



**Our moral obligation is to help our children become successful learners, confident individuals and responsible citizens, and we believe that this policy for admissions will help us achieve this goal.**

**Admissions Policy – 23/24  
(for in-year admissions 23/24)**

**Section 1: Context**

Barnham Primary School is an academy and therefore is its own admissions authority. The school has a Pupil Admission Number (PAN) of 45. The Trustees of Barnham Primary School applies the regulations on admissions fairly and equitably to all those who attend our school. The school participates in the Local Authority co-ordinated scheme and all dates within the scheme must be adhered to (see [www.westsussex.gov.uk](http://www.westsussex.gov.uk)).

We are an inclusive school and we welcome all applications for admission. The only restriction we place on entry is that of number. If the children applying for entry exceeds places available, we initiate and enforce procedures set out in Section 2 (Oversubscription Criteria). All applications will be treated on merit and in a sensitive manner. It is our wish to provide families with a place at our school, if that is their choice and if the application meets the criteria set out in section 2. However, this is not always possible and so in some cases applications for admission will be declined.

**Section 2: How does it work?**

Children are normally admitted to the school in September in the academic year in which they have their fifth birthday. When a parent or carer is looking for a place for their child to start school for the first time in Year R, the application process is coordinated by West Sussex County Council. Families should contact the Local Authority during the autumn of the year before they start school to learn more about the application process. Families can expect to hear which school they have been allocated in the spring, usually April, in accordance with the timeline set out by the Local Authority.

WSCC Admissions Department contact details – 03330 142903  
Emails – [admissions.south@westsussex.gov.uk](mailto:admissions.south@westsussex.gov.uk)

**Admissions Criteria**

School places for our school are offered using the following criteria:

Any child with a statement of special educational needs or education and health care plan 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), children who were previously looked after who leave care under a special guardianship or residence order. Evidence must be provided. Please see Appendix 1 for further information.
2. Children of school staff who have been working for the school for at least two years on a permanent contract.
3. Children who live in the catchment area with brothers or sisters already at Barnham Primary School and who will still be attending when the child starts (brothers or sisters may be half or step-siblings by marriage or cohabitation, or foster siblings, but must be living permanently at the same address).





4. Children who live outside the catchment area with brothers or sisters already at Barnham Primary School and who will still be attending when the child starts (brothers or sisters may be half or step-siblings by marriage or cohabitation, or foster siblings, but must be living permanently at the same address).
5. Children living in the catchment area.
6. Children living outside the catchment area.

### **Over Subscription Criteria**

Distance from the school will be measured by a straight line from the school to the child's home address, using Ordnance Survey address point data from a central point in each building. Where the tie-break produces two or more equal distances the deadlock is broken by random allocation.

### **Catchment Area**

Our catchment area is on a map attached.

Please contact the school if you would like to check whether you are living in our catchment area.

### **Home Address**

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

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.

### **Waiting Lists**

The school will maintain waiting lists for children unable to join the school due to the school being full. When a vacancy arises, a place will be offered in accordance with our Admissions Criteria, as set out above. Parents and carers should confirm that they wish their child to remain on the list at the start of each academic year.

We are required to admit any pupil who is admitted through the appeal process, or who is subject of the Local Authority 'directing' the school to do so. Any such pupils take precedence over the waiting list, and admissions criteria.

### **Published Admission Number (PAN)**

The PAN is the number of children the school has been directed to place by the local authority. For Barnham Primary School the PAN is 45 per year group.

### **Class Sizes**

Our aim is to maintain class sizes of 30 pupils. For Reception, Year 1 and 2 we are restricted by law due to Infant Class Size legislation.

### **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 you wish to appeal the decision made, then you have a right to lodge an appeal to an independent panel. West Sussex County Council coordinates the appeals for our school and the panel will decide whether a child should be admitted or not. The appeal's panel decision is binding for all parties concerned and if the decision is for the school to admit the pupil concerned then we will continue to ensure that we provide the best education that we can for all the children of our school.

### **Section 3: Review**

This policy will be reviewed when there are changes to government legislation, the local area or our school. The catchment area will be reviewed as required in consultation with the Local Authority and local schools.





## Appendix 1

### Further information on Looked After Children or Previously Looked After Children

Evidence is required to support applications for looked after children or previously looked after children who ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

- Applications for looked after children should be made by the relevant social worker. Applications for previously looked after children who are adopted should be supported by a copy of the adoption order and the new birth certificate.
- Applications for previously looked after children who become subject to a residence order – made under Section 8 of the Children Act 1989 should be supported by a letter from social services confirming the details of the arrangements for the child.
- Applications for previously looked after children who become subject to a special guardianship order – made under Section 14A of the Children Act 1989 (as amended by the Adoption and Children Act 2002) should be supported by a letter from social services confirming the details of the arrangements for the child.

