



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

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).

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 (Admissions 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, 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.

WSSC Admissions Department contact details – 0330 142903

Emails – admissions.south@westsussex.gov.uk

In addition to completing the Local Authority application form parents wishing to apply for a place at Barnham Primary School should complete a Supplementary Information Form and return this to the school marked for the attention of the School Business Manager by the same date as that being used by West Sussex County. The form can be obtained from the school website or office.

Admissions Criteria

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

1. 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.
2. Children who are currently or previously have been in public care and children of school staff will be given priority.
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.





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.

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.

The Standard Number

The standard number is the number of children the school can accommodate. We keep this number under review. The standard number for our school is 315 and is broken down into year groups as follows:

Year R – 45 pupils

Years 1 and 2 – 90 pupils

Years 3 and 4 – 90 pupils

Years 5 and 6 – 90 pupils

Class Sizes

Our aim is to maintain class sizes of 30 pupils.

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 every two years in consultation with the Local Authority and local schools.

