

Sidlesham Primary School

Admissions Policy



Date Agreed	July 2024
Prepared by	Sophia Koiston - Headteacher
Type	West Sussex Policy
Review Date	July 2025

Introduction

The Governing Body of Sidlesham Primary School applies the regulations on admissions fairly and equally to all those that wish to attend this school. This policy conforms to the regulations that are set out in The School Standards and Framework Act 1998 and the School Admission Regulations 2012, and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

Admission to our school is the responsibility of West Sussex County Council.

We understand that applying for a school place can be a daunting thought and we encourage parents and carers to call to talk to us to find out more about our school. You can contact us on 01243 641238 or at:

office@sidleshamprimaryschool.co.uk

We encourage all parents and carers to contact us to arrange a visit to see us in action, ask any questions and share any relevant information with us to ensure a smooth transition into school.

Age on Admission

We operate a system of September admission with the option to defer until the following January depending on the child's social, emotional and cognitive development. In line with the Admissions Code (West Sussex), parents have the right to choose whether they wish their child to start full-time or part-time, subject to the caveat that children are receiving full-time education in the term following their fifth birthday.

Our overriding aim is one of ensuring a smooth transition that is tailored to the needs of your child. Clearly many factors need to be taken into account at this important time and we are happy to offer guidance and support as required.

Transferring from another school

Parents with children who have just moved into the area or those seeking a transfer from another school should get in touch with the Headteacher as well as contacting the Education office in Worthing. Parents and children are again encouraged to come and see Sidlesham Primary School for themselves

How to apply for a place at our school

Parents and carers must apply through West Sussex County Council. This can be done online through:

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/>

All schools have a published admission number which is available from West Sussex County Council. Sidlesham Primary School's published admission number is 20.

Applications to community and voluntary controlled schools are prioritised according to the following criteria:

Any child with an EHCP naming the school will automatically be admitted to the school

1. Looked after Children (children in public care)
2. Children who live in catchment with a brother or sister already at the school and will still be attending when the child starts (brothers and sisters may be half or step siblings but must be permanently living at the same address)
3. Other children that live in catchment
4. Children who live outside of catchment with brothers or sisters already attending the school
5. Other children who live outside the catchment

Parents and carers have the right to express a preference for a school of their choice and should do so on the application form. Expressing a preference does not in itself guarantee a place. Priority will be given in accordance with the above criteria.

Home Visits

We believe a home visit for children starting in Reception is the first step towards creating a purposeful and lasting home school relationship between you, the parent, your child and the school.

During the first week of the year in September, your child's teacher will come and visit you and your child at home.

The purpose of the visit is to help your child to feel at ease meeting his or her new teacher and learning support assistant in familiar surroundings. It will also provide an opportunity to hear about school life, ask questions and raise any concerns you may have.

We know that you want the best for your child. So does the school. We hope that this meeting will be the start of a long and happy partnership where we all work together for the best interest of your child.

Appeals

Any appeals regarding a decision must be made to West Sussex County Council. Details can be found on their website at the link above.

Review

This policy will be reviewed in light of any changes to the West Sussex Admission Policy.