



# ***Admission Arrangements for 2023/24 Academic Year***

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## **Scheme of Coordination**

### **A Summary of the Starting School/Transfer Process for Schools in West Sussex for 2023/2024**

1. On the website, the Pupil Admissions Team provides parents with information on West Sussex schools and how to apply, online or on paper.
2. Parents may obtain supplementary information forms (SIFs) directly from own admission authority schools, where necessary, or from the Local Authority (LA) website.
3. The Pupil Admissions Team receives all applications. Application forms sent directly to schools are passed to the Pupil Admissions Team. All applications received by schools should be date stamped. Those received after the closing date should be date stamped and marked 'Late'.
4. Parents may return the supplementary information form (SIF) directly to the school concerned or to the LA. The school is required to inform the Pupil Admissions Team of any forms it receives to check there has been a valid application made.
5. The Pupil Admissions Team sends a list of the applications for voluntary aided and foundation schools and academies to the relevant admission authority, and out of county schools to the relevant council.
6. All admission authorities order all applications against their oversubscription criteria.
7. Ordered lists of applications are returned to the Pupil Admissions Team as specified on the agreed timelines.
8. Late applications for community and voluntary controlled schools are processed after those received by the official closing date, unless it has been agreed to treat them as having been received on-time. Late applications to voluntary aided or foundation schools or academies will be passed to the relevant school(s) for late consideration and returned for an offer to be made by the LA.
9. The Pupil Admissions Team reconciles all lists and determines the final offer. If a child can be offered a place at more than one school, he/she will be offered a place at the school ranked higher in the preferences on the application. If none of the preferences can be met, a place will be offered at the catchment school, where possible, or the nearest school to the child's home with places available, if the catchment school is full. If the nearest school with a place available is a voluntary aided or foundation school or academy, the Pupil Admissions Team will agree with the admission authority for the school to offer places to those whose preferences could not be met.

10. For secondary and junior transfers, if no application is received a place will not automatically be offered. For West Sussex children attending state schools' appropriate checks will be made with the parents and child's current school to find out what arrangements have been put into place for the child's education. If a response is not received the details are passed to CME for investigation.
11. The Pupil Admissions Team notifies schools of offers to be made. This information must remain confidential until after the Pupil Admissions Team has contacted parents on offer day.
12. The Pupil Admissions Team notifies parents of the outcome of their application by email where parents have applied online or by paper with an email address. Applicants who do not supply an email address will be sent a letter by second class post, posted during the day. This will contain information about the decision and the right of appeal. Where the place offered is at a voluntary aided or foundation school or an academy, this is done on behalf of the admission authority.
13. Together with the allocation notification, the Pupil Admissions Team explains the right of appeal to any parent who is not offered their preferred school. This includes how parents can obtain appeal information and an online application form. Own admission authorities are responsible for organising their own appeals, unless they have a service level agreement with WSCC Legal Services.
14. A waiting list will be set up for all schools and maintained by the Pupil Admissions Team until the end of the academic year of entry. The waiting list is ordered if places become available and parents will be offered a place in the correct order. Following that, it will pass to schools that are their own admission authority to hold, for at least one term as required by the School Admissions Code or longer, as specified in their admission arrangements.
15. Schools must advise the Pupil Admissions Team of all leavers from all year groups immediately, so that places can be offered, after allocation until 1<sup>st</sup> September, when in-year admission processes apply.

## Oversubscription Criteria for Schools in West Sussex for September 2023/2024

(Oversubscription Criteria for previous years are available on the website.)

### West Sussex County Council Oversubscription Criteria

- These are the criteria that apply to the majority of community and voluntary controlled schools.
- The tie-break used is a straight-line distance. All distances are measured by a straight line from the school to the child's home address, using Ordnance Survey data within the curtilage of the property.
- Where priority is given for a sibling, brothers or sisters may be half or stepsiblings (by marriage or co-habitation) or foster siblings but must be living permanently at the same address.
- West Sussex County Council only gives sibling priority if the older sibling will be at the school at the time of application and will still be in the school at the time of admission; or if the sibling will be attending the linked junior school in September 2023. **It is the parent's responsibility to tell the Pupil Admissions Team about sibling links in their application.**
- Siblings of children who have been refused a place at their catchment school because the school was oversubscribed at the point of application will be treated as living in the catchment area for the school allocated when they apply for starting school. This will only apply if an application was made for the catchment school and the place refused in writing. **It is the parent's responsibility to indicate these circumstances in their application.**
- West Sussex County Council gives priority to children of staff in either or both of the following circumstances (following section 1.39 of the School Admissions Code):
  - a) 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, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**It is the parent's responsibility to indicate these circumstances in their application.**

## **Infant/Primary: Oversubscription Criteria**

Any child with an Education Health and Care Plan (EHCP) naming the school will automatically be admitted to that school, under section 43 of the Children & Families Act 2014.

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 or who will be attending the linked junior school when the child starts;
7. Children of staff (see above);
8. Other children who live outside the catchment area.



## A Summary of the Timetable for the Admission Process

The dates for the school admission process for entry in September 2023 are:

Starting School Timelines	Key Date for Action
Schools to have their prospectus published and available to parents	26 <sup>th</sup> September 2022
Provide information for parents on West Sussex schools and how to apply	Week beginning 3 <sup>rd</sup> October 2022
National closing date for all applications	15 <sup>th</sup> January 2023
Send list of all applications naming an out-of-county school to the relevant Local Authority	Week beginning 30 <sup>th</sup> January 2023
Send list of all applications naming own admission authority (OAA) schools to the relevant schools	Week beginning 20 <sup>th</sup> February 2023
OAA schools and other Local Authorities to return ordered preference lists to the Pupil Admissions Team	By 6 <sup>th</sup> March 2023
Prepare and distribute lists of offers made for all schools	Week beginning 3 <sup>rd</sup> April 2023
Notify all parents of offer made, using email where possible	17 <sup>th</sup> April 2023

This policy was approved by the governing body of Summerlea Community Primary School

on: .....12<sup>th</sup> October 2022.....

Signature of Chair of Governors: .....

Signature of Headteacher: .....



## Policy Review Form

*Please complete this section when reviewing and updating this document.*

### **Author**

WSSC Pupil Admissions Team

### **Name**

### **Date**

September 2020

### **Reviews**

### **Name**

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### **Change Control**

### **Sections Amended**

### **Author & Date**