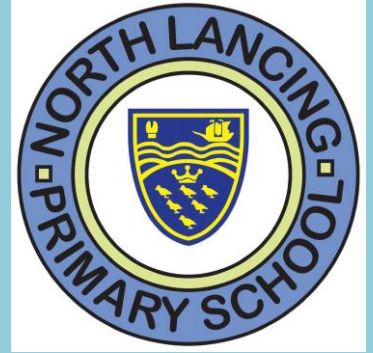


NORTH LANCING PRIMARY SCHOOL



Admissions Arrangements Policy 2023-24

To be reviewed annually



North Lancing Primary School

Admissions Policy

Introduction

The governing body of North Lancing Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. This policy is based on the following advice from the Department for Education (DfE):

[School Admissions Code 2021](#)

[School Admission Appeals Code](#)

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 s/he 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 community school, the school determines the admission arrangements in agreement with the LEA. The LEA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LEA, are published each year by the LEA. Parents can receive a copy of these regulations directly from the LEA.

The LEA 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. In common with other local primary schools, all parents/carers wishing their children to join North Lancing Primary must complete the West Sussex admissions process.

Further details and on-line applications can be found on the West Sussex website: <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/> These should be completed by the date stipulated on the Website. Paper application forms are available through 03330142903. The LEA notifies parents about the school place as soon as all the applications have been considered.

In this area, children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. 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 application deadline in January.

Oversubscription Criteria

If more children apply for places at school than are available, West Sussex apply the oversubscription criteria. Children are admitted to the school in order of the criteria. Any child with an Education Health and Care Plan (EHCP) issued under the Children and Families Act 2014, naming the school will automatically be admitted to that school, under section 324 of the Education Act 1996. The oversubscription criteria is as follows:

1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence must be provided;
2. Children who are subject to a Special Guardianship Order who have not previously been in Local Authority Care. Evidence must be provided;
3. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. Evidence must be provided;
4. Children who live in the catchment area with brothers or sisters already at the school or who will be attending the linked junior school when the child starts;
5. Other children who live in the catchment area;

6. Children who live outside the catchment area with brothers or sisters already at the school;
7. Children of staff where the member of staff has been employed at the school for two or more years at the time which the admission to the school is made.
8. Other children who live outside the catchment area.

Admission 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 LEA. 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 this decision. An appeals panel's decision is binding for all parties concerned. 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.

Published Admissions Number (PAN)

The published admissions number for North Lancing Primary School is 60 pupils per year group, 420 pupils in total. This is the number of children the school can accommodate. We keep this number under review and the governors will apply to change the number if circumstances allow. The school is two form entry; each year group has two classes of up to 30 pupils.

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.