



# ***Admissions Policy***

This policy was adopted on: November 23

The policy will next be reviewed on: November 24

We are journeying together, in partnership, to support and empower each other to live our lives fully as happy, confident, knowledgeable and compassionate people.

Our Christian values inspire us to serve one another and the wider community and value the world around us.

We aspire to be better than we were yesterday and for every child to feel they have achieved. We value the contribution every person makes, as unique individuals, wonderfully made in the image of God.



## **1 Introduction**

- 1.1** The Governing Body of Fittleworth C.E. Village School applies the regulations on admissions fairly and equally to all those who wish to attend this school. This policy conforms to current regulations that are explained in the statutory School Admissions Code of Practice (September 2021) and the statutory Appeals Code of Practice (February 2012)

## **2 Aims and objectives**

- 2.1** We are an inclusive school that welcomes children from all backgrounds and abilities.
- 2.2** All applications will be treated on merit and in a sensitive manner.
- 2.3** 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 demand on the limited number of school places available.
- 2.4** The level of ability of a child or any special needs that he or she may have plays no part in the admissions policy of this school.

## **3 How parents can apply for their child to be admitted to our school**

- 3.1** As our school is a C.E. school, the school determines the admission arrangements in agreement with West Sussex County Council. 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 or view online at [www.westsussex.gov.uk](http://www.westsussex.gov.uk)
- 3.2** 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.

[https://www.westsussex.gov.uk/media/17908/starting\\_school\\_information\\_booklet\\_2023pdf.pdf](https://www.westsussex.gov.uk/media/17908/starting_school_information_booklet_2023pdf.pdf)

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. Application forms can be found online at the WSCC website and should be completed by the date stipulated on the forms. For parents who do not have access to the internet at home free access has been arranged at all libraries and Children and family Centres within West Sussex.

- 3.3** 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 deadline set by the LA – usually in the Spring Term.

- 3.4** In Year admissions are also determined by our school in agreement with West Sussex County Council. The regulations are as per 3.1 above.

#### **4 Admission appeals**

- 4.1 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.

- 4.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA.

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/apply/make-an-admissions-appeal/>

An independent appeal 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.

#### **5 The Pupil Admission Number**

- 5.1 The pupil admission number is the number of children the school can admit in any one year. The PAN for our school is 20. We keep this number under review.

#### **6 Infant class size**

- 6.1 We currently have a mixed class for children in Reception and year 1, and an infant class for children in year 1 and 2. The classes will have a maximum number of 30 children registered in each.

#### **7 Verification of Children's Age**

- 7.1 Parents and Carers will be expected to provide verification of their child's age prior to their enrolment at our school. This should be in the form of either a birth certificate or passport.

#### **8 Renewal**

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