



Downview Primary School

Admission Policy 2025 -26

Section 1: General Principles

Downview Primary School is an academy and is therefore its own admissions authority. The school has a Pupil Admission Number (PAN) of 90.

The Governing Body of Downview Primary School applies the regulations on admissions fairly and equitably to all those who wish to attend our school. We are an inclusive school and welcome all applications.

The school participates in the Local Authority co-ordinated scheme and all dates within that scheme must be adhered to. Proof of residence will be required for all applications. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds places available, we enforce procedures set out in our over subscription criteria within Section 2.

All applications will be treated on merit and in a sensitive manner. 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 demand being greater than school places available.

Section 2: Definitions and Details

Children are normally admitted to the school in September in the academic year in which they have their fifth birthday. When a parent is looking for a place for their child to start school for the first time, the application process is co-ordinated by the Local Authority. During the Autumn of the year before the child is due to start school families make their application on line to the Local Authority by their published deadline. Parents can expect to hear which school they are allocated in the spring, usually April, in accordance with the Local Authority's timeline.

After the allocation of places, the School will admit 'rising fives', i.e. all children with places can be admitted on a full time basis to the reception year at school in the September following their fourth birthday but before reaching compulsory school age. In accordance with paragraph 2.16 of the Admissions Code, a parent may request that their child's taking up of a place be deferred until later in the academic year or until the term in which the child reaches compulsory school age, and a parent may request that their child takes up the place part-time until compulsory school age is reached. NOTE: In respect of a child born late in an academic year after April 1st, the ordinary expectation is that he or she will join Reception at the latest in the term he or she turns five and then progress to Year 1 in the next academic year. If, when applying for a place, any parent wishes to consider requesting a delayed admission for their child to join Reception in the September term after their fifth birthday, they are advised to contact the Admissions team for further details before applying for a place.

Admission Area

Our catchment area boundaries are:

- Any address within Felpham, Elmer and Middleton

To check whether you are in our catchment area, parents are welcome to contact the school office (01243 820511)

Home Address

Proof of residence will be required by the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met.

Where a child lives part of the week with one parent and part with another member of the family, the "home address" will be considered to be the residence where the child spends at least three nights of the school week each week.

Sibling

Where priority is given for a sibling, brothers and sisters may be half or step siblings (by marriage or by co-habitation) or foster siblings, but must be living permanently at the same address. We do not include "cousins" within our definition of sibling.

Looked After Children

As required by the Regulations of 2012, the school will give greatest priority to applications on behalf of children currently or previously in public care (see definition Section 22(1) of the Children Act 1989). , including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted and previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

Oversubscription Criteria

In the event of oversubscription, places will be offered using the following criteria:

1. Any child with an Educational Health Care Plan naming the school will automatically be admitted to a school, under section 43 Children and Families Act 2014.
2. Looked after children and previously looked after children, children of service personnel (UK armed forces)
3. Children who live in the catchment area with brothers and sisters already at the school and who will still be attending when the child starts
4. Other children that live in the catchment area
5. Children who live outside the catchment area with brothers and sisters already at the school and who will still be attending when the child starts
6. Other children who live outside the catchment area All distances are measured by a straight line from the school to the child's home address using Ordnance Survey address point data from a central point in each building.

Waiting Lists

The school will maintain waiting lists for children unable to join the school because the school is full. When a vacancy arises, places will be offered in the order of our oversubscription criteria listed above. Parents should confirm that they wish their child to remain on the list at the start of every academic year. We have to admit any pupil who is admitted through the appeal process, or who is the subject of a "direction" by the Secretary of State. Any such pupils take precedence over the waiting list.

Infant Class Size

In line with legislation introduced in 1998, our infant classes will have a maximum of 30 children. The Standard Number The standard number is the number of children the school can accommodate. The standard number for September 2025 is 630.

Reception Classes, 4-5 year olds	Published Admission Number 90
Year 1, 5 – 6 year olds	90
Year 2, 6 – 7 year olds	90
Year 3, 7 – 8 year olds	90
Year 4, 8 – 9 year olds	90
Year 5, 9 – 10 year olds	90
Year 6, 10 – 11 year olds	90

In Year Admissions

Admissions mid-year for any year group will be dealt with in accordance with this policy and will be administered by the Local Authority.

Appeals

If we do not offer a child a place at our school, it is because to do so would prejudice the education of other children by allowing the number of children in classes to increase too much. In line with infant class size regulation, we take up to 30 children per class. If you are not offered a place at our school parents have the right to appeal. The school set a timetable which allows parents at least 20 school days from the date of notification of refusal of a place, to lodge an appeal to an independent panel. West Sussex coordinate all appeals for Downview Primary. The provisional deadline for making an appeal for admission into Reception 2025 is 21st May 2025. Appeals will be heard within 40 school days of this deadline. An appeals panel decision is binding on all parties.