

*Respectful, Kind, Curious and Ambitious*



# Admissions Policy

Date policy last reviewed: November 2024

Signed by:

\_\_\_\_\_ Headteacher Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors Date: \_\_\_\_\_

## Maidenbower Infant School

### Admissions Policy

Schools in West Sussex are categorised as community, voluntary controlled and voluntary aided. Community and voluntary controlled schools serve catchment areas and voluntary aided schools serve wider areas. Maidenbower Infant School is a community school. Under the Education Act parents can express a preference for any school but they do not have a right to choose a school. West Sussex Education Authority does however make every effort to meet parental preference where possible. Further information about how places are allocated is available online at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)

All admissions to Maidenbower Infant School are arranged through the Admissions office:

Worthing (South) Pupil Admissions Office  
Centenary House  
Durrington Lane  
Worthing  
BN13 2QB

Telephone: 033 301 42903

Email: [admissions@westsussex.gov.uk](mailto:admissions@westsussex.gov.uk)

#### **First Admissions**

The County Admissions Office advertises to parents of children eligible to start school in the following year during the autumn term through schools, pre-school settings, libraries, children and family centres and the local press. Parents are asked to go online at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions) to download and read the Information for Parents booklet. They can also find out the names of the catchment schools on this site. Once this information has been read and a decision made, parents are invited to apply online, expressing a preference for up to three schools. They are then notified of the outcome in April.

It is West Sussex policy for pupils to start school in the September following their fourth birthday. Parents have the right to choose whether their child attends full or part time, subject to the caveat that children are receiving full time education in the term following their fifth birthday. The school is able to offer advice to parents should they need it, to assist in the making of the decision.

It is also the right of the parent to defer entry to school, again subject to the caveat that children are receiving full time education in the term following their fifth birthday.

#### **Admissions during Year 1 and 2**

If a parent wishes to apply for a place at Maidenbower Infant School outside of the usual age of admission they should contact the Worthing (South) Pupil Admissions Office as above.