



United Learning
The best in everyone™

SHOREHAM ACADEMY

Admissions Policy *(For September 2025 Admissions)*

Updated for January 2024

Next review January 2025

Introductory statement

Shoreham Academy is an 11-18 school in West Sussex Local Authority. The school is a co-educational secondary academy with a sixth form. The school is part of United Learning.

Shoreham Academy seeks to bring out 'The best in everyone'. The school serves all children in the local community. All children will be admitted without reference to ability or aptitude. There are no faith criteria as part of the admissions policy. Children from families of all faiths, or none, are very welcome.

General

Shoreham Academy will ensure that parents and 'relevant children' will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Independent Appeal Panel will be independent of the Academy. The determination of the appeal panel is binding on all parties.

Procedure for admitting pupils to the Academy

Admission Number(s)

Shoreham Academy has the following published admission numbers for the year **2025/2026: 300 places for Years 7**

Process of Application

Arrangements for applications for places at the Academy will be made in accordance with the Local Authority's (LA) co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.

The Academy will use the LA's timetable for applications to the Academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within the LA as agreed by the Admissions Forum, LA, local schools and Academies. On 1st March, or the next working day, offers will be made to parents. There is a national closing date for secondary applications of 31st October.

Consideration of Applications

The Academy will consider all applications for places. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer

places to all those who have applied, as long as it does not prejudice in a negative way the organisation of a year group.

Procedures where the Academy is oversubscribed

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with Education Health Care Plans (EHCP) where Shoreham Academy is named on the EHCP, subject to its right of appeal to the Secretary of State, the criteria will be applied in the order in which they are set out below:

1. Looked after children* and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted** (or became subject to a child arrangements order or special guardianship order) as defined in the School Admissions Code 2014, paragraph 1.7.

**A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.*

***This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).*

2. Children who have specific medical needs, social needs and special needs students without a statement naming the Academy where the application is supported by written supporting evidence from an appropriately qualified person as to why the Academy is the only setting that can meet the child's needs. It is the responsibility of parents to show that it is essential for the child to attend the Academy rather than any other school.
3. Children who live in the catchment area* and are siblings of students who attend the Academy, and will still be attending when the child starts, other than students who at the time are in the sixth form but were not previously in lower years. The term "siblings" refers to full, step, half, adopted or fostered brothers or sisters living permanently at the same address. The Academy reserves the right to ask for proof of relationship such as a short birth certificate and proof of residence.
4. Other children who live in the catchment area.
5. Children who live outside the catchment area and are siblings of students who attend the Academy, and will still be attending when the child starts, other than students who at the time are in the sixth form but were not previously in lower years. The term "siblings" refers to full, step, half, adopted or fostered

brothers or sisters living permanently at the same address. The Academy reserves the right to ask for proof of relationship.

6. Other children who live outside the catchment area.*

**The Catchment area is defined by the area delineated on the map appended to this document.*

A child's permanent address is where he or she normally lives and sleeps and goes to school from. Proof of residence, for example from utility bills or similar, can be requested at any time throughout the admissions process.

In the case of oversubscription in any of the above categories, apart from the CLA category, priority is given to applicants who live nearest the Academy measured by a straight line from Academy to the child's home address, using Ordnance Survey data within the curtilage of the property. This is known as Tie Break.

If false or misleading information is used to gain entry to the Academy, the offer of a place may be withdrawn.

If there are insufficient places to accommodate all applicants and after using all oversubscription criteria, applicants for the final place(s) cannot be split, the remaining place(s), will be allocated using a random allocation process (independently supervised) if the distance between a child's home and the academy is equidistant in any two or more cases.

Twins, triplets and other children from multiple births

In the event that the Academy has one place to offer and the next child on the admissions list is one of twins, triplets or other multiple birth, the Academy will offer those children a place even if that means exceeding its admission number.

Post 16 admission criteria

The Academy will not admit external applicants unless it is undersubscribed by pupils progressing from its own Year 11 and in such circumstances, it will apply the same academic entry requirements as it does to pupils already on roll in the Academy. Information on entry requirements is included in the Sixth Form Prospectus on the Academy's website. If a tie-break is necessary to determine who is admitted, it will apply the oversubscription criteria set out above.

Children already on roll are entitled to transfer to year 12 if they meet the published standards for entry.

Independent Appeal Panel

There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.

Operation of waiting lists

Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the final day of the first term. This will be maintained by Shoreham Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application

A student's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to students on the waiting list in accordance with the oversubscription criteria. The waiting list will be open from the first day in March until 31st December in the Year of application.

In Year Admissions: Arrangements for Admitting Pupils outside of the normal admissions round

The local authority co-ordinates admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect the Academy's right to determine which applicants have priority for admission.

Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria above shall apply. Parents/carers whose application is turned down shall be entitled to appeal.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. The appeal panel will be independent of the Academy. The arrangements for appeals will be in line with the School Admissions Appeals Code published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code and will be binding on all parties.

Appellants should file an appeal via the West Sussex Local Authority, with further information set out on the Local Authorities Admission website.

If appellants decide to appeal, they will receive an advance notice of the hearing date. They will be invited to attend the appeal. The hearing will be conducted as informally as possible, and there will be an opportunity for parents/carers to put forward their case and ask questions. If the appeal is refused, the Local Governing Body will not consider a further appeal for admission in the same academic year, unless there is a significant material change in circumstances of the parent or child.

Fair Access Protocol

Shoreham Academy participates in the In-Year Fair Access Protocol managed by West Sussex Local Authority in order to minimize the number of students who are at risk of underachievement by being out of school. This is reviewed by the local Admissions Forum on a regular basis.