at the school at the time of admission and who live at the same address, within the pre-defined community area**.
3. Other children living within a pre-defined community area**.
4. Children who will have a brother or sister* at the school at the time of admission who live at the same address, outside the pre-defined community area**.
5. Other children.

*Children are 'siblings' if they are full, half, adoptive or foster brother or sister living in the same household including siblings attending school sixth forms.

**Each home address in the county falls within a community area although living in a community area does not guarantee a place. For more details please consult the East Sussex County Council website.

Children who have a brother or sister who joined the school prior to 1 September 2017 and who is still on roll will be assigned to priority 2 under the previous arrangement which gave priority to brothers and sisters regardless of whether they live in the pre-defined community area or not.

Tiebreaker

In the event of oversubscription within any priority, place allocation will be decided by prioritising applications on the basis of home to school distance measured in a straight line. This will be measured from the address point in the school (supplied by Ordnance Survey) to the address point in the family home.

In the event that applicants cannot be prioritised using the tie-breaker above because the distance measurements are the same, the Authority will use random allocation to decide which children will be offered the remaining places. This will be done electronically using the Authority's admissions software.

Published Admission Limit: 230

Visiting the College

In order to keep our community safe, we are hosting 6 separate Open Mornings. Some of these will be allocated to our main feeder primary schools. If your child attends one of these, we ask that you only select this date. This will allow our other parents to visit on the other days.

On our Open Evening, we are conscious that many families will wish to visit. We therefore ask you to book one of four arrival times. Our tours will last no longer than one hour. We are limiting capacity, in order that the building does not become too crowded.

For both our Open Mornings and our Open Evening, we ask that only one parent attends the event. This year, both occasions are only for year 6 students. If your child is not yet in year 6, please visit our website to find out further information about our school.

As per government guidelines, we are asking all parents to take a lateral flow test prior to the event. They should only attend if they have a negative result. Unless parents are exempt, we ask that masks are worn in and around the building.

If you have any enquiries about either the Open Mornings or the Open Evening, please do contact our Reception team.

Our website contains a large amount of information which we hope will help you to decide whether Claverham Community College is the right secondary school for your child.

If you have any questions regarding the College or arrangements for our September 2022 intake then please see our FAQ section in the Prospective Parents and Carers link on the Parents tab of our website [here](#).

Alternatively, you can contact the Principal's PA by telephoning the College reception or email, using the address below:

paheadteacher@claverham.org

Admission arrangements for entry in 2022 for Claverham Community College

For entry to Claverham Community College for September 2022, the closing date for applications is 31st October 2021. The planned number of admissions for the year beginning September 2022 is 230.

1. Secondary Application Forms submitted online at www.eastsussex.gov.uk/admissions by the closing date, 31st October 2021.
2. Offer of places. On 1st March 2022 emails will be sent out with your allocation letter by your home authority, you will be asked to confirm your acceptance of the offer by Friday 11th March 2022 by returning the admissions form to the allocated school. Should any places become available after the allocation date, places will be allocated from the waiting list according to the over-subscription criteria set out above.
3. Late applications. These will be dealt with in accordance with the Coordinated Admission Scheme for secondary schools in East Sussex.

In Year Admission arrangements for Claverham Community College

East Sussex process all admissions throughout the year along with the waiting list.

[To start the process please click here for the East Sussex In Year Admissions page.](#)

Appeals Process

If you do not get the school place you wanted you may want to appeal. The notes below explain what you need to consider when making an appeal.

You must set out in writing your grounds for appealing.

You can only appeal for a school which was included on your original application. If you are interested in applying for a school not named on your original application, please [contact School Admissions](#).

What happens with your school appeal?

Appeals are heard by an Independent Appeal Panel (IAP) at an appeals hearing. You will be given the opportunity to attend your appeal hearing and put your case in person to the IAP. [Procedures for school admissions appeal hearings](#).

The deadline for appeals for children starting Secondary school in September 2022 is 1st April 2022.

The final appeals will be heard in May/June 2022, dates are yet to be released for the September 2021 round.

Appeals Outcomes

East Sussex will send out written confirmation of the decision on an appeal within 5 working days of your hearing. At peak times it is not always possible to send decisions within this timescale. Please note that sometimes a Panel may need to hear a large number of appeals for one school across several days. In these cases, the decisions cannot be released until after the last day of hearings for that school.

Please do not call the school appeals team for the outcome of your appeal. **They cannot provide this confidential information via telephone calls or email.**

Independent advice on making an appeal

Coram Children's Legal Centre provides a [Child Law Advice Service](#) which can help you prepare your appeal.