



Harting CofE Primary School

Admissions Policy

Owner: Curriculum Committee

Reviewers: Full Governor Body

Date Last Reviewed: August 2019

Date Last Revised: August 2019

Date Next Review: October 2020

Document Location: Staff 't' drive-policies from 2014 onwards-statutory and hardcopy in statutory policy file in school office

Applying for a Place at the School

If a child was born between 1 September 2015 and 31 August 2015 they can start school after September 2020.

Parents can apply online on the Pupil Admissions Applications website which is part of the West Sussex County Council website: www.westsussex.gov.uk/admissions

A parent booklet will be available on the website from October, 2019. Further information is available by calling 03330 142903. If parents do not have access to the internet, either at home or at work, free internet access to make school applications is available at all West Sussex libraries. Library staff will be on hand to guide parents through the process. West Sussex residents must use a form or the West Sussex online system to apply for schools in another county.

Parents living outside West Sussex can apply for Harting C of E Primary School by completing their own council's form, or via their website. This will be copied to West Sussex but parents may wish to contact the school directly to discuss an application: we are always happy to answer any queries from parents (office@harting.w-sussex.sch.uk or 01730 825388)



For any queries, parents can also contact the Pupil Admissions team:

Pupil Admissions Office Centenary House Durrington Lane
Worthing West Sussex BN13 2QB Phone: 0845 075 1007
Email: admissions.south@westsussex.gov.uk

The closing date for applications is **15th January 2020** and the West Sussex site will be open from 7th October 2019. The priority of the application will be affected if not completed by the closing date and may mean that a child is not offered a place at the parents' preferred school, even if it is the catchment school.

Being situated close to the Hampshire border, we currently take pupils both from West Sussex and from Hampshire. Please contact the school to discuss your own particular situation. Visits from prospective pupils' families are welcomed. Parents may express their preference for any school.

If living outside the catchment area and choosing Harting C of E Primary School, it would be helpful if parents contact the school to ensure that we are aware of your application. Admission to year groups further up the school is often possible, depending on pupil numbers. Parents/carers are welcome to contact the school for an informal discussion.

The admissions code, supported by the County, continues to place an emphasis on pupils starting in the September following their fourth birthday. It also gives parents the right to choose, whether they wish their child to start full-time or part-time, subject to the caveat that children are receiving full-time education in the term following their fifth birthday.

Parents still have the right to defer entry to later in the academic year and, in such cases, a place offered in Reception must be held open for the child for that intake year. Further information can be found at: <https://www.westsussex.gov.uk/education-children-and-families/schoolsandcolleges/school-places/primary-infant-and-junior-school-places/#apply-for-aplace>

As a school, we are keen to offer full-time places to all children. We are happy to discuss individual arrangements for younger children, should there be particular needs, but aim for children to be given similar learning opportunities. Our arrangements, at present, are that during the first few weeks of the autumn term, our Reception children attend initially for mornings and build up to full-time. In the afternoons, our Reception teachers will initially pay home visits to each family before teaching pupils. By half-term, we anticipate that all Reception children will be ready for full days so that they all have an equal chance of enjoying and participating in the Early Years curriculum.

As a school, we advise against parents deferring their children's start to school; all pupils are entitled to 38 weeks education and we consider that staggered starts are therefore not appropriate other than in exceptional circumstances, when requested by the parents to meet the specific needs of their child.

