

**RUSTINGTON
COMMUNITY
PRIMARY
SCHOOL**



ADMISSIONS POLICY

Signed Chair of Governors:

September 2018

Review due July 2020

RUSTINGTON COMMUNITY PRIMARY SCHOOL SCHOOLSWORKS ACADEMY TRUST

ADMISSIONS POLICY

Section 1: General Principles

1.1 Rustington Community Primary School is an academy and is therefore its own admissions authority. The school has a Pupil Admission Number (PAN) of 90.

1.2 The Governing Body of Rustington Community Primary School applies the regulations on admissions fairly and equitably to all those who wish to attend our school. We are an inclusive school and welcome all applications.

1.3 The school participates in the Local Authority co-ordinated scheme and all dates within that scheme must be adhered to. Proof of residence will be required for all applications.

1.4 If the number of children applying for entry exceeds the number of places available, we enforce our over subscription criteria set out in Section 2.8 below.

1.5 It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible.

Section 2: Definitions and Details

2.1 Children are normally admitted in September in the academic year in which they have their fifth birthday.

2.2 When a parent is looking for a place for their child to start school for the first time, the application process is co-ordinated by the Local Authority. Families should contact the Local Authority during the autumn of the year before they are due to start school for advice on the application process. Applications are sent to the Local Authority by their published deadline. Parents can expect to hear which school they are allocated in the spring, usually April, in accordance with the Local Authority's timeline.

Home Address

2.3 Proof of residence will be required for all applications. The offer of a place may be withdrawn if proof of residency is not met.

2.4 Where a child lives part of the week with one parent and part with another member of the family, the “home address” will be considered to be the residence where the child spends at least three nights of the school week each week.

2.5 Our catchment area is determined by West Sussex and enquiries about the boundaries can be directed by email to the Admissions (South) Team on admissions.south@westsussex.gov.uk

Sibling

2.6 Where priority is given for a sibling, brothers and sisters may be half or step siblings (by marriage or by co-habitation) or foster siblings, but must be living permanently at the same address.

Looked After Children

2.7 As required by the Regulations of 2012, the school will give top priority to applications on behalf of children currently or previously in public care (see definition Section 22(1) of the Children Act 1989).

Oversubscription Criteria

2.8 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.

2.9 In the event of oversubscription, places will be offered using the following criteria:

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
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 who will still be attending when the child starts (brothers or sisters may be half or step-siblings but must be living at the same address):
6. Other children who live outside the catchment area.

2.10 All distances are measured by a straight line from the school to the child's home address using Ordnance Survey address data from a central point in each building.

Infant Class Size

2.11 In line with legislation introduced in 1998, our infant classes will have a maximum of 30 children.

In Year Admissions

2.12 Admissions mid-year for any year group will be dealt with in accordance with this policy and will be administered by the Admissions Team at West Sussex.

Appeals

2.13 If you are not offered a place at our school you have the right to appeal to an independent panel. An appeals panel decision is binding on all parties.