

## Putting your child on the waiting list at Peacehaven Community School

### 1. Waiting Lists – general information

Parents may ask for their child to be placed on waiting lists where it has been necessary to restrict entry to a particular year group. Children can be placed on more than one waiting list but only for schools which were named on the school application form. Schools featuring on waiting list application forms that were not previously given as a preference will be invalid.

### 2. How waiting lists work

Waiting lists must follow the admissions criteria and, if there are more children within the same criterion, priority is given to those living closest to the school. It can be expected therefore that a child's position on any waiting list can change as other pupils join or leave the list whilst it is running. The admission criteria and tie break method for Peacehaven Community School are as follows:

1. **Looked after children and previously looked after children**
2. **Children who will have a sibling (children are siblings if they are full/half or adoptive/foster brother or sister living in the same household) at the school at the time of admission.**
3. **Children living within a pre-defined community area.**
4. **Children living outside the pre-defined community area.**

Within each category, positions are determined by prioritising applications on the basis of the distance measured by the shortest walking route using the County Council's geographical information system from the child's home to the nearest gate used by children at the school.

If a place becomes available, parents will be notified in writing and given 14 days to decide to accept or decline the place. If the child stays at his or her current school, he or she will be removed from the waiting list and the vacancy offered to the next child.

Waiting lists will run until the end of the term in which the application is processed. You will need to request a new form at the end of the term if you wish to reapply. Parents can ask at any time where their child features on a waiting list.

### 3. Applying to join a waiting list

To apply, simply fill in the details attached and send it to the address given at the bottom of the form.

For further queries, please call the school on **01273 581100** or email: **pcs-admissions@swale.at**



**WAITING LIST APPLICATION FORM**

**Headteacher  
Rachel Henocq**

PLEASE USE BLOCK CAPITALS WHEN COMPLETING THIS FORM

Name of parent/carer: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Name of child: \_\_\_\_\_

Child's date of birth: \_\_\_\_\_

Daytime contact number: \_\_\_\_\_

Email address: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Does the above named child have a sibling (living at the same address) at Peacehaven Community School?

Yes / No

Name of sibling & date of birth: \_\_\_\_\_

I have read the details listed overleaf regarding how the waiting list operates. I will inform Peacehaven Community School if there should be any change in my child's circumstances that could affect his/her position on a waiting list (for example, a change of home address).

Signature of parent or carer:

Date:

**Please return to:**

**School Admissions  
Peacehaven Community School  
Greenwich Way  
Peacehaven  
East Sussex  
BN10 8RB**