



Headteacher: Mr Julian Rose

Policy for Admission

Policy Status	Statutory
Governing Body Approval	20 05 2020
Ownership	Q+S Committee
Date for Review	31 05 2021

This document is a statement of the Governors' Admissions Policy at West Chiltington Community School. It was amended during the Autumn Term 1997 and will be reviewed annually and in response to changes in county or national policy.

The STARS policy was agreed in 1993.

Admission Arrangements

Admissions to West Chiltington Community School from the designated area are made by the Authority. A map indicating the designated area is available in school. For years other than Reception, applications must be made to the Area Education Officer who will consult with the Headteacher and Governors before determining the result of the application. The admission limit for the school year 1999/00 is set at thirty.

A separate document is available setting out the Authority's policy and arrangements for admission to its schools. It includes transfers between schools and the general provision of primary and secondary education. It also sets out the way in which places are allocated to applicants who live outside the designated area when the school is over subscribed. Priority is as follows:

- i. those with brothers and sisters already at the school
- ii. medical or social grounds
- iii. by distance, the nearest being admitted first

This document may be obtained, without charge, from the Area Education Office or from the school. It is also available, for reference, in public libraries throughout the county.

Preliminary Visits

Parents who are considering applying for a place for their child are encouraged to visit the school beforehand to see the facilities, discuss curriculum and organisational matters with the Headteacher and meet the teaching and support staff. In the term prior to the child starting school, parents are invited to an informal meeting with the Reception teacher, Governors and Headteacher. The children are also invited to spend a number of sessions in school in their future classroom so that they can meet both their teacher, the early years assistant and their new classmates.

Admission Times

Children are able to start school in the September of the school year in which they reach their fifth birthday.

All new Reception children are entitled to start Full time from September 2011. those with a birthday in the Spring or Summer Terms can opt for their child to attend school part time in the Autumn term.

Parents are not obliged to send their children to school as "rising fives" but must, by law, ensure that their child is educated by attendance at school or otherwise from the beginning of the term after the age of five is reached.

Cluster Group Policy

A code of professional conduct on the recruitment and admission of pupils has been agreed by Amberley, Ashington, Thakeham, Storrington, Washington and West Chiltington Schools. (see following)

**AMBERLEY, ASHINGTON, THAKEHAM, STORRINGTON
WASHINGTON AND WEST CHILLINGTON FIRST SCHOOLS**

CODE OF PROFESSIONAL CONDUCT

RECRUITMENT AND ADMISSION OF PUPILS

It is agreed that the following points are crucial if any such code is to be successful:

1. The code should be agreed by all schools.
2. There must be clear, unambiguous and open communications.
3. There must be honesty and trust between Headteachers.
4. There must be a high professional regard of fellow colleagues and schools.
5. All staff should be aware of the procedure and various aspects of the code.
6. Governors should be aware of and have approved the procedure and various aspects of the code.

The Cluster Group have identified the following differing categories of recruitment and admissions:

1. Initial Admissions at 5 years (in the term the children become 5).
2. Transfer to Intermediate School.
3. Transfer from one school to another mid-phase.

Prospectus

It is accepted that whatever the category of recruitment of admission, a School Prospectus should be given to parents who request further information about the school. It has been previously agreed that Prospectus information should be factual and have no implied references to practice in other schools.

There is also an Information for Parents document prepared by the Authority which should be given to parents of 5 year old children before entry to school.