

Useful Information on Admissions to Gildredge House

Applications for School Places

An application for a school place **must** be made via East Sussex County Council <https://www.eastsussex.gov.uk/educationandlearning/schools/admissions/> The application process becomes live from 12th September 2020. The deadline date for Secondary Applications is midnight on **31st October 2020**. The deadline date for Primary Applications is midnight on **15th January 2021**. If you are unable to apply online, you must email the Admissions and Transport Team on admissions@eastsussex.gov.uk to request a paper copy application form.

Gildredge House Catchment Area

The Governing Board at Gildredge House is its own Admissions Authority. The Admissions criteria at Gildredge House differs from that of East Sussex County Council maintained schools.

Gildredge House **does not** have a catchment area. The Admissions Policy is available to view on the school's website at www.gildredgehouse.org.uk/admissions/ which sets out the admissions criteria and explains how places are allocated.

Admissions Number

The Pupil Admission Number (PAN) is 84 places for Year 7 and 56 places for Reception.

School Preferences

Although there is no right to choose a child's school, parents do have the right to state a preference of up to three different schools that they would like their child to attend.

Schools are not privy to how you order your preferences on your application form. Each preference school will rank the application in accordance with its own admissions criteria.

It is wise to select three preferences. If you don't select three schools and you are unsuccessful in being allocated your only preference school, you will be allocated a school where there are spaces available. This will be determined at the end of the allocation process. If you don't express three preferences, you may be allocated a school which is not one of your preferences.

Late Applications

Applications received after the closing date of **31st October 2020 for Secondary** or **15th January 2021 for Primary** will be treated as 'late' applications and places will be allocated after those 'on time' applications have been allocated.

Offer of a School Place

Decisions are issued by email on the National Offer Day which is 1st March 2021 for Secondary and 16th April 2021 for Infant / Primary / Junior.

Appeals

You can lodge an Appeal for any preferred school where you have been unsuccessful in obtaining a school place. The school, not the Local Authority, are responsible for the cost of the Appeal. Information on the Appeals process including deadlines can be found on our website at www.gildredgehouse.org.uk/admissions/

Since Gildredge House opened in 2013, it has received 154 Appeals. A total of 5.84% of the lodged Appeals have been upheld.

Waiting List

If you are unsuccessful in obtaining a place at your preferred school, you can apply to go on the school's Waiting List. Information about the Waiting List process can be found on our website at www.gildredgehouse.org.uk/admissions/

At Gildredge House, available places will be filled from the Waiting List. Applicants on the Waiting List will be ranked in accordance with the oversubscription criteria set out in the Admissions Policy and the available place offered to the applicant who ranks highest.

You can apply for the Waiting List of any school that was named as a preference school on your Common Application Form.

Useful Contact Information

The Admissions and Administration Manager, Mrs Julia Jenkins, can be contacted on admissions@gildredgehouse.org.uk or 01323 400650.

The East Sussex County Council Admissions and Transport Department can be contacted on admissions@eastsussex.gov.uk or 0300 330 9472.

Updated 23.09.2020