



Three Bridges Primary School

Admissions

Policy

Approval Date: November 2018

Review: October 2024

Headteacher: 

WSCC Admission Policy - Four-year-olds

Sir Jim Rose completed his review of the primary curriculum in April 2009 and recommended that children should ideally start school in the September following their fourth birthday. The Secretary of State accepted that recommendation and announced that all parents should be able to choose this option if that is what is best for their child. Parents will be able to choose for their child to start school on a part-time or full-time basis, or choose a place at a nursery or other early learning setting if they would prefer this. A revised School Admissions Code came into force on 10 February 2010, and requires all admission authorities to provide parents with this choice of a school place for entry from September 2011. The changes affect two paragraphs of the current Code, which are detailed below:

Admission of children below compulsory school age

For admission to the 2011–12 school year, and subsequent years, admission authorities for primary schools **must** provide for the admission of all children in the September following their fourth birthday. When determining the arrangements for primary schools the admission authority **must** make it clear that:

- a) The arrangements do not apply to those being admitted for nursery provision.
- b) Parents of children who are admitted for nursery provision **must apply for a place at the school if they want their child to transfer to the reception class.**

On the website, the Pupil Admissions Team provides parents with information on West Sussex schools and how to apply, online or on paper.

- c) Attendance at the nursery does not guarantee admission to the school.
- d) Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. This request must be made in writing to the Headteacher and must be made before the start of every term that admission will be been deferred.
- e) Parents can request that their child attends part-time until the child reaches compulsory school age.

Deferred entry to primary schools

Admission authorities **must** allow parents of children who are offered a place at the school before they are of compulsory school age to defer their child's entry until later in the school year. Where entry is deferred, admission authorities **must** hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Therefore, all deferred entries must start within the academic year that the offer was made.

How Places Are Allocated – West Sussex County Council's Admissions Policy

All schools have a published admission number (PAN). The PANs for all schools in West Sussex are available from WSCC.

Applications to community and voluntary controlled schools are prioritised according to the following criteria:

Any child with a statement of special educational need 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).
2. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds.
 - Parents/carers must provide written supporting evidence from an appropriately qualified person (usually a doctor or social worker). The evidence should state clearly why the school asked for is the only one that can meet the child's needs. Letters from parents are not normally considered sufficient evidence.
 - The Pupil Admissions Office **will not** contact doctors or social workers to obtain information relating to an application. It is the parents' responsibility to attach any evidence relating to their child to their application form.
 - A panel of West Sussex senior education officers will decide whether the reasons expressed are sufficient to override the oversubscription criteria and allow admission on exceptional and compelling grounds.
 - Parents should be aware that the criteria for the exceptional and compelling category is rarely met and might wish to seek guidance from the Pupil Admissions Office regarding application under this category. In the 2009 allocation, less than 1% of applications were considered to be exceptional and compelling cases.
3. Children who live in the catchment area with brothers or sisters already at the school and who will still be attending when the child starts (brothers or sisters may be half or step-siblings but must be living permanently at the same address)
4. Other children who live in the catchment area
5. Children who live outside the catchment area with brothers or sisters already at the school and who will still be attending when the child starts (brothers or sisters may be half or step-siblings but must be living permanently at the same address).
6. Other children who live outside the catchment area.

In the case of oversubscription in any of the above categories, priority is given to applicants who live nearest the school (measured by a straight line from school to home, using Ordnance Survey address point data from a central point in each building).

The Pupil Admissions Team does not have the discretion to take account of personal circumstances outside the above criteria. For example, the team cannot take the following into account:

- **How long your child's name has been registered with the school.**

- **Whether your child attends a nursery class or other pre-school setting on the school site or nearby.**
- **Your working patterns or childcare arrangements.**
- **Any previous association your family has with the school.**
- **How long you have lived in the area.**

All preferences for schools will be considered at the same time against the oversubscription criteria. If your child can be offered a place at more than one of the schools listed on the application form, they will be offered a place at the school listed highest. If you wish to discuss the implications of the order of your preferences please contact the Pupil Admissions Office.

Residing in a catchment area does not guarantee a place at the catchment school.

The Pupil Admissions Team

School admission arrangements for the current/next academic year and a summary of the starting school/transfer process for schools in West Sussex can be found on the following site: <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/school-admissions-criteria-and-policies>.

A copy of the School Admission Arrangements for 2022/2023 is attached to this policy.

The role of the Pupil Admissions Team is to administer the council's coordinated admissions scheme, including the allocation of places at community and voluntary controlled schools in accordance with WSCC's published admissions policy. The Team is able to offer advice and guidance to parents making an application for their child's transfer. However, the Team is unable to:

- Offer opinions on schools suitability and performance.
- Arrange visits to schools.
- Allocate places outside WSCC's criteria or take account of personal circumstances, outside of exceptional and compelling cases.
- Change a child's details (name or address) without written confirmation and supporting documentation where appropriate. For example to change a child's name we require written consent from all parties with parental responsibility for the child or, in the absence of consent, a copy of a court order.
- Investigate anonymous allegations regarding false addresses. WSCC does treat the issue of using a false address very seriously and any correspondence of this nature is dealt with confidentially.
- If you are dissatisfied with the service of the Pupil Admissions Office, in the first instance please write to the Admissions Manager. Complaints about schools should be referred to the Headteacher or the school's governing body.

Transfer to Secondary School

Pupils at Three Bridges Primary School will transfer to Secondary School at the start of year 7.

Information on how to apply online will be sent to all parents of children living in West Sussex whose child attends a West Sussex state-funded school. (This usually occurs in the September before your child is due to transfer to secondary school).

Special Educational Needs

If an EHC Plan or Statement of SEN is held. You should have already been contacted by our Special Educational Needs Assessment Team (SENAT), who is responsible for making placements.

If you already have an [Education, Health and Care \(EHC\) Plan](#) or [Statement of Special Educational Needs \(SEN\)](#), you can express your preference for the school or college to attend by [contacting SENAT](#).

Three Bridges Primary School has 2 Special Support Centres (SSC), 1 based at the Lower Site and 1 at the Upper Site. These Centres admit children with an EHCP who have a speech or language disorder, but who show average or above ability in areas of performance that do not involve language. In addition, a child should not have behavioural difficulties that require a higher level of support than that already provided.

Responsibility for allocating places lies not with us, but with the Special Education Section of the West Sussex's Education Department. They will take the advice of relevant professionals via the statutory assessment procedure. This includes advice and assessment from Educational Psychologists, Speech & Language Therapists, Clinical Medical Officers and teachers.

As part of the statutory assessment process, parents are invited to visit schools/classes in order to help them decide what might best meet their child's needs. A place is then offered in the SSC if the child meets the entry criteria, if parents and West Sussex Special Education Section think the placement would be appropriate, and if space is available in the SSC Unit. Some of the children who attend our SSC live a considerable distance from the school and are therefore transported to and from school by minibus or taxi provided by the local authority.

Attendance

Your child is entering an important stage in life, starting a new school. To get the best from this, they need to attend school punctually, on a daily basis. Missing days, even odd ones, can leave gaps in their education – every single day matters. Try and support your child by being positive about school and encouraging them to attend unless they are medically unfit. The Education Welfare Service is there to help pupils to access education and make the most of the education available to them. Should you wish to speak to an Education Welfare Officer about your child's attendance, please telephone **West Sussex County Council - Education Office (South)** http://www.westsussex.gov.uk/living/social_care/children.aspx

Helpline: 0845 075 1007. An officer will be able to tell you the name of the relevant Education Welfare Officer, if you need specific help.

Some Important Key Points:

- There are only 190 days in the school year – there are 175 days left for holidays, treats and shopping.

- Half a day off school each week adds up to more than a whole school year missed by the age of 16.
- If your child does start missing school contact the school without delay. Communication is very important.
- If pupils miss school, they miss out.

Nursery Admissions

A child can be considered for a place in the Nursery class at the beginning of the school term that follows the child's third birthday.

The Nursery at Three Bridges Primary School has 36 part-time places and operates a morning session, 8.30am – 11.30am Monday to Friday, and an afternoon session, 12.10pm - 3.10pm Monday to Friday.

Children attend for all given sessions in a week e.g. 5 mornings or afternoons.

Applications for places will be considered by first prioritising in age order, oldest children being given priority within the criteria below. The school will let parents know by letter if their child has been offered a place in the Nursery, where possible at least one term before admission. If a child is offered a place, parents must confirm acceptance to the school within one week.

To apply for a place in the Nursery, parents/carers should come to the School Office or e-mail the request to: office@tbps.org.uk

Nursery Admission Criteria

1. Children for whom there is a recommendation for nursery education by a health professional, social worker, educational psychologist, area SENCO, outreach worker or education welfare officer on the basis of the child's special educational needs.

Examples of special educational needs might include:

- Emotional and behavioural problems
- Hearing difficulties
- Lack of personal interaction and stimulation
- Physical disabilities
- Speech and language problems
- Visual difficulties

2. Children with social needs, based on information gained by the Headteacher as part of the application procedure.

Examples of social needs might include:

- Children who were multiple births (twins, triplets)
- A child with a confined play space
- A child from a one parent family
- A child in a large family (four or more children)

- A child with parents under 20 years of age
 - A child in sole care of grandparents
 - A child who has two or more siblings under four years of age
 - A child on the child protection register
 - A child of parents with disabilities
 - A child with English as an additional language
 - A child who is “looked after” by Children’s Services
3. Children with a brother or sister (including children living as siblings in the same family unit) with disabilities (as in A) that require a significant amount of additional support.
 4. Children who live in the catchment area with brothers or sisters already at the school and who will still be attending when the child starts (brothers or sisters may be half or step-siblings but must be living permanently at the same address)
 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 and who will still be attending when the child starts (brothers or sisters may be half or step-siblings but must be living permanently at the same address).
 7. Other children who live outside the catchment area.

Other information

Three Bridges Primary School is a 3-form entry school.

Applying for a place in Year R (EYFS) – STARTING SCHOOL

Admission to a reception class (starting school for the first time) will be in accordance with West Sussex County Council’s Admissions Policy for community and controlled primary schools. (See above)

Applying for place in all other years; Reception (in year) – Year 6, should be done through West Sussex County Council’s Admissions Team. They will let you know if we have any places available in the year group required. If we do not have places available for your child, then you will be able to request a place on our waiting list. Places are determined following the criteria on page 3, (How Places Are Allocated – West Sussex County Council’s Admissions Policy).

Admission to the Nursery class does not constitute any right of entry to Year Reception, and places will be allocated according to the criteria set out above.

Parents have the right not to send their children to school until the beginning of the term following their fifth birthday, providing this is not beyond the academic year for which the original application was accepted. However, parents should bear in mind that only in exceptional circumstances can children remain in the nursery beyond the normal admission date for reception classes (i.e. the September of the academic year your child will start school).

Appendices

- School Admission Arrangements 2022-2023 (West Sussex)

- Please see documents attached for glossary of common words/phrases and useful contact numbers.

Previous Admissions Policy Approved October 2017