



**Bexhill**  
Academy



# **Admissions Arrangements for school year 2025/2026**

Adopted: October 2024  
Next Review: October 2025  
Reviewed by: Mark Linch

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## Introduction

Bexhill Academy has Academy status, and therefore the Academy Trust is the admission authority for the school.

All admission authorities are required to determine their admissions arrangements for the 2025/26 school year, regardless of whether they undertook consultation.

These arrangements will be circulated after 26 February 2024 and will appear on the East Sussex and school websites by 15 March 2024 as required by current Regulations.

Any persons wishing to object to these admission arrangements should write to the Office of the Schools Adjudicator at the following address:

Office of the Schools Adjudicator,  
Mowden Hall,  
Staindrop Road,  
Darlington  
DL3 9BG  
Tel: 01325 735303  
Email: [osa.team@osa.gsi.gov.uk](mailto:osa.team@osa.gsi.gov.uk)  
**Any objections must be made by 30 June 2024**

### 1. Admission Number

There is no proposed change to the admission number. The Governors intend to admit a maximum of 300 pupils to Year 7 in September 2025.

### 2. Application process

#### Main Round

Applications, for the Sept 2025 intake for the Academic year 2025/26 must be made using the County Council's application procedure. Parents can apply online at [www.eastsussex.gov.uk](http://www.eastsussex.gov.uk), or a paper form is available from the primary school or the Admissions and Transport Team at the address below. Completed paper applications should be returned to:

The Admissions and Transport Team,  
PO Box 4,  
County Hall,  
St Anne's Crescent,  
Lewes,  
East Sussex BN7 1SG  
**The closing date for Year 7 applications is 31 October 2024.**

#### In Year

Applications for in-year admissions for the academic year 2025-2026, should be made directly to Bexhill Academy. The co-ordination of admissions for in-year applications by the Local Authority ceases to exist.

### 3. Late Applications

Any application that arrives after the closing date of 31st October 2024 for entry in September 2025 will be dealt with after the main allocations have been made. These late applications will be placed on the waiting list for Year 7. At this point the oversubscription criterion applies and the applicant at the top of the waiting list will be offered a place should one become available.

Late applications will be able to be considered as on-time if parents/carers are able to provide proof of a relevant change of circumstances (a house move or something similar).

### 4. Oversubscription Criteria

If there are more applications than places available at the school, the criteria below will be used to determine which children are offered the available spaces. After the admission of students with Statements of Special Education Needs where the Academy is named on the statement, the criteria will be applied in the following order:

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 with an exceptional medical or social need for whom attendance at any other school would be inappropriate.**  
Parents must submit supporting evidence, such as a letter from a doctor or social worker, which clearly demonstrates that the needs of the child can only be met by attending Bexhill Academy.
3. **Children who will have a brother or sister at the school at the time of admission and are living within the pre-defined community area.**  
Children are siblings if they are full, half, adoptive or foster brother or sister living in the same household. Please note that children with siblings attending the school will only be prioritised ahead of in area children if they also live in the community area.
4. **Children living within the pre-defined community area.**  
Each home address in the county falls within a community area although living in a community area does not guarantee a place can be allocated. The community area for Bexhill Academy is shown in the local authority's admission booklet.
5. **Children of staff in the following circumstances:**
  - a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and
  - b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage. This will apply to all academy employees.
6. **Children who will have a brother or sister at the school at the time of admission and are living outside the pre-defined community area**
7. **Children living outside the pre-defined area.**

*Tiebreaker*

If there are more children who qualify under an oversubscription criterion than places available, place allocation will be determined by prioritising applications within that criterion, on the basis of the shortest route from home to school using a straight-line measurement.

Using the Authority's Geographical Information System (GIS) distances are measured from the child's home to the nearest gate used by pupils at the school.

*Twins/Children from Multiple Births*

Where the admission of twins, or all siblings from a multiple birth would cause the school to rise above its Planned Admission Number, these twins or all of the siblings will be admitted.

## 5. **Waiting Lists**

Details of any unsuccessful applicants will be held on a waiting list which will be kept in the order of the oversubscription criteria above. This will be held until the end of the Summer Term when the list will be cleared. After this time, any applicant wishing to join a waiting list will need to reapply.

## 6. **Arrangements for appeals**

Parents/Carers will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with the admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for appeals will be in line with the code of practice on School Admission Appeals published by the Department for Education as it applies to Academies. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The Academy will provide information on the appeals process on request.