



IMBERHORNE SCHOOL

Policy Document



The Cornerstones of our
Learning Community

Headteacher: Mr Lee Walker

Admissions Policy	
Date of Review:	November 2023
Prepared by:	Lee Walker
Approved by Governing Board:	December 2023
Policy based on:	West Sussex guidance on admissions (West Sussex Services for Schools)
Date for next review:	November 2024

Introduction

Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised with new guidance coming into force in December 2014. A new Admissions Code came into force in September 2021. This policy takes account of the relevant legislation.

The Local Authority (LA) is the admissions authority for Imberhorne School, this means that they manage all aspects of the admissions process including complaints.

Aims and objectives

It is our wish for parents to find a place for their child at the school of their choice. We seek to be an inclusive school, welcoming children from all backgrounds and abilities. All applications will be treated on merit, and in a sensitive manner. A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have unless they require a level of specialism we are unable to provide.

How parents can apply for their child to be admitted to our school

Our school is a community school, and it determines the admission arrangements in agreement with the local authority (LA). The Admissions Authority for our school is therefore the LA. This means that the local authority will manage any applications to join the school and publish its entry regulations every year, The key factors determining admissions are:

- Number of applications. If the number of applications for entry exceeds the number of places available, we adopt the procedure set out below to determine whether a child is to be accepted or not.
- On occasion (particularly in the case of in-year applications) it may also be that we may consider not offering a place at the school if we believe that admitting an individual would prejudice the efficient provision of education or use of resources.

Information about how to contact the Admissions Department at the Local Authority is available on the school website. The LA's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Applications should be

made on a form that can be obtained from the local Admissions Department or via an online application form (website: <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/schoolplaces/secondary-school-places/>), and should be completed (or returned if appropriate) by the date stipulated on that form. The school will notify parents of the decision as soon as all the applications have been considered.

Full information about admissions, including oversubscription criteria, are published by the Local Authority and can be found here:

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/apply/secondary-school-places/>

In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place, unless there are particular reasons why we are unable to meet their educational needs. If there are no spaces available at the time of your application the LA may offer a place at an alternative school.

Admission appeals

If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much or because we are unable to meet the particular educational needs of an individual. Parents are entitled to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent panel convened by the Admissions Authority considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school.

The pupil admission number

The 'pupil admission number' (PAN) is the number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements. The PAN for this school is 270.

Monitoring and review

This policy will be monitored by the governing body, who will always take due note of the guidance provided by the local authority.