



## ADMISSIONS POLICY

**Approved date:** March 2022  
**Review date:** March 2023

### Introduction

The admission authority for Southway Junior School is West Sussex County Council. This policy is in line with government legislation and guidance (School Admissions Code 2021) and is designed to ensure there is a fair admissions procedure for all applicants, and to help guide parents and their children through the application process.

This policy will apply to all admissions from September 2021 including in-year admissions.

Closing date for applications for school year 2022/23 was 15 January 2022

We cannot guarantee that applications received after this date will be considered in the case of over subscription.

### 1. Admissions procedure

For the school year commencing September 2022 the planned admissions number (PAN) is 90 for entry into Years 3, 4, 5 and 6

#### 1.1 Applying for a place

Southway Junior School welcomes all applications. We have one main intake level; year 3. We encourage entry at this time so as to aid the progression of the child academically without interruption, however, children are welcome to apply for entry in any year.

Parents are encouraged to visit the school with their child if they are planning to apply for a place and we have one open day during the year. Arrangements for visits outside of these dates can be made through the school office.

Children are admitted to the school using the criteria outlined in this policy. In no way does the academic ability of the child come into consideration when places at the school are being allocated. Parents are invited to express a preference for the school out of those provided by the Local Authority, but it is up to the Local Authority to decide which children will be given a place.

Late applications should be submitted to the Local Authority and the admissions team will process the application after all other applications submitted to the Local Authority by the published deadline. (see WSCC Admissions Guidelines)

*Learning and achieving together*





## 1.2 Oversubscription

In the case of oversubscription, priority will be given to applicants without an Education, Health and Care Plan (EHCP) as detailed in the WSCC Admissions Guidelines available on the West Sussex County Council website.

## 1.3 Children with an Education, Health and Care Plan (EHCP)

The school will admit all children who have an EHCP where this school is named.

Children who have special educational needs but who do not have an EHCP will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The school will do everything it can to accommodate these pupils. See our **SEND policy and Local Offer** for details of special provision provided by the school.

## 1.4 In-year admissions

The process for in-year admissions is the same for admissions at the start of the academic year.

In-year admissions can be made through the WSCC website and you are encouraged to name up to three preferences on the application. If you are unable to access the online form a paper copy can be requested by telephoning 03330 142 903.

The governing body has the right to refuse the admission of children who have been permanently excluded from two or more schools, if the last time was less than two years ago.

### ***In-year fair access protocol***

Southway Junior School works with our LA in accordance with their in-year fair access policy.

## 2. Offers

An offer of a place at a school will be made by the Local Authority. The school may withdraw its offer if it is found that the place was offered based on a fraudulent or intentionally misleading application. The offer may also be withdrawn if the school has not heard back from the parent or carer of the child in writing within the acceptance period.

## 3. Appeals

You have the right to appeal against the decision not to offer a place at any of your preferred schools. All appeals are heard by an independent panel.

A child is allowed to be on the school waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the admissions authority.

*Learning and achieving together*





Headteacher: Mr P Newbold

#### 4. Waiting list

Waiting lists for all schools where WSCC coordinate will be maintained by the LA. Children are placed on the waiting list based on their priority under the oversubscription criteria. Priority cannot be given to children based on the date their application was received or their name was added to the list. Waiting lists will be cleared at the end of each academic year.

Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those on the waiting list.

The child may gain entry to the school if the number of pupils falls below the admissions limit of the school.

If a child on the waiting list is offered a position at the school, they will be notified by letter and will have the option of accepting or rejecting the place within 10 days.

#### 5. Changes to admission arrangements

The admission arrangements for the school may be changed by the admission authority in accordance with the requirements of the relevant legislation. Parents will be consulted on any changes prior to their implementation.

Parents must notify the school immediately if there are any changes that may affect their child's application, such as a change of address. Where the child has multiple addresses, the address given to the school should be the one where the child spends the majority of the school week. If it is an equal split, the parents can decide which address to give.

#### 6. Contacts

Southway Junior School  
Southway, Burgess Hill, West Sussex, RH15 9SU  
Tel: 01444 233824  
Email: [office@southwayjunior.co.uk](mailto:office@southwayjunior.co.uk)  
Headteacher: Mr Peter Newbold

*Learning and achieving together*

