

Petworth CofE Primary School

Admissions Policy



Reviewed:	May 2023
Next Review:	May 2026
Person Responsible:	John Galvin

Inspire, nurture and challenge with JOY at the heart in all we do.

INTRODUCTION

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

AIMS AND OBJECTIVES

- We are an inclusive school that welcomes children from all backgrounds and abilities.
- All applications will be treated on merit and in a sensitive manner.
- The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. 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, due to the excess demand on the school places available.
- The level of ability of a child or any special needs that he/she may have plays no part in the admissions policy of this school.

HOW PARENTS CAN APPLY FOR THEIR CHILD TO BE ADMITTED TO OUR SCHOOL

As our school is a CE (Controlled) school, the school determines the admission arrangement with the LA. The LA is therefore the Admissions Authority for our school. The regulations for entry to each school, where the Admissions Authority is the LA are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice.

Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Priority is given to children living in the catchment area, then to siblings of children already attending the school and then to those living out of the catchment area. Application forms can be obtained from the Education Department of the LA and should be completed by the date stipulated on the forms. The Local Authority notifies parents about the school place as soon as all the applications have been considered.

In this county area, children enter school in the academic year they become five. There is one admission date per year in September (ie. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by the date provided by the Local Authority prior to the commencement of the Academic Year.

Children whose fifth birthday falls between 1st September and 28th February can be admitted full-time in September of that year. Children whose fifth birthday falls between 1st March and 31st August may be admitted part-time, for morning sessions, during the Autumn Term. In January they may become full-time.

The Headteacher will use his discretion as to the proportion of time spent in school to begin with and flexible attendance may be arranged. Children are not legally required to be in school until the term following their fifth birthday.

ADMISSIONS APPEALS

If we do not offer a child a place at this school it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against the decision. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeal Regulations 2012).

THE STANDARD NUMBER

The standard number is the number of children the school can accommodate. The standard number for our school is 210. We keep this number under review and the governors will apply to change the number if circumstances allow.

INFANT CLASS SIZE

We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

PARENTS

Parents are encouraged to visit Petworth CofE Primary School prior to admission of their children.

Parents and children, who have registered at the school, and who are due to start full-time in September are invited into school for one evening meeting during the term prior to their child's admission. The whole cohorts of children attend sessions in the afternoons after half term in that term. Children from both local pre-school settings also attend the school on a number of occasions during the spring and summer terms prior to starting school.

The children have the opportunity to integrate in the classroom and meet their teacher. Parents have an opportunity to discuss matters of concern and to ask questions with the Headteacher, Deputy Head, the EYFS Teacher, a member of the Governing Body, a member of the Petworth Primary School Association and Class Teaching Assistants.

Information is provided at New Parent Evenings to help parents prepare children for school. Parents are also given a School Prospectus.

All children will be visited in their own home by the class teacher together with the Teaching Assistant, Headteacher or Deputy Headteacher of the school. At this time the children will be given a PPS Book Bag containing the relevant enrolment forms and a "Learning Journal" for them to complete and bring to school in September to share with their teacher.

REVIEW

This Policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

ADMISSIONS AND APPEALS

Parents are encouraged to visit Petworth CofE Primary School prior to admission of their children. It is recommended that parents complete the necessary application form by the date provided by the Local Authority. Children whose fifth birthday falls between 1st September and 28th February can be admitted full-time in September of that year. Children whose fifth birthday falls between 1st March and 31st August may be admitted part-time for morning sessions, during the Autumn term; in January they may become full-time.

The Headteacher will use their discretion as to the proportion of time spent in school to begin with and flexible attendance may be arranged. Children are not legally required to be in school until the term following their fifth birthday.

Priority is given to children living in the catchment area, then to siblings of children already attending the school and then to those living out of catchment.

The Headteacher is not permitted to authorise placements for out of catchment children. Parents must complete form AD2, which is then sent to the LA for their approval. Any parent being refused a place at the school has the right to appeal against that decision through the LA.

Parents and children who have registered and who are due to start full-time in September are invited into school during the term prior to their child's admission. The children attend for two afternoons as a cohort during the summer term.

Both local pre-school settings have their own transition programmes with the school, these include a number of visits to the school.

The children have the opportunity to integrate in the classroom and meet their teachers and parents have the opportunity to discuss matters of interest with the Headteacher and a member of the Governing Body.