



Harting CofE Primary School

Admissions Policy

Owner: Curriculum Committee

Reviewers: Full Governor Body

Date Last Reviewed: August 2015

Date Last Revised: August 2016

Date Next Review: August 2017

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 your child was born between 1 September 2012 and 31 August 2013 they can start school after September 2017.

From 9am on 3rd October 2016 to 15th January 2017 you can apply online on the Pupil Admissions Applications website which is part of the West Sussex County Council website. A link will become available from 3rd October. Further *useful information* on:

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/primary-infant-and-junior-school-places/#apply-for-a-place>

If you 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 you through the process. You do **not** need a paper application form to apply online.

If you are unable to apply online you can request a paper form by phoning 0845 075 1007. If you choose to complete a paper form it is your responsibility to ensure that it is submitted by the deadline, which is **Sunday, 15th January 2017**.

West Sussex residents must use their 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 you may wish to contact the school directly to discuss your application. We are always happy to answer any queries from parents.

If you have any queries please 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
Fax: 01903 839214



The closing date for applications is Sunday, 15th January 2017.

If you do not apply by the closing date this will affect the priority given to your application and may mean we are not able to offer your child a place at your 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 you live outside the catchment area and you wish to choose Harting C of E Primary School, it would be helpful if you contact the school to ensure that we are aware of your application. For the 2016 starting school round, all parents were offered a place for their child at Harting, if it was their preferred school.

Admission to year groups further up the school is often possible depending on pupil numbers. Please contact the school for an informal discussion.

The admissions code, which came into effect in 2015, continues to place an emphasis on pupils starting in the September following their fourth birthday. It also gives parents the right to choose, from September 2011, 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.

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 all pupils. By half-term, we hope that all Reception children will be ready for full days so that they all have an equal chance of settling into and participating in the Early Years curriculum.

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

