



Northchapel Community Primary School

Admissions Policy

Review Date	Summer 2018
Reviewed By	Helen Coleman
Approved By	Teaching and Learning Committee
Due for next review	Summer 2020

If you would like your child to attend Northchapel Primary School please apply to West Sussex Admission Office.

Schools in West Sussex are categorised as community, voluntary controlled and voluntary aided. Community and voluntary controlled schools serve community areas. Voluntary aided schools serve wider areas. This school is a community school. Admissions to community and voluntary controlled school are the responsibility of the Local Authority and applications must be made through their offices at:

Admissions
Centenary House
Durrington Lane
Worthing
West Sussex
BN13 2QB
Phone: 01903 270220
Fax: 01903 839214
Email: admissions@westsussex.gov.uk

If the school is oversubscribed, the criteria that apply are as follows:

- Any child with a Educational Health Care Plan naming the school will automatically be admitted to that school, under Section 324 of the Education Act 1996.
- “Looked after” children (children in public care);

- Children who need a place at the school on exceptional and compelling social, psychological or medical grounds;
- Children who live in catchment area with brothers or sisters already at the school and who will be attending when the child starts;
- Other children who live in the catchment area;
- Children who live outside the catchment area with brothers or sisters already at the school and who will be attending when the child starts;
- Other children who live outside the catchment area.

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

Once you have joined our school, you will be welcomed into our Northchapel/Rother Valley family and receive further information.

Early Years

In common with other local schools, all children may be admitted at the beginning of the school year in which they will be five years of age. To support their entry to school, children have an opportunity to visit their new class in the Summer Term, before the September that they start school. **Our usual policy is that children born before the end of the February half term holiday, begin school full time from September. Children born after the February half term holiday, start on a part time basis, attending mornings only until the October half term when parents have the opportunity to review with the class teacher if their child is ready to begin full time. This policy can be discussed with the class teacher once a place has been allocated at the school. Legally children do not have to be full time in school until the term after their 5th birthday.**

Year Groups 1 – 6

If you are seeking a place in any of these year groups, please contact the school who will be able to advise you of the procedures to follow.

Leavers

When a child leaves Northchapel Primary School (other than transferring to secondary school), a Removal From Roll (RFR) form is completed and sent to the local authority (rfr@westsussex.gov.uk). If the child's destination school is unknown, the parent/carer's last known address and contact telephone number are provided for the Local Authority to follow up. If a child is to be home-schooled, written confirmation from the parent/carer to the school is sought to confirm this and is provided with the RFR form sent to the Local Authority.