HARLANDS EDUCATIONAL TRUST

HARLANDS PRIMARY SCHOOL

ADMISSION POLICY

2027-28

Harlands Primary School is a publicly funded school which converted to academy status in April 2014.

There will be an admission number of 60 places available in the Early Years Foundation Stage in 2027.

The Board of Trustees of Harlands Primary School is the Admission Authority for the Academy. This means that it is the Board of Trustees that sets and applies the Admissions Policy for the Academy. The Academy takes part in the co-ordinated admission scheme with West Sussex County Council and the County Council offers places at the Academy for September 2027 admission on behalf of the Board of Trustees.

In the event that there are more applicants than places, the Academy Trust will allocate places using the following criteria, which are listed in order of priority.

Oversubscription Criteria

The following oversubscription criteria apply when the Academy receives more applications than its admission number of 60:

1 Looked after children (children in public care); and previously looked after children.

2 Children who need a place at the school on exceptional and compelling social, psychological or medical grounds.

3 Children who live within the catchment area for Harlands Primary School with brothers or sisters already at the school and who will still be there when the child starts.

4 Other children who live in the catchment area for Harlands Primary School.

5 Children of staff at the school

a. Where the member of staff has been employed at the school for two or more years at the time at which the application for the admission to the school is made, and/or
b. The member of staff is recruited to fill a vacant post for which there is a demonstrable shortage.

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6 Children who live outside the catchment area for Harlands Primary School with brothers or sisters already at the school and who will still be there when the child starts.

7 Other children who live outside the catchment area for Harlands Primary School.

Admission Procedure

When parents are seeking a place for their child to start school for the first time, the application process is co-ordinated by The Pupil Admissions Team at West Sussex County Council. Families are contacted by them during the Autumn of the year before children are due to start school.

The Board of Trustees of Harlands Primary School is responsible for determining the admission arrangements of the school, including the priority of admissions to the school when the school is oversubscribed. When the application deadline has closed, the Local Authority (LA) provides to the school a list of all applicants who have applied to the school. The school will then rank the applications in strict accordance with its published admission arrangements and provide the LA with the ranked list. The LA is responsible for coordinating the allocation of places in its area, offering individual places to parents on behalf of the school trustees on the national offer date of April 2027.

To apply for a place at Harlands, you should complete and return:

1. The **Common Application Process**
2. The school's **Supplementary Information Form** (SIF) **for *oversubscription criteria no. 5*** (***Children of Staff***) ***only***.
   This is available from the school and from the school website and allows the trustees to put all applications in the order of priority for admission in line with the published admission policy. Please note that while the completion of the SIF is not mandatory, if a completed SIF is not provided, the Board of Trustees will only be able to consider the application based on the information provided in the application to the Local Authority. The completed SIF should be returned to the school office by 15th January 2027. You are advised to keep copies of the forms for your records, whether completed online or on paper.

Applications submitted by parents should be made on-line to The Pupil Admissions Team at www.westsussex.gov.uk/admissions or by telephoning 03330 142 903 by the deadline of 15th January 2027. Notification of which school has been allocated will be sent out on the relevant national offer date in April 2027.

Late Applications

All paperwork is required on or before the published closing date of 15th January 2027. Late applications will only be processed when those applications have been dealt with.

Waiting Lists

In line with paragraph 1.6 of the School Admissions Code (2021), published by the Department for Education (DfE), the Board of Trustees is under a duty to consider all applications for an over-subscribed school against its published over-subscription criteria. Parents not offered a place at the School will be offered another school by the County Council.

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

Please note:

1 Any child with an Education Health and Care Plan 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.

3 Parents/carers must provide written supporting evidence from an appropriately qualified person (usually a doctor or social worker). The evidence should state clearly why the school asked for is the **only** one that can meet the child's needs in order for the Board of Trustees to reach a decision. Letters from parents are not normally considered sufficient evidence. Parents must provide the evidence themselves as the Board of Trustees is unable to obtain evidence from doctors or social workers on their behalf. A panel of Harlands Trustees 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 by the Local Authority. Maps are available from admissions.north@westsussex.gov.uk or from Harlands.

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 Siblings of children who have been refused a place at their catchment school because the school was oversubscribed at the point of application will be treated as living in the catchment area for the school allocated when they apply for starting school. This will only apply if an application was made for the catchment school and the place refused in writing. **It is the parent's responsibility to indicate these circumstances in their application.**

9 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.

10 Waiting lists are kept for each year group, in the order of the oversubscription criteria.

Applying for a school place in West Sussex

Parents can express a preference for any school but do not have a right to "choose" a school. The Academy Trust does, however, make every effort to meet parental preference where possible. Further information about how places are allocated at this and other schools in West Sussex is contained in the Local Authority's Information for Parents Booklet which is available at www.westsussex.gov.uk.

Admission Appeals

Where parents are refused the school of their preference, they are advised of their right of appeal and offered the opportunity of having their child's name placed on the waiting list. The waiting list is ordered according to the oversubscription criteria for Harlands. This means that a child's name can go down, as well as up, on the list. The waiting list for community, controlled schools and academies is held and managed by the Pupil Admissions Team at West Sussex County Council until 31 August each year. They will offer a place to the child at the top of the waiting list when a place becomes available.

Where the Trustees are unable to offer a place because Harlands is oversubscribed, parents have the right to appeal to an independent admission appeal panel. Parents have at least 20 school days in which to submit their appeal, as required under paragraph 2.1 of the School Admission Appeal Code.

In Year Admissions

Applications for a place after the start of the academic year, or for any other year group, are processed by WSCC on behalf Harlands. Please contact the School Office on 01444 450782 or by e-mail to office@harlandsedtrust.org.uk to make an initial enquiry. An application form must then be completed and returned via WSCC.

Preliminary visits

New children and their parents are most welcome to visit the school by appointment made with the School Office. On these occasions you will be given a guided tour of the whole school, and the Headteacher will usually be available to answer any questions you may have. However, these visits do not form part of the admission process.

Parents of children due to start school in September, and those who wish to defer their school place until the term in which their child becomes five years of age, are invited to the school for an evening during the Summer term prior to the academic year in which their child is due to begin. On this occasion they are welcomed by the Headteacher, and have the opportunity to meet the Reception

year staff, and discuss starting school and practical issues such as school routines and school uniform.

Welcoming the children

During the term before they begin in our school, children are invited for preliminary visits. They normally spend time in the classroom with their teacher, and visits are arranged for Reception children to come in for story time. The Reception year teachers also visit some of the local playgroups and nursery schools from which children will be transferring. Reception parents and children are also invited to a 1:1 appointment with their class teacher in September following admission.

For further information, please contact either:

West Sussex County Council
The Pupil Admissions Team
Telephone: 03330 142 903
E-mail: admissions.north@westsussex.gov.uk

Harlands Primary School
Mrs K Michael
Headteacher's PA/Office Manager
Telephone: 01444 450782
E-mail: office@harlandsedtrust.org.uk

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Full consultation for 2023/24 arrangements December 21/January 22

Dates only updated for 2027/28 documents