

## In-year admissions policy

An in-year admission is the admission of a pupil to a school which takes place outside of the normal entry times. This includes pupils changing schools, pupils coming from a different country or from other parts of the UK, pupils returning to a school from living elsewhere or those who have not been in school. You can ask to change schools at any time.

In East Sussex, Community Primary schools are responsible for their own in-year admissions.

Children with a Statement of Educational Need/Education Health Care Plan with Laughton Community Primary as the named school will always be offered a place at the school.

Laughton Community Primary School will offer a place to any child who applies, provided that the number of children in that year group will not exceed 15 and the number of children within that class will not exceed 30 for that school year, and the following school year.

However in exceptional circumstances, if there are a number of applications for in-year admissions that would take the number above 15 or 30, the criteria run as follows:

Looked After Children or Children who have ceased to be looked after through adoption;

Children with health or special access arrangements (must be supported by evidence from a medical professional)

Children with siblings already at the school;

Children living within a mile radius of the school;

Children who live within the catchment area of Laughton.

It is at the discretion of the Headteacher and Governing Body to approve additional admissions to take us over our recommended PAN (Pupil Admission number).

To make an in-year application, please visit

<http://www.eastsussex.gov.uk/educationandlearning/schools/findingaschool/dates/inyear.htm>

or contact the School Office on 01323 [811306/office@laughton.e-sussex.gov.uk](mailto:811306/office@laughton.e-sussex.gov.uk)

If you are unhappy with the decision made by the school, you can appeal online

<https://new.eastsussex.gov.uk/educationandlearning/schools/findingaschool/appeals/>

or contact the Schools Admissions Team

Admissions and Transport Team

County Hall,

St Anne's Crescent,

Lewes,

East Sussex BN7 1UE

See a map of this address

Email Admissions and Transport

Call us on 0300 330 9472