Sackville School
Admissions Policy

Reviewed by: P Street **Date Governors Approved:** July 2026
Next Review Date: July 2027

Admissions Policy

1 Introduction

1.1 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, coming into force in February 2012.

2 Aims and objectives

2.1 We seek to be an inclusive school, welcoming children from all backgrounds and abilities.

2.2 All applications will be treated on merit, and in a sensitive manner.

2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out by the West Sussex local authority to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.

2.4 A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

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

3.1 Our school is a community school, and it determines the admission arrangements in agreement with the West Sussex local authority (LA). The Admissions Authority for our school is therefore the LA, which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the LA or from this link:

https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/school-admissions-criteria-and-policies/

For 2027/28 admissions:

https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/guidance/school-admission-policies/school-admission-policies-2027-to-2028/

3.2 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. Application should be made on a form that can be obtained from the local Education Department or via an online application form, 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.

4 Admission appeals

4.1 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.

4.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent panel 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. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which came into force in February 2012.)

5 The standard number

5.1 The 'standard number' is the number of children the LA considers the school can accommodate.

6 Monitoring and review

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

6.2 The policy will be reviewed annually, or earlier in the light of any changed circumstances, either in our school or in the local area.