

## ADMISSIONS CRITERIA FOR ENTRY TO GOSSOPS GREEN PRIMARY SCHOOL IN SEPTEMBER 2019

The Collegiate Trust is the admissions authority for *Gossops Green Primary School* and in carrying out this function complies with all the relevant provisions of the statutory codes of practice as they apply at any given time. The *Local Governing Body* (LGB) of *Gossops Green* operates the agreed procedures of the Trust and participates in the co-ordinated admission arrangements operated by West Sussex County Council.

During July in any year, information about the arrangements for applying for the intake in September of the following calendar year will be available; this will include details of Open Mornings, and other opportunities to visit the school.

### Entry to Reception

The Planned Admission Number (PAN) for *Gossops Green Primary School* is 90.

Applications for places must be made on the *Common Application Form* provided and administered by *West Sussex County Council* or by the council where you live.

Any child with a statement of special educational needs or EHCP naming the school will automatically be admitted to *Gossops Green Primary School*, under section 324 of the Education Act 1996.

In the event of applications exceeding the number of available places, the following criteria will be applied.

#### 1. Looked After Children:

Priority will be given to children in the care of a local authority at the time of application and also children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, immediately after being looked after. An application made under this category must be supported by a letter from the relevant Local Authority's Children's Department and / or relevant documents including a copy of adoption, residence or special guardianship order where applicable.

#### 2. Social, Psychological or Medical Reasons:

Places may be offered to any children whose parents are able to provide an exceptional and compelling reason at the time of application, supported by written evidence from a registered and independent professional, that entry to *Gossops Green Primary School* rather than any other school is **essential**.

#### 3. Siblings within the Catchment Area:

Priority will then be given to siblings who live within the catchment area. The word sibling refers to all blood, half, foster, step and adoptive brothers and sisters (not cousins) who are on roll at the date of admission of the younger sibling and who live at the same home, in the same family unit as the child on a permanent basis. A sibling connection does not apply for children whose older siblings will have left *Gossops Green Primary School* at the time of the expected admission of the younger sibling.

#### 4. Catchment:

Priority will then be given to other children who live within the catchment area. In the event of the number of children exceeding available places, places will then be allocated to children on the basis of distance from *Gossops Green Primary School*. All distances are measured by a straight line from the school to the child's home address, using Ordnance Survey address point data from a central point in each building

#### 5. Siblings outside the Catchment Area:

Priority will then be given to siblings who live outside the catchment area. In the event of the number of children exceeding available places, places will then be allocated to children on the basis of distance from *Gossops Green Primary School*. All distances are measured by a straight line from the school to the child's home address, using Ordnance Survey address point data from a central point in each building

## **6. Other Children outside the Catchment Area**

All further places will be allocated to children who live outside the catchment area. In the event of the number of children exceeding available places, places will then be allocated to children on the basis of distance from *Gossops Green Primary School*. All distances are measured by a straight line from the school to the child's home address, using Ordnance Survey address point data from a central point in each building

### **Operation of Waiting List**

*Gossops Green Primary School* operates a waiting list whenever there are more applicants than places. The list will operate from 20 school days after the allocation date and will remain operational until the end of that calendar year.

A child's position on the waiting list will be determined solely in accordance with the admissions criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the criteria.

### **Arrangements for Appeals**

Parents have the right of appeal to an *Independent Appeal Panel* at any time if they are dissatisfied with a decision made by the *Admission Authority*. Appeals are conducted in accordance with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to Academies. The determination of the appeal panel is binding on all parties. *The Collegiate Trust* will provide guidance for parents about how the appeals process works. The contact for this is the Clerk to *The Collegiate Trust at Riddlesdown Collegiate*. We advise that appeals should be lodged with the Clerk within 20 school days of receipt of the Local Authority offer letter; full details on the appeals process will be published at [www.tct-academies.org](http://www.tct-academies.org).

### **In-Year Admissions**

In-year admissions will continue to be co-ordinated by the Local Authority. An application form must be obtained from, completed and returned to the Local Authority to apply for an in-year admission.