



Holy Trinity Church of England Primary School
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Headteacher: Mrs Tracey Bishop B.Ed. (Hons) N.P.Q.H.

Admissions Policy

The governors accept the West Sussex County Schools Admission Policy.

- West Sussex County Council is responsible for admissions to this Church of England Voluntary Controlled school.
- We are an inclusive school that welcomes children from all backgrounds and abilities.
- All applications will be treated on merit and in a sensitive manner.
- The only restriction we place on entry is that of number. The governors have agreed with our Local Education Authority that our published admissions number is 13 pupils. If the number of children applying for entry exceeds the places available, the procedure set out below will be enforced in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.
- The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

When there are more applications than there are places available West Sussex County Council will admit pupils according to the following criteria, which are listed in order of priority.

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.
3. Children who live in the catchment area with brothers or sisters already attending the school who will still be there when he/she starts.
4. Other children who live in the catchment area.
5. Children who live outside the catchment area with brothers or sisters already attending the school and who will still be there when he/she starts.
6. Other children who live outside the catchment area.

In the case of oversubscription in **any** of the above categories, priority of placement is given to applicants who live nearest the school.

Early Years Admissions

- Parents are able to choose to admit their child either on a full or part time basis. The needs of the child are paramount in deciding whether they should be admitted full or part time. Parents are invited to discuss admission arrangements with the school once

a place has been offered for their child, so that plans can be made to admit the child in the most appropriate way. The school recommends that all pupils begin with an element of part time education.

- Statutory school age begins at the beginning of the term following the child's fifth birthday. Legally, all children must be admitted on a full time basis once they are of statutory school age.
- Full-time education is from 8.50am -3.15pm. Part-time education is in the mornings from 8.50am – 12.00pm.
- A comprehensive induction programme takes place during the summer term prior to admission.
- The class teacher will visit each child's pre-school and offer a home visit.

Admission appeals

- If a place is not offered, 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.
- Parents of children who are not offered a place for their child are entitled to appeal to an independent committee under provisions of the Education Act 1980. A form is available from the admissions team at West Sussex County Council. The team can be contacted at:

Pupil Admissions Team (Area C)
County Hall North, Parkside, Horsham
Tel: 0845 075 1007
e-mail: admissions@westsussec.gov.uk

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Healthy Schools