



ADMISSIONS ARRANGEMENTS

2025-2026

Date: January 2024

Last reviewed on: January 2024

**Next review due
by:** January 2025

Section 1: General Principles

Baldwins Hill Primary, Blackwell Primary and Halsford Park Primary Schools are based in West Sussex, they form part of the Everychild Partnership Trust and are therefore their own admissions authority. West Sussex County Council manage admissions for all schools in the Trust. This policy has been updated in line with the Local Authority to include changes to the oversubscription criteria and the required consultation process was undertaken in December 2021 to make these changes. A consultation was also undertaken in January 2024 to reduce the PAN at Blackwell from 60 to 30.

Baldwins Hill School has a Pupil Admission Number (PAN) of 30.
Blackwell School has a Pupil Admission Number (PAN) of 30.
Halsford Park School has a Pupil Admission Number (PAN) of 60.

Everychild Partnership Trust applies the regulations on admissions fairly and equitably to all those who wish to attend any of our schools. We are inclusive schools and welcome all applications.

The schools participate 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.

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.

All applications will be treated on merit and in a sensitive manner. 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 school places available.

Section 2: Definitions and Details

Children are normally admitted to the school in September in the academic year in which they have their fifth birthday.

When a parent is looking for a place for their child to start school for the first time, the application process is co-ordinated by the Local Authority. Families are contacted by the Local Authority during the autumn of the year before they are due to start school to advise them of the application process. Applications are submitted on-line or by post 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.

Admission Area

To check whether you are in our catchment area, parents can contact the West Sussex County Council Admissions Office (03330 142 903, email admissions.north@westsussex.gov).

Home Address

Proof of residence will be required by the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met.

If your child regularly stays overnight with another parent or relative on a shared residency basis and therefore potentially has more than one address, you must confirm this in writing after making your application online. You should give both addresses and details of your child's living arrangements and state which address you believe should be used for the application i.e., your child's main address. You may be contacted for further supporting evidence. Priority for your preferences will be decided according to the address which the Pupil Admissions Team determines as your child's main address. Parents should note that overnight stays relating to childcare arrangements are rarely considered to be a formal 'shared residency' and priority will not be given from a relative/carer's address in these circumstances. Parents should submit details of their child's shared residency by a covering letter addressed to the Pupil Admissions Team.

Sibling

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.

Looked After Children

As required by the Regulations of 2012, all schools in the Trust will give greatest 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

In the event of oversubscription, places will be offered using the following criteria:

Any child with an EHCP (Education Health and Care Plan) naming the school will automatically be admitted to that school, under section 43 of the Children and Families Act 2014.

1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence must be provided.
2. Children who are subject to a Special Guardianship Order who have not previously been in Local Authority care. Evidence must be provided.
3. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. Evidence must be provided.
4. Children who live in the catchment area with brothers or sisters already attending the school and who will still be there when the child starts.
5. Other children who live in the catchment area.
6. Children who live outside the catchment area with brothers or sisters already attending the school and who will still be there when the child starts.
7. Children of staff in either or both of the following circumstances (following section 1.39 of the School Admissions Code)

- where the member of staff has been employed at the school for two or more years at the time which the admission to the school is made;
- and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

8. Other children who live outside the catchment area

The tie-break used is a straight line distance. All distances are measured by a straight line from either school to the child's home address using Ordnance Survey data within the curtilage of the property.

Waiting Lists

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

We have to admit any pupil who is admitted through the appeal process, or who is the subject of a "direction" by the Local Authority. Any such pupils take precedence over the waiting list.

Infant Class Size

In line with DfE School Admission Code (September 2021), and in line with Section 4 of the SSFA 1998, our infant classes will have a maximum of 30 children.

The Standard Number

The standard number is the number of children a school can accommodate. The standard number for September 2025 is 210 for Baldwins Hill School, 390 for Blackwell School and 420 for Halsford Park School.

Please see table below:

Halsford Park Primary School		Baldwins Hill Primary School		Blackwell Primary School	
Classes	Published Admission Number	Classes	Published Admission Number	Classes	Published Admission Number
Reception Classes, 4-5 year olds	60	Reception Classes, 4-5 year olds	30	Reception Classes, 4-5 year olds	30
Year 1, 5 – 6 year olds	60	Year 1, 5 – 6 year olds	30	Year 1, 5 – 6 year olds	60
Year 2, 6 – 7 year olds	60	Year 2, 6 – 7 year olds	30	Year 2, 6 – 7 year olds	60

Year 3, 7 – 8 year olds	60	Year 3, 7 – 8 year olds	30	Year 3, 7 – 8 year olds	60
Year 4, 8 – 9 year olds	60	Year 4, 8 – 9 year olds	30	Year 4, 8 – 9 year olds	60
Year 5, 9 – 10 year olds	60	Year 5, 9 – 10 year olds	30	Year 5, 9 – 10 year olds	60
Year 6, 10 – 11 year olds	60	Year 6, 10 – 11 year olds	30	Year 6, 10 – 11 year olds	60

In Year Admissions

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

If we do not offer a child a place at one of our schools, 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 (For in-year admissions, see point 1.4 of the DfE School Admissions Code September 2021)

If you are not offered a place at one of our schools you have the right to appeal.

Parents have 20 school days, following notification of refusal of a place, to lodge an appeal to an independent panel.

West Sussex County Council co-ordinate the appeals for Everychild Partnership Trust.

A provisional schedule for appeals for September 2025 admissions will be made available on their website.

An appeals panel decision is binding on all parties.