Lead member of staff	**Head Teacher**
Date of publication	**January 2026**
Review date	**January 2027**

Downview Primary School
Admission Policy 2027 -28

Section 1: General Principles

Downview Primary School is an academy and therefore its own admissions authority. From September 2027 the school will have a Pupil Admission Number (PAN) of 60.

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.

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 West Sussex County Council. 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.

WSCC Admissions Department and contact detail – 03330142903
Emails: admissions.south@westsussex.gov.uk

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 The offer of a place may be withdrawn if proof of residency is not met.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 Schools Admissions Code 2014, the school will give top priority to applications on behalf of a child currently or previously in public care (see definition Section 22 (1) of the Children Act 1989).

Oversubscription Criteria

School places for Downview Primary School are 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

In the event of oversubscription distance will be 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 must admit any pupil who is admitted through the appeal process.

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 2026 is 630.

Reception Classes, 4-5 year olds	Published Admission Number 60
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

Applications for school places received after 1 September in any school year are classed as In Year Admissions. Applications should be made to West Sussex County Council. The process will be coordinated by the West Sussex Admissions Service who will also send out offer letters.

Admission 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, you have the right to appeal to an independent panel. You can appeal using the following link once you have received the refusal in writing.

https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/apply/make-an-admissions-appeal/

An appeals panel decision is binding on all parties.