

School Logo



Albourne C of E Primary School

Admissions Arrangements 2024/25

Contents

Admissions Principles.....	2
Introduction	3
Apply for a place for September 2024.....	3
Starting School Reception September 2024	4
Admission of children outside their normal age group.....	4
Multiple Birth Applications	4
Admissions Oversubscription Criteria.....	5
Definitions:.....	6
Note 1: Looked after children and previously looked after children.....	6
Note 2: Children subject to a Special Guardianship Order	6
Note 5: Children of Staff members	6
STATEMENT of SEND/EHCP.....	7
Information about addresses.....	7
Shared residency.....	7
Children coming from abroad during the normal admission round.....	7
Moving House.....	7
Accepting a place	8
Waiting list	8
In Year Admissions.....	8
Appeals	8
Children with Special Educational Needs.....	9

Admissions Principles

The Hurst Education Trust (HET) is the admissions authority, responsible for the admissions policies and decisions on applications for admission to the schools within the Trust. Each school has individual admissions arrangements for each academic year. They are written to comply with the School Admissions Code and School Admissions Appeals Code.

We seek to be an inclusive Church of England Trust, welcoming children from all backgrounds and of all abilities and our admissions arrangements reflect this. A child's level of achievement or specific needs are not a barrier to admission to our schools.

We believe that ideally each child should be admitted to the school of their parents' choice. However, the school buildings cannot accommodate an unlimited number of children and excessive class sizes are detrimental to the education of the children in the class. The Published Admissions Number for this school is included in their arrangements. The school will not usually admit children into classes if their admission would cause the class size to increase above legal or practical limits, or the Published Admissions Number to be breached.

Introduction

Albourne C of E Primary School is a school in the Hurst Education Trust (HET) for children aged 4 to 11 years. As such the Trust is the Admission Authority responsible for all decisions in connection with admitting pupils and for the publication of Admission Arrangements which explain how the admissions process will be applied. The Trust delegates the responsibility for admissions to the Local Governing Body of the school.

Albourne has a Christian ethos and aims to provide a caring environment in which pupils are encouraged to reach their full potential in academic work and a wide range of extra-curricular activities. The published Admission Number for each year group is 30. Total number for the school is 210.

Apply for a place for September 2024

In the Autumn Term, parents/guardians of children who are due to start school or transfer between schools (Secondary) the following September are invited to express three preferences and state their reasons for these. There is a six-week preference period during which time parents may consider their options and visit schools. West Sussex County Council tries to ensure that all parents of children due to move from state primary school in September. However, the responsibility for obtaining information and making an application before the deadline rests solely with the parents/guardians. Parents/guardians are also responsible for obtaining information and completing an application before the deadline for Starting School (Reception).

- All applications must be submitted on the Common Application Form available on the Local Authority website [Starting school places - West Sussex County Council](#) or if you require a paper application form telephone: 03330 142903.
- Deadline for Starting School (Reception) application is 15 January 2024.
- All applications received after the closing dates are considered as late and are dealt with after all those received on time.
- Paper applications should be returned to the school office by the end of the last school day before 15 January 2024.
- Allocation takes place in April for Starting School places.
- When the Starting School application deadline has closed, the Local Authority provides the Local Governing Body with a list of all applicants who have applied to the school. The Local Governing Body ranks the list in strict accordance with its published oversubscription criteria and provides the Local Authority with the ranked list. The Local Authority is responsible for co-ordinating the allocation of places in its area, offering individual places to parents on behalf of the school's Governing Body on the Common Offer date in April.
- Children refused a place can, at their parents'/guardians' request, be put on a waiting list where priorities will also be determined by the oversubscription criteria. No account is taken of length of time on the waiting list. When a place becomes available offers will be made in accordance with the oversubscription criteria. Children's details will be kept on the list for a maximum of 12 months but at least until the end of December. Should you wish to keep your child's name on the list for a longer period of time please contact the school office.
- If a place is not offered, parents/guardians have the legal right of appeal to an independent panel.

- In compliance with the School Admission Appeals Code appeals should be lodged at least 20 school days from the refusal being received in order to be heard on time. Please see the appeal timetable and process on our website for more details.

Starting School Reception September 2024

Most children will enter school at the beginning of the academic year in which they become five. Children reach statutory school age at the start of the term following their fifth birthday. After this time children educated in the state sector must be in school full time for the 190 days of the academic year (i.e. morning and afternoons = 380 sessions)

Children will be able to start on a full-time basis, but parents/guardians may choose to send their child part-time until the child reaches statutory school age. Parents/guardians have the right to defer entry to the start of the Spring or Summer Term. The parents of a summer born child (April-August) may choose not to send the child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Parents wishing to apply for enhanced deferment (known as delayed entry) must apply in writing giving their reasons for this application. If delayed entry is granted then parents must follow the application round for the year group in which their child is to be admitted, even if a place was applied for and granted in the “normal” round of applications. This is not carried forward to the next academic year.

Admission of children outside their normal age group

Children are educated in school with others of their age group. However, in exceptional circumstances parents/guardians may apply to the Local Governing Body to seek a place for their child outside of their normal age group.

Decisions for these requests will be made on the basis of the circumstances of each case and in the best interests of the child concerned. Parents/guardians must state clearly why they feel admission to a different year group is in the child’s best interest and may provide recent professional evidence to support this. Please discuss this with the school.

Multiple Birth Applications

For example twins or triplets. A separate application must be made for every child. Please note that sibling priority is only given when a sibling is already attending the school, therefore twins and multiple births do not give sibling priority to each other and their details should not be included as siblings on an application. Where the last child to be offered a place is a twin, the other twin will normally be admitted over the published admission number to ensure that multiple birth siblings can be allocated places at the same school.

Admissions Oversubscription Criteria

Before applying the over-subscription criteria, a place will be allocated for any child with a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) that names Albourne C of E Primary School as the school the child must attend. This place will be allocated within the Published Admission Number (PAN) before the consideration of any other applications, or above the PAN if places have already been offered at that time.

If more parents express a preference for the school than the published number of places for new admissions, the LGB will use these criteria in deciding admission:

1. A 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. (Note 1)
2. Children who are subject to a special guardianship order who have not previously been in local authority care. Evidence must be provided. (Note 2)
3. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. Evidence must be provided. (Note 3)
4. Children who live in the catchment area with brothers or sisters already at the school when the child starts. (Note 4)
5. Other children who live in the catchment area.
6. Other children who live outside the catchment area with brothers or sisters already at the school when the child starts. (Note 4)
7. Children of staff in either or both of the following circumstances: 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. (Note 5)
8. Other children who live outside the catchment area.

*Details of the catchment area for each school can be found here:

[School catchment areas - West Sussex County Council](#)

Tiebreaker:

- In the event of oversubscription within any category, place allocation will be decided by prioritising applications on the basis of the distance from home to school. 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.
- In the event that applicants cannot be prioritised using the tie-breaker above because the distance measurements are the same, the Authority will use random allocation to decide which children will be offered the remaining places. This will be done electronically using the Authority's admissions software.

Definitions:

Note 1: Looked after children and 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, became subject to a special guardianship order, residence order or child arrangement order.

- Applications for looked after children, who are subject to a care order (under Section 31 of the Children Act 1989), should be made by the allocated social worker.
- Applications for previously looked after children who are adopted should be supported by a copy of the adoption certificate. 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.
- 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 copy of the special guardianship order confirming the details of the arrangements for the child.
- Applications for previously looked after children who become subject to a residence order (made under Section 8 of the Children Act 1989) or child arrangement order (made under Section 12 of the Children and Families Act 2014) should be supported by a copy of the court order confirming the details of the arrangements for the child.

Note 2: Children subject to a Special Guardianship Order

Applications for children who are placed under a Special Guardianship Order, who have not previously been in the care of the local authority should be supported by a copy of the special guardianship order confirming the details of the arrangements for the child.

Note 3: Applying under the Exceptional and Compelling Category

Parents wishing to apply for their first preference school under this category must provide independent professional evidence to support their application. The supporting evidence from the qualified professional (i.e. medical consultant or a psychologist) must explain clearly why it is essential for the child to attend the school named as their first preference. It must detail fully the child's needs and address the reason why these needs can only be met at the preferred school. Letters from parents alone are not sufficient nor are letters that do not address the question of which school the child must attend. Letters from teachers at the child's current school will not normally be taken into account. You should contact the school to discuss your child's needs. Issues such as difficulties with childcare arrangements or the child's ability / school performance are not covered by this category. If the evidence is not received by the application deadline of 15 January 2024, then the application will not be considered under the exceptional and compelling category but will be considered against the remaining admission criteria. The evidence must be sent to the Pupil Admissions Team, preferably by email but if posted it must be sent by Recorded Delivery mail. An acknowledgement that the evidence has been received will be sent, however it remains the parent's responsibility to ensure that an acknowledgement of safe receipt of the evidence is received. Please do not send original documents as these cannot be returned.

Note 4: Brothers and Sisters Category

Where priority is given for a sibling, brothers or sisters may be half or step-siblings (by marriage or co-habitation) or foster siblings but must be living permanently at the same address. Sibling priority is only given if the sibling will be at the school at the time of application and will still be in the school at the time of admission.

Note 5: Children of Staff members

Parents wishing to apply under this category must provide a letter from the headteacher of the

preferred school, confirming the circumstances giving entitlement to staff priority, before the closing date. If a letter from the headteacher of the preferred school is not received by the application deadline of 15 January 2024, then the application will not be considered under this category but will be considered against the remaining admission criteria. The letter from the headteacher of the preferred school must be sent to the Pupil Admissions Team, preferably by email but if posted it must be sent by Recorded Delivery. An acknowledgement that the letter has been received will be sent, however it remains the parent's responsibility to ensure that an acknowledgement of safe receipt of the letter is received.

STATEMENT of SEND/EHCP

A statement of Special Educational Need is a statement made by the Local Authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care Plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. Children with a SEN statement or an EHCP naming Albourne C of E Primary School must be admitted.

Information about addresses

It is important that the address information for each pupil is accurate to ensure the correct priority is applied to the application. It is the parent's responsibility to notify the Pupil Admissions Team in writing of any changes to their address at any time before 1 September 2024. All changes of address that are received after the allocation will be reviewed and, if the application gained an unfair advantage and the place would not have been offered, we will withdraw the offer made.

Shared residency

We can only use one address for the purpose of allocating a school place. The address for the application is the one held on our records as being the address for your child. If your child regularly stays overnight with another parent or relative on a shared residency basis and therefore potentially has more than one address, you must confirm this in writing after making your application online. You should give both addresses and details of your child's living arrangements and state which address you believe should be used for the application i.e. your child's main address. We may contact you for further supporting evidence and this could include documentation such as a: council tax bill, medical card, utility bill, bank statement or child benefit documentation. Additional enquiries may also be made where necessary. Priority for your preferences will be decided according to the address which the Pupil Admissions Team determines as your child's main address. Parents should note that overnight stays relating to childcare arrangements are rarely considered to be a formal 'shared residency' and priority will not be given from a relative/carer's address in these circumstances. Parents should submit details of their child's shared residency by covering letter addressed to the Pupil Admissions Team.

Children coming from abroad during the normal admission round

If a child is coming from abroad to the UK certain conditions must be met. Before applying for a state-funded school place it is the parent's responsibility to ensure that they and their child have a right of abode in the UK or that the conditions of their immigration status otherwise permit them to access a state-funded school. If a family has been living abroad and has proof of returning to a currently owned West Sussex property, or if you can provide acceptable evidence of a West Sussex address where you will be living, please do so before the deadline.

Moving House

Places cannot be reserved. If you move locally or into West Sussex late on in the process and your preferred school is full, your child will be allocated a place at the nearest school with spaces. Please contact the Pupil Admissions Team and supply proof of your new address if you move after the

deadline has passed. Any school place offered for your child will be on the basis of the address held on the Pupil Admissions Team records and the assumption that your child will still be resident at this address in September 2024.

We will only use a new address for the purpose of allocating a school place when contracts have been exchanged or when a tenancy agreement (usually of at least 6 months) has been signed. Until such evidence can be provided, we will process your application based on your existing address.

We may also ask for additional evidence to confirm a move has taken place. This may include getting you to provide a copy of a council tax or utility bill for your new address or evidence that you will not be returning to your previous address.

Accepting a place

If a place has not been taken up after 14 days from the date of the offer, the school will write and inform the parent that the offer may be withdrawn after a further 7 days if not taken. The school will then offer the place to the next on the waiting list in accordance with the admissions criteria.

Waiting list

If your child was refused a place in writing they will automatically be added to the waiting list for Year R. Unless offered a place your child will remain on the waiting list for Year R until the end of the academic year they would have started school. If you wish your child to be on the waiting list for Year 1 you must make an In Year application for Year 1 after 20 May. If a place becomes available you will be contacted using the information in your application. If we do not receive a reply from you within 5 working days of trying to contact you, your child's name will be removed from the waiting list and the place will be reallocated to the next child on that list. The waiting list is updated and ranked accordingly to the oversubscription criteria when applications are withdrawn or added.

In Year Admissions

Parents need to apply directly to the school if making a request for a place during the academic year. The admissions criteria above will be used to decide priority for places. Parents are encouraged to visit the school and speak with the Headteacher prior to any decision about requests for entry being taken.

Where people are moving into the area, we would require written confirmation of contract exchange or tenancy agreement before offering a place.

We do not accept applications more than 4 weeks in advance, and children must start within 10 school days of the date of the letter offering a place. Applications for September entry (apart from Reception) will be accepted from 20th May and will be processed from 1st June.

The school will notify the Local Authority of the application.

Appeals

School Admission appeals are administered in accordance with the requirements of the School Admission Appeals Code issued by the Department for Education. If you have applied for a place at Albourne C of E Primary School and your child has been refused admission, you have the legal right to appeal against that decision. This applies to Reception class and In-Year Admissions.

West Sussex County Council administer the process for the school. Full details of the process and

the appeals form can be found here: [Make an admissions appeal - West Sussex County Council](#)
[Please note that places in infant classes are restricted to 30 under the infant class size regulations].

Contact: The Schools Appeals Administrator, Legal Services, County Hall, Chichester, PO19 1RQ or
Telephone: 03302 222732; Fax: 01243 777721; email: appealsadministrator@westsussex.gov.uk

Children with Special Educational Needs

Children are admitted to the school in accordance with the admission criteria. We do not discriminate for or against children with special educational needs or disabilities and would expect parents to fully inform the school of the nature of any known educational physical, medical or social needs when expressing a preference for their child to attend this school. This information will ensure that the child's entry to the school is as smooth as possible and help inform the level of provision the school can make to meet the individual needs of the child.

The SEND-IAS offers support to any parents who, for a variety of reasons, may have difficulties with the school application process. This includes helping parents formulate their thoughts when choosing the type of school that may be suitable for their child and supporting parents who may need assistance completing their application. For further information on this service contact: helpline on 0330 222 8555 (Mon.-Fri. 9am – 4pm), or by email: send.ias@westsussex.gov.uk