

# NEW HORIZONS SEASIDE PRIMARY

## ADMISSIONS POLICY- 2025/26

### **Section 1: General Principles**

- 1.1 New Horizons Seaside Primary is an academy and New Horizons Academy Trust is its admissions authority. The school has a Pupil Admission Number (PAN) of 90.
- 1.2 The Local Governing Body of New Horizons Seaside Primary applies the regulations on admissions fairly and equitably to all those who wish to attend our academy. We are an inclusive academy and welcome all applications.
- 1.3 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.
- 1.4 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.
- 1.5 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 academy places available.

### **Section 2: Definitions and Details**

- 2.1 Children are normally admitted in September in the academic year in which they have their fifth birthday.
- 2.2 When a parent is looking for a place for their child to start school for the first time, the application process is coordinated by the Local Authority. Preschool providers are also given posters and information packs to advertise the admissions process. Applications are sent 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.

### **Home Address**

- 2.3 Proof of residence will be required. The offer of a place may be withdrawn if proof of residency is not met.
- 2.4 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.
- 2.5 Our catchment area is determined by West Sussex and enquiries about the boundaries can be directed by email to the Admissions (South) Team on [admissions.south@westsussex.gov.uk](mailto:admissions.south@westsussex.gov.uk)

### **Sibling**

- 2.6 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.

### **Staff**

- 2.7 Under the oversubscription criteria, the word staff will mean all staff employed by the school for at least two years. The definition does not include contract or peripatetic staff.

### **Looked After Children**

- 2.8 As required by the Schools Admissions Code 2014, the school will give top priority to applications on behalf of children currently or previously in public care (see definition Section 22(1) of the Children Act 1989).

### **Oversubscription Criteria**

- 2.9 In the event of oversubscription, places will be offered using the following criteria:
1. Looked after children and previously looked after children
  2. Children of staff who have been employed by the school for at least two years
  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
- 2.10 Any child with a statement of special educational need naming the school will automatically be admitted to a school under Section 324 of the Education Act 1996.

### **Tie-Breaker**

- 2.11 The tie-break used is straight line distance. 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**

- 2.12 The school will maintain waiting lists for children unable to join the academy because the academy is full. When a vacancy arises, places will be offered in the order of our oversubscription criteria listed in this policy. Parents should confirm that they wish their child to remain on the list at the start of every academic year.

- 2.13 Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.
- 2.14 We have to admit any pupil who is admitted through the appeal process. Any such pupils take precedence over the waiting list.

### **Infant Class Size**

- 2.15 In line with legislation introduced in 1998, our infant classes will have a maximum of 30 children with a single teacher. Additional children may be admitted under limited exceptional circumstances as outlined in the Admissions Code, 2014.
- 2.16 The standard number is the number of children the academy can accommodate. We keep this number under review.

Year Group	PAN
Reception	90
Year 1	90
Year 2	90
Year 3	90
Year 4	90
Year 5	90
Year 6	90

### **In Year Admissions**

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

### **Appeals**

- 2.18 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.
- 2.19 If you are not offered a place at our academy you have the right to appeal. West Sussex coordinates the appeals for New Horizons Seaside Primary. An appeals panel decision is binding on all parties.