



Downview Primary School Admission Policy 2026 -27

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 1: 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 the residence where the child spends at least three nights of the school week each week.

Section 2: 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.

Tie-Breaker

In the case of over subscription in any of the categories, priority is given to applicants who live nearest the school (measured by a straight line from school to the child’s home address, using Ordnance Survey data within the curtilage of the property) – distances supplied by West Sussex County Council’s Pupil Admissions Team.

Late Applications

Late applications will be handled in accordance with the local authority Admissions Policy. They are processed after those received by the official closing date, unless it has been agreed to treat them as having been received on-time.

Waiting Lists

The local authority will operate a waiting list. Where in any year a school receives more applications for places than there are places available, a reserve list will operate until the end of the school year. This will be maintained by the local authority and it will be open to any parent to ask for his or her child's name to be placed on the reserve list, following an unsuccessful application.

Children's position on the reserve list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the reserve list in accordance with the oversubscription criteria. The reserve list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the reserve list.

Infant Class Size

In line with legislation introduced in 1998, our infant classes will have a maximum of 30 children.

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 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 outside of the normal admissions round are administered by the local authority, and will be dealt with as follows:

Deferred Entry for Infants

Parents offered a place in Reception for their child have a right to defer the date when their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made. Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31st August, 31st December and 31st March.

Delayed admission to Reception

For children born during summer term, parents may request that their child's admission to Reception is delayed by one year. When such a request is made the schools admissions panel will make a decision on the basis of the circumstances of the case and in the best interest of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent. If your application for delayed entry is agreed, your child will not be allocated a place at a school in the September following their fourth birthday and you will need to make a fresh application for a school place in the following September through the local authority process. The application will be considered in line with the published admission arrangements for the school alongside all other applications for that September. You will not necessarily get a place at your preferred school.

Please click on the link below for more information.

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/school-appeals-and-reserve-lists/>

Appeals Timetable

'On-time' appeals will be heard within 40 school days of the deadline for lodging appeals. Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date. All appeals will follow the West Sussex Appeals Process, although parents are advised to check their chosen school's website for additional information and deadline dates. Parents/carers will be notified of their appeal date by the West Sussex Appeals Administrator at least 10 school days before the hearing. They will provide a copy of the school's statement of case which will be sent to each parent/carer at least 10 school days before the hearing. Any additional evidence parents/carers wish to submit in support of their appeal must be sent to the West Sussex Appeals Administrator at least 5 working days before the hearing. Any evidence not submitted by this deadline may not be considered by the independent appeal panel

Looked after Children / Children We Care For (CWCF)

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, including those previously adopted from state care outside of England and ceased to be in state care as a result of adoption, child arrangements or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

Medical/Social reasons for admission

Children with a chronic medical condition or strong social grounds in the family will be considered in this category provided written evidence from a professional (e. g. Educational Psychologist, Social worker, Doctor) supporting the child or family is submitted. The request must state that the school is the only school for the child because of the medical or social reasons of the child or family and that no other school can meet their needs. It is not enough for the professional to report what the parent/carer told them. No individual member of the Trust will take responsibility for determining whether a case is ranked category; the decision will be made by an SCC admissions panel with appeal available to the Board.

Multiple birth/s (twins, triplets etc.)

For applications made in the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered initially, the LA will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can be offered a place initially, the LA will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place. For mid-year applications, where a family moves into an area necessitating a change of school for their twins (or triplets etc) and the majority can be offered a place then a place will be offered for the remaining child(ren). However, where the family does not move but wishes to transfer the children to another local school where there are insufficient places for all of them then a place would not normally be offered for all.

Parent/Carers

A parent/carer is any person who has parental responsibility or care of the child. Parental responsibility for a child is set out in section 2 of the Children Act 1989.

Siblings

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

For in-year applications a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.