



City Academy Whitehawk

Admissions Policy 2024/25



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City Academy Whitehawk

Admissions Policy 2024-2025

About Us

City Academy Whitehawk is a two-form entry primary school located on the eastern fringe of Brighton & Hove. We are very proud of our school. If you would like to find out more about our mission and 'CAW Qualities', please have a look at the school website: <https://caw.brighton-hove.sch.uk>

Ofsted awarded our Early Years Foundation Stage a grade of 'Outstanding' in 2024 and the report states that 'Children get off to an exceptional start in the Nursery and Reception. The school's carefully sequenced and rigorous curriculum is highly effective. Staff prepare children for the next stages of education, instilling the necessary language and communication skills through enriching activities and opportunities. Children build meaningful relationships with each other and the well-trained staff who skilfully facilitate highly purposeful.

We opened our Nursery in January 2020, and further information about Nursery admissions can be found on our website.

Nursery Provision

The Nursery has an admission number of 32 pupils. The Academy nursery operates two teaching groups with a maximum capacity of 16 children in each group – it may be necessary to reduce this number depending on the need of individual children. 'Hatchlings 1' runs on Monday (08:40am-3pm), Tuesday (08:40am-3pm) & Wednesday (8.40am-11.30am). 'Hatchlings 2' runs on Wednesday (12pm-3pm), Thursday (8:40am-3pm) & Friday (8:40am-3pm).

City Academy Whitehawk co-ordinates the admission of children into its Nursery.

Primary Provision

City Academy Whitehawk has 60 places in each of our primary school year groups, starting from Reception and finishing with Year 6. The school will admit this number of pupils if there are sufficient applications. If fewer than 60 applications are received, the school will offer places to all of those who have applied.

Brighton & Hove City Council co-ordinates the admission of children into City Academy Whitehawk at both the start of the Reception year (4+ year olds) and 'in-year' for older age groups.

The closing date for September 2024 Reception admissions is 15th January 2023. If you are seeking a place in Reception, or any other year group, please follow the advice and information at:



Alternatively, please speak to the school office (01273 681377) and they have paper copies of the forms that can be completed.

Oversubscription Criteria – Nursery Provision

(for more information, please refer to our Nursery Admissions & Fees Policy)

Parents can register their child for a Nursery place by completing an Application Form. While parents/carers are invited to state a preference for their choice of timeslots, we cannot guarantee that preferred timeslots will be available and you may be offered an alternative time. All applications will be considered and places offered to children in order of priority as detailed below (subject to receipt of the completed Application Form and an assessment of the ability of the Nursery to meet the needs of the child):

1. Children aged three years old on 31st Aug 2024 who are a child in care or a child who was previously in care but immediately after became subject to an adoption residence, or a special guardianship order.
2. Children aged three years old on 31st Aug 2024 who have siblings currently registered at City Academy Whitehawk that are currently eligible for free school meals.
3. Children aged three years old on 31st Aug 2024 who have siblings currently registered at City Academy Whitehawk that have at any time been eligible for free school meals.
4. Children aged three years old on 31st Aug 2024 who have siblings currently registered at City Academy Whitehawk.
5. Children who are aged three years old on 31st Aug 2024 and who do not have siblings at the school.
6. Children eligible for funded early education for two year olds (FEET) and three years old by 31st Dec 2024.
7. Children eligible for funded early education for two year olds (FEET) and three years old by 31st March 2025.

In the event of oversubscription in any category, completed Application Forms will be prioritised subject to date and time of receipt at the school.



Oversubscription Criteria – Primary Provision

The criteria in this section apply to entry at all phases of the primary school from Reception to Year 6. When the school is oversubscribed, after the admission of pupils with an Education, Health & Care Plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children in England, previously looked after children in England and children who appear to have been in state care outside of England¹.
2. Children with compelling medical or other exceptional reasons to attend the school. A compelling case must be made as to why your child's needs can only be met at the school. You must provide supporting information from a registered health professional or social services together with any relevant information when you submit your preference form.
3. Children who will have a sibling ("sibling" is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters) at the school at the time of admission. This applies if there is another child living in the same household as your child who in the year of admission will be attending the school.
4. Other children. There is no catchment area for City Academy Whitehawk. Once all of the children in priorities 1, 2 and 3 have been offered places, the remaining places, up to the Admissions Number, will be offered to other children.

Tie Break

If there are more children applying than places available in any given priority, the available places will be offered to those children living closest to the school, up to the published admissions number. Home to school distance will be measured by the shortest route from the child's home to the nearest of the school's gates. These arrangements are in accordance with [section 4 of the Brighton and Hove Admission priorities for community schools](#).

¹ 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, in England. A **'previously looked after child'** is a child who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category must be accompanied by supporting evidence, such as a signed letter from the child's social worker or former social worker confirming their current or previous status, an adoption or special guardianship order, and/or satisfactory documentary evidence of having been in state care outside of England (as defined above), to be received by the application deadline in the normal admission round.



Late Applications

All applications received by Brighton & Hove City Council after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Deferred Entry for Infants

Parents offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on a prescribed day). The prescribed days are 31st August, 31st December and 31st March.

Admission of Children Outside Their Normal Age Group

Parents/carers may request that their child is admitted outside their normal age group. To do so, parents/carers should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, Aurora Academies Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Head Teacher/Head of School and any supporting evidence provided by the parent/carer.

Waiting Lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy's Trust 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.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.



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. If any parents/carers wish to appeal, please contact the school's office on 01273 681377 or cawadmin@auroraacademies.org and arrangements will be made.

