



West Green Primary School

Admissions Policy

Approval Date: November 2013

Headteacher:

Chair of Governors:

WSCC Admission Policy - Four-year-olds

Sir Jim Rose completed his review of the primary curriculum in April 2009 and recommended that children should ideally start school in the September following their fourth birthday. The Secretary of State accepted that recommendation and announced that all parents should be able to choose this option if that is what is best for their child. Parents will be able to choose for their child to start school on a part-time or full-time basis, or choose a place at a nursery or other early learning setting if they would prefer this. A revised School Admissions Code came into force on 10 February 2010, and requires all admission authorities to provide parents with this choice of a school place for entry from September 2011. The changes affect two paragraphs of the current Code, which are detailed below:

Admission of children below compulsory school age

For admission to the 2011–12 school year, and subsequent years, admission authorities for primary schools **must** provide for the admission of all children in the September following their fourth birthday. When determining the arrangements for primary schools the admission authority **must** make it clear that:

- a) Application packs are sent to every parent, this will contain an application form that will require parents to name the schools they would like their child to attend. The application form must be returned to either the preferred school or to the Admissions Team by the given deadline. Applications can also be made online on the Pupil Admissions Application website.
- b) Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year.
- e) Parents can request that their child attends part-time until the child reaches compulsory school age.

Deferred entry to primary schools

Admission authorities **must** allow parents of children who are offered a place at the school before they are of compulsory school age to defer their child's entry until later in the school year. Where entry is deferred, admission authorities **must** hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. This **must** be made clear in the admission arrangements for the school.

How Places Are Allocated – West Sussex County Council’s Admissions Policy

All schools have a published admission number (PAN). The PANs for all schools in West Sussex are available from WSCC. Applications to community and voluntary controlled schools are prioritised according to the following criteria:

Any child with a statement of special educational need naming the school will automatically be admitted to a school. (Under section 324 of the Education Act 1996)

1. Looked after children (Children in public care).
2. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds.
 - *Parents/carers must provide written supporting evidence from an appropriately qualified person (usually a doctor or social worker). The evidence should state clearly why the school asked for is the only one that can meet the child’s needs. Letters from parents are not normally considered sufficient evidence.*
 - *The Pupil Admissions Office **will not** contact doctors or social workers to obtain information relating to an application. It is the parents’ responsibility to attach any evidence relating to their child to their application form.*
 - *A panel of West Sussex senior education officers will decide whether the reasons expressed are sufficient to override the oversubscription criteria and allow admission on exceptional and compelling grounds.*
 - *Parents should be aware that the criteria for the exceptional and compelling category is rarely met and might wish to seek guidance from the Pupil Admissions Office regarding application under this category. In the 2009 allocation, less than 1% of applications were considered to be exceptional and compelling cases.*
3. Children who live in the catchment area with brothers or sisters already at the school and who will still be attending when the child starts (brothers or sisters may be half or step-siblings but must be living permanently at the same address).
4. Other children who live in the catchment area
5. Children who live outside the catchment area with brothers or sisters already at the school and who will still be attending when the child starts (brothers or sisters may be half or step-siblings but must be living permanently at the same address).
6. Other children who live outside the catchment area.

In the case of oversubscription in any of the above categories, priority is given to applicants who live nearest the school (measured by a straight line from school to home, using Ordnance Survey address point data from a central point in each building).

The Pupil Admissions Team does not have the discretion to take account of personal circumstances outside the above criteria. For example, the team cannot take the following into account:

- **How long your child's name has been registered with the school.**
- **Whether your child attends a nursery class or other pre-school setting on the school site or nearby.**
- **Your working patterns or childcare arrangements.**
- **Any previous association your family has with the school.**
- **How long you have lived in the area.**

All preferences for schools will be considered at the same time against the oversubscription criteria. If your child can be offered a place at more than one of the schools listed on the application form, they will be offered a place at the school listed highest. If you wish to discuss the implications of the order of your preferences please contact the Pupil Admissions Office. **Residing in a catchment area does not guarantee a place at the catchment school.**

The Infant Class Size Legislation restricts all reception, year 1 and year 2 classes to a maximum of 30 pupils with one qualified teacher. Places will be allocated at all infant, first and primary schools to comply with this law.

The Pupil Admissions Team

The role of the Pupil Admissions Team is to administer the council's coordinated admissions scheme, including the allocation of places at community and voluntary controlled schools in accordance with WSCC's published admissions policy. The Team is able to offer advice and guidance to parents making an application for their child's transfer. However, the Team is unable to:

- Offer opinions on schools suitability and performance.
- Arrange visits to schools.
- Allocate places outside WSCC's criteria or take account of personal circumstances, outside of exceptional and compelling cases.
- Change a child's details (name or address) without written confirmation and supporting documentation where appropriate. For example to change a child's name we require written consent from all parties with parental responsibility for the child or, in the absence of consent, a copy of a court order.
- Investigate anonymous allegations regarding false addresses. WSCC does treat the issue of using a false address very seriously and any correspondence of this nature is dealt with confidentially.
- If you are dissatisfied with the service of the Pupil Admissions Office, in the first instance please write to the Admissions Manager. Complaints about schools should be referred to the Headteacher or the school's governing body.

Transfer to Secondary School

Parents whose child is in their final year at a West Sussex school will automatically be sent an Information for Parents Booklet and an application form, sent out through your child's current school. Completed application forms should be returned to your child's current school. Applications are invited online on the Pupil Admissions Applications website.

Special Educational Needs

The great majority of pupils with some form of special educational need participate fully in mainstream schools, with help appropriate to the special needs. This includes most children for whom the Authority has issued a Statement of Special Educational Need. If your child has a statement and is about to start school, they will most likely attend a mainstream school. A minority of children with Statements may need provision that is only available in one of our special schools or a specialist centre attached to a school. If your child has a Statement, you have a legal right to say which school you would prefer. Although WSCC is responsible for deciding which school they should attend, most often parent's preference will coincide with what is provided. WSCC will try to arrange school admissions for children with Statements earlier in the year than other pupils so that they can take account of your preference and your child's particular needs. If your child has a Statement you should already have been contacted by the SEN team. If not please contact your caseworker (if known) or use the general number and address: Special Educational Needs Team, 2nd Floor Sussex House, Crane Street, Chichester, West Sussex PO19 1LJ - (01243 752135).

If your child does not have a statement but you have concerns regarding their start at school and special educational need please contact Alex Rhymer in Children's Support on - 01903 839333 for further advice.

Attendance

Your child is entering an important stage in life, starting a new school. To get the best from this, they need to attend school punctually, on a daily basis. Missing days, even odd ones, can leave gaps in their education – every single day matters. Try and support your child by being positive about school and encouraging them to attend unless they are medically unfit. The Education Welfare Service is there to help pupils to access education and make the most of the education available to them. Should you wish to speak to an Education Welfare Officer about your child's attendance, please telephone 0845 075 1007. An officer will be able to tell you the name of the relevant Education Welfare Officer, if you need specific help.

Some Important Key Points:

- There are only 190 days in the school year – there are 175 days left for holidays, treats and shopping.
- Half a day off school each week adds up to more than a whole school year missed by the age of 16.
- If your child does start missing school contact the school without delay. Communication is very important.
- If pupils miss school, they miss out.

