



## ADMISSIONS POLICY and CODE of CONDUCT

<b>Committee Responsible:</b>	Teaching and Learning Committee
<b>Person Responsible:</b>	Headteacher
<b>Date Approved by FGB:</b>	November 2016
<b>Date for Review:</b>	September 2023

Signed.....

Date.....



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### 1. Introduction

This agreement is a local one but follows the principles laid down in the West Sussex Admission to Primary Schools' policy. The Code of Conduct has been agreed in principle by all members of the STARS and PAS groups of schools.

### 2. Code of Conduct

The following points are essential if a code is to be both successful and meaningful:

- The code should be practiced by all schools.
- There must be clear, unambiguous and open communications.
- There must be honesty and trust between Headteachers.
- All schools should be aware of the procedure and the various aspects of the code.
- Governors should have approved the procedure and the various aspects of the code.

### 3. Prospectus

A School Prospectus should be given to parents who request further information about a school. It has been previously agreed that prospectus information should be factual and have no implied references to practice in other schools.

(There is an 'Information for Parents' document prepared by the Authority and given to parents when they first apply for admission)

### 4. Categories of Movement

The following categories of recruitment and admissions have been identified:



- Initial admissions when children first go to school. This is at the beginning of the year in which a pupil becomes five years old. Pupils, depending on their birthday, may be part-time in the term(s) before they reach their fifth birthday).
- Transfer to Intermediate or another school at the end of first school education.
- Request to transfer to another school because of a work commitment or for a social reason.
- Request for transfer because of dissatisfaction with present school.

### **Initial Admission (4 Years)**

- If there is any general proposal to admit children earlier than the County guidance, all neighbouring schools should be informed, except for individual cases on social/medical grounds.
- If there is an out of catchment request, the Headteacher should ask parents to visit their catchment area school first.
- Any parent, whether within or outside the catchment, may visit the school.
- Parents should be given factual information about a school. No implied or overt criticism should be made of other schools and/or their methods.
- The parents should be referred to Education Office if out of area admission is requested.
- Admissions of out of catchment children, where a sibling is already in the school, must be referred to the LEA Area Office.

### **Transfer to intermediate or another school at the finish of first school education.**

- The procedures laid down by the Area Education Office must be followed.
- Parents of children due to transfer in the following September should be sent a letter in the autumn term by the Area Education Office stating their designated Intermediate School
- If parents request prospectuses for other schools, they should be directed to the individual school or Area Education Office.



- If a parent from outside the designated area approaches any school, they should be encouraged to contact and visit the school within their catchment.
- Parents may visit any school and be given factual information and a prospectus about it.
- All out of area admission requests, whether in person or by letter, must be referred to Area Education Office.
- The entry of younger siblings of children already at school is not automatic. The normal request for entry through the Area Education Office must be sought. Should an out of area request be approved, it will be confirmed by that office.

#### **Request for transfer because of work commitment or social reason**

- When a request for transfer is made, parents may be asked to visit the present school to discuss fully their reasons for the request.
- Contact should be made between Headteachers of the two schools to ascertain whether or not both know of the situation.
- If parents wish to apply for a placement at a school, referral to the Area Education Office should be made, when an appropriate date for transfer will be agreed.
- Sibling entry should be referred to the Area Education Office.

#### **Request for transfer because of dissatisfaction with present school**

- Any request for transfer because of dissatisfaction should be treated with tact and confidentiality.
- If the parent has a complaint, the parent(s) should always be referred back to the present Headteacher before any further steps are taken.
- Contact should be made with the present Headteacher by the other school informing them of the request, and if known, the reason for dissatisfaction, as soon as possible.



- If parents, after consultation with the present Headteacher, still wish to transfer their child, they may visit the intended school, be given factual information and a prospectus.
- If the parents wish to make a placement they must be referred to the Area Education Office for permission, when a suitable time for transfer will be agreed in writing between both schools.
- It should be pointed out that siblings' admission is not automatic and will require permission from Area Education Office.

## **5. Admissions Policy**

Waiting lists for admission are held by the County Admissions Office.

The legislation on open admissions and West Sussex Procedures ensure that each school will have a published admission limit.

The LEA has a common admissions policy that applies throughout most of the County. Our schools follow the county guidelines and have a local agreement for admission in September.

Usually, all children start school in September and those who will be five after 31<sup>st</sup> April attend part time. A parent may request attendance part time in the spring term and then pupils would become full time in the summer term. A place can be held providing that the child is registered with the school by the end of March in the previous school year.

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