



Seymour Primary School

ADMISSION ARRANGEMENTS FOR SEPTEMBER 2021/2022

This policy was updated in July 2021 to be compliant with the Admissions Code which comes into force on September 2021 to expand upon the criteria giving priority to previously looked after children.

Admissions for all pupils are dealt with and allocated by West Sussex County Council Admission Team, according to their Admissions Policy. Parents may apply online at www.westsussex.gov.uk/admissions .

Before you apply, make sure you have read the information on the West Sussex County Council website to ensure you understand the admission process, rules and criteria and also the school admissions policies (linked below) It is the responsibility of parents/carers to apply for a school place.

[School admissions policies](#)

ADMISSION ARRANGEMENTS FOR SEPTEMBER 2021

Set out in this document are the oversubscription criteria for Seymour Primary School for September 2021.

The oversubscription criteria apply when the school receives more applications than its admission number of 90.

The oversubscription criteria are:

1. Children in public care, and those who have been in care and have been subsequently adopted or have been made subject of a residence order or special guardianship, including those 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.
1. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds.
2. Children who live in the catchment area with brothers or sisters already attending the school who will still be there when he/she starts. (Brothers and sisters may be half or step-siblings but must be living permanently at the same address).
3. Other children who live in the catchment area.
4. Children who live outside the catchment area with brothers or sisters already attending the school and who will still be there when he/she starts. (Brothers and

sisters may be half or step-siblings but must be living permanently at the same address).

5. Other children who live outside the catchment area.

In the case of oversubscription in **any** of the above categories, priority of placement is given to applicants who live nearest the school.

Appeals

Please click on the link to find out how to make an appeal

[Make an admissions appeal](#)

1. Any child with a Statement of Special Educational Needs naming the school will automatically be admitted to a school, under section 324 of the Education Act 1996.
2. Previously looked after children are children who were looked after, but ceased to be because they were adopted or became subject to a residence order or a special guardianship order. For the purpose of this criterion this includes:
 - An Adoption Order – “made under the terms of the Adoption and Children Act 2002”;
 - A Special Guardianship Order - “made under Section 14A of the Children Act 1989 (as amended by the Adoption and Children Act 2002”;
 - A Residence Order – “made under Section 8 of the Children Act 1989”.
3. Parents/carers must provide written supporting evidence from an appropriately qualified person (usually a doctor or social worker) if they wish to apply under the exceptional and compelling social, psychological or medical grounds. The evidence should state clearly why the school asked for is the best one to meet the child’s specific needs. Letters from parents are not considered sufficient evidence. Letters that do not address educational provision or address why the named school is the best to meet the child’s needs are not considered sufficient evidence.

The school will not contact doctors or social workers to obtain evidence relating to an application. It is parents’ responsibility to attach any evidence relating to their child to their application form.

A panel of West Sussex senior education officers will decide whether the reasons expressed are sufficient to override the oversubscription criteria and allow admission on exceptional and compelling grounds.

4. The term 'parent' includes other legal guardians.
5. A catchment area is a geographical area served by a specific school and defined on a map. Parents are informed of the catchment school for their home address. Maps are available from admissions.north@westsussex.gov.uk.
6. Brothers or sisters may be half or step-siblings, adopted siblings or the child of the parent/carer's partner but must be living permanently at the same address.
7. Distances are measured in a straight line from school to home using Ordnance Survey address point data from a central point in each building.
8. Parents may decide to defer entry to primary school until the spring or summer term as long as their child has not reached compulsory school age (the start of the term following the child's 5th birthday). This must be formally agreed with the school. Parents may request the child to start either full or part-time before the child reaches compulsory school age and schools must comply with this request.
9. Families who applied for a place at this school as their catchment school for their eldest child and whose application was refused will have their applications for younger children considered as if they lived in the catchment area of the school the elder child was offered, while the elder child remains at that school. It is parents' responsibility to indicate these circumstances in their application.
10. Any parent refused a place at the school has a statutory right of appeal. Appeals will be organised and heard in accordance with the School Admission Appeals Code.
11. Parents may request their child's name to be added to the waiting list for the school. Waiting lists will be kept on the basis of the calendar year. If parents wish their child to remain on the waiting list, they will need to request this in December. They will not receive a reminder. Waiting lists must be kept in the order of the oversubscription criteria.

In year applications/moving school

This information only applies if you want to apply to move your child during the school year. Please click on the link below and follow the guidance

[Moving school](#)

Supplementary Information Form

Some schools require that you fill in a Supplementary Information Form (SIF) for instance, church schools. These can be found on the school's website.

Here are links to 2 local church schools:

[Supplementary Information Form](#) (Holy Trinity Secondary School)

[Supplementary Information Form](#) (St Wilfrid's RC Secondary School)

Key information and dates for:

[Make an admissions appeal](#)

[School admission appeals guide](#)

[West Sussex - Starting school places](#)

Applications received before 11.59pm on 15 January 2021

If you applied online we will email you the outcome of your application on Friday 16 April 2021. Emails will be sent throughout the day so we can't give you an exact time.

If you applied by paper form you will be emailed the result later that day if an email address was provided with the application.

The admissions office will contact you to request an email address if one is not specified on the form. If you do not have an email address you will receive a letter in second class post.

[Moving school](#)

[Secondary school places](#)

Applications received before 11.59pm on 31 October 2020

If you applied online we will email you the outcome of your application on Monday 1 March 2021. Emails will be sent throughout the day so we can't give you an exact time.

If you applied by paper form you will be emailed the result later that day if an email address was provided with the application.

The admissions office will contact you to request an email address if one is not specified on the form. If you do not have an email address you will receive a letter in second class post.

Applications received after 11.59pm on 31 October 2020

If your application was received between 1 November 2020 and 27 November 2020 it is out of time, and your preferences will only be considered after all the applications received on time. You will be sent an email with your allocation on Monday 1 March 2021 if an email address was supplied with the application.

Applications received after Friday 27 November 2020 are late and outside the normal admissions round. They will not be processed until after 26 March 2021. You will be contacted after this date.

[SEND school places](#)