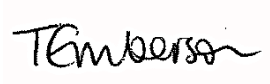
Admissions Policy

Approval Date: **November 2018**

Review date: **October 2027**

Headteacher: 

Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

Allocation of places

Admission number

The school has an agreed admission number of 90 pupils for entry in Reception.

West Sussex County Council Admissions team allocate children. How school places are allocated - West Sussex County Council

Oversubscription criteria

The West Sussex over-subscription policy is the criteria that apply to the majority of community and voluntary controlled schools in the county.

The West Sussex over-subscription policy for 2024 admissions and West Sussex coordinated scheme for 2024 have now been determined.

These policy and scheme are explained in the documents below:

- Admission arrangements in West Sussex 2024/25 (PDF, 2.1MB)
- Published admissions numbers 2024/25 (PDF, 156KB)

Please refer to their website for further information about oversubscription criteria School admission policies 2024/25 - West Sussex County Council

Challenging behaviour

The school may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

Fair Access Protocol

We participate in West Sussex County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

In-year admissions

If you wish to move your child to Three Bridges Primary school, please contact WSCC Admissions:

Moving school - West Sussex County Council

Appeals

If you wish to appeal against WSCC Admissions decision, please refer to WSCC
Make an admissions appeal - West Sussex County Council

Monitoring arrangements

This policy will be reviewed and approved by the governing board annually.

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 inform parents/carers 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/carers 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).

Previous Admissions Policy Approved October 2017