

Admissions Policy



School Vision

At Chesswood Junior School we inspire our whole school community to enjoy their learning adventure and have fun along the way. We ignite a passion for learning throughout the school community, securing excellence, empathy and equality in all that we do.

School Mission

We will strive to achieve the highest standards of academic achievement and behaviour within a vibrant, exciting learning environment so that all children leave this school with confidence and the ability to take advantage of future opportunities.

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RACI – Responsible, Accountable, Consulted, Informed

26 January 2023		Policy - RACI Report Bespoke	
Admissions Policy			
ID: L07	Area: School	Level: Administration	
Document Type: Policy		Basis: Statutory	
Background:	<p>These apply to:</p> <p>local-authority-maintained schools, including maintained special schools and maintained nursery schools. Arrangements must be determined annually. You must consult on any changes, and where no changes are made, consultation is required at least every 7 years.</p> <p>The full governing body or a committee of the governing body must approve, where the school is its own admissions authority.</p>		
Authorisation			
Approval Authority:	Responsible Governors	Approval date:	
Approval Guide:	<p>2 Governor assigned to the area would read, understand and approve/amend/approve document, as appropriate. The full governing body would ratify on the recommendation of approval by the governor/s with area responsibility.</p>		
Life Span			
Live date:	26/01/2023	Days:	365
Term of Review:	1 Autumn	End by:	26/01/2024
RACI - Responsibility, Accountability, Consultation, Informed			
Accountable Governor:	Mike CARPENTER		
Responsible Governors:	Conceicao ROQUE, Darren Carroll, Elizabeth LIASSIDES, Mike CARPENTER		
Senior leader Accountability:	Andrew JOLLEY		
Leadership Accountability:	Treena BEECH		
Operational Leadership:	Treena BEECH		
Consulted:	Governors		
Consultation Details:	Email		
Informed:	Whole School Community		
Informed Details:	School Newsletter		
Storage and Communication			
System Location:	..\\Policies\\Admissions - Statutory		
Hard Copy Storage:	Head Teacher's Office		
School Web Path:	HOME - PARENTS - ADMISSIONS AND TRANSITIONS		
Web Publication			
Web Site Location:	Website Requirement: Yes		
https://www.chesswood.w.sussex.sch.uk/page/?file=Admissions+and+Transitions&pid=261			



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1. Policy Impact and Audit

26 January 2023		Policy - RACI Report Bespoke	
Equality Impact Assessment			
Age Impact:	Limited	Age Impact Type:	Neutral
Provision for education outside of year group			
Disability Impact:	High	Disab Impact Type:	Positive
Prioritised within the admissions criteria			
Disadvantaged Impact:	High	Disadv Impact Type:	Positive
Prioritised within the admissions criteria			
Faith Impact:	Moderate	Faith Impact Type:	Positive
Equity inherent in policy and procedures			
Gender Impact:	Moderate	Gender Impact Type:	Positive
Equity inherent in policy and procedures			
Marital Status Impact:	Limited	MSImpact Type:	Neutral
Maternity Impact:	Limited	Maternity Impact Type:	Neutral
Race Impact:	Moderate	Race Impact Type:	Positive
Equity inherent in policy and procedures			
SEN Impact:	Moderate	SEN Impact Type:	Positive
Equity inherent in policy and procedures			
Sexual Orientation Impact:	Moderate	SO Impact Type:	Positive
Equity inherent in policy and procedures			
Policy Audit			
The admission activity timings are accurate			
Outcome:	Fully Compliant	Audited by:	Andrew JOLLEY
		Audit Date:	26/01/2023
The catchment area map is accurate			
Outcome:	Fully Compliant	Audited by:	Andrew JOLLEY
		Audit Date:	26/01/2023
School policy references current national guidance			
Outcome:	Fully Compliant	Audited by:	Andrew JOLLEY
		Audit Date:	26/01/2023
School policy reflects and references WSCC admissions process			
Outcome:	Fully Compliant	Audited by:	Andrew JOLLEY
		Audit Date:	26/01/2023



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2. Policy Links

This policy should be read in conjunction with the following school policies

Policy/Guidance/ Poster	<u>System Link</u>
	<u>School Website Link</u>

Core

WS School Admissions Policies	<u>https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/guidance/school-admission-policies/</u>
West Sussex School Admissions	<u>https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/</u>
Admission of children outside their normal year group	<u>https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/apply/admission-of-children-outside-their-normal-year-group/</u>
Junior school places	<u>https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/apply/junior-school-places/</u>
Moving school	<u>https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/apply/moving-school/</u>
WSCC Key Dates	<u>https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/guidance/key-dates-for-primary-infant-and-junior-school-places/</u>
School Admissions Code (DFE)	<u>https://www.gov.uk/government/publications/school-admissions-code--2</u>
Admission of Children of crown servants (DFE)	<u>https://www.gov.uk/government/publications/school-admissions-code--2</u>
Fair access protocols: advice for local authorities and	<u>https://www.gov.uk/government/publications/school-admissions-code--2</u>



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<i>school admission authorities</i>	
<i>Admissions priority for children adopted from state care outside of England: advice for local authorities and school admission authorities</i>	https://www.gov.uk/government/publications/school-admissions-code--2
<i>School admissions arrangements</i>	https://www.gov.uk/guidance/school-admissions-arrangements
<i>School applications for foreign national children and children resident outside England</i>	https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children
<i>School admission appeals code</i>	https://www.gov.uk/government/publications/school-admissions-appeals-code
<i>Admission appeals for school places</i>	https://www.gov.uk/government/publications/admission-appeals-for-school-places

General

<i>Nick Gibb's letter about the admission of summer-born children</i>	https://www.gov.uk/government/publications/summer-born-children-nick-gibbs-letter-about-school-admissions



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3. Introduction

Admission into any new setting can be a daunting and anxious experience. We try to ensure all parents and children minimise any anxieties about moving to a new school building trust, faith and confidence every step of the way. Whether joining Chesswood through admissions at normal times (Y3 September) or when joining at any other times we will ensure both parents and children feel confident and well informed at every stage of the admissions process. The admissions policy, updated annually, sets out the timelines, the contacts and the wide range of information (including its location) available to parents and children throughout the admissions stage and beyond!

As a West Sussex community school, Chesswood Junior School admission arrangements and policy is led by West Sussex Local Authority. This policy addresses only admissions into Chesswood Junior School - NOT transfer to Secondary School at the end of Year 6.

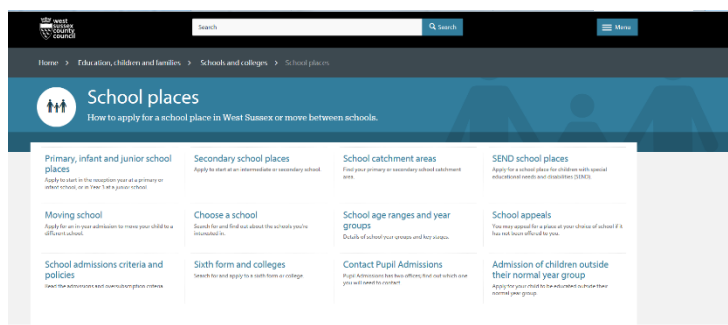
The full West Sussex admission arrangements for community and controlled schools can be found at:

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

or type in

West Sussex School Admissions

into any search engine – Select Primary, Infant and Junior school places initially. Other information is also available including SEN, In Year admissions and school appeals.



By visiting the West Sussex site parents will find the following information available:

- How to Apply for a school place
 - Catchment Schools – enter home postcode
<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/find-a-school/school-catchment-areas-202223/>
 - When to apply
 - Process Timeline



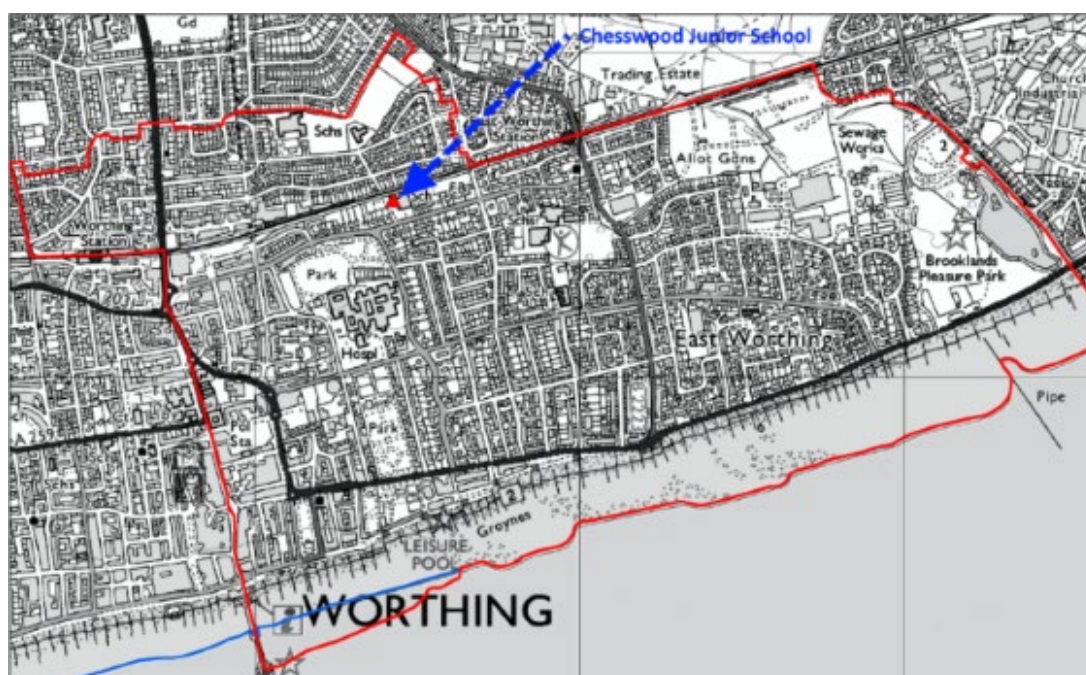
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- How to apply online
- Contact Details and PANs (Pupil Admission Number) for primary schools
 - Contact Details: <https://www.chesswood.w-sussex.sch.uk/page/?title=Contact+Us&pid=2>
 - Chesswood Pupil Admission Number 165 per year group at the start of Y3
(Maximum 5 classes of 33 children – classes of 30 children are desirable)

Catchment Area - Oversubscription

All community and controlled schools have a catchment area to guide priority admission in the event of oversubscription..



4. Chesswood Junior School Admission Flow Chart

West Sussex CC – Key Dates Guide

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/guidance/key-dates-for-primary-infant-and-junior-school-places/>

Month	Admission Activity
Before Children Start at Chesswood	
September	<ul style="list-style-type: none">● Personal Letters sent to all feeder schools advertising open day and evening - November.
October	<ul style="list-style-type: none">● Admissions flyers circulated to all feeder schools● The West Sussex online system opens and details of how to apply online for a junior school place are sent to parents of children in Year 2 at a West Sussex infant school.



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	<ul style="list-style-type: none"> • https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/apply/junior-school-places/#overview
November	<ul style="list-style-type: none"> • Children's Taster Sessions – Lyndhurst and Springfield (2 hours) • Open day - 9.30 - 12.00 then 13.45 – 15.00 • Open evening - 6.00p.m. School Tours, Pupil Exhibitions & Workshops 7p.m. - 8p.m. Formal Presentation (Crèche available) • New school brochure available on website • Open Evening Presentation available on website
January	<ul style="list-style-type: none"> • Typically, 15 January annually (check online!): Application deadline for on time applications and the online application system closes. If you have to complete a paper form it is your responsibility to ensure that the form is returned to your local school by the deadline. Paper forms will not be acknowledged. The most secure way is to apply online. • If your application was received out of time (between 16 January and 10 February 2023) West Sussex will consider your preferences after reviewing all the applications we received on time.
February	<ul style="list-style-type: none"> • Applications received on or after 11 February (check date !) are late and outside the normal admissions round. They will not be processed until after 16 May 2023. You will be contacted after this date.
April	<ul style="list-style-type: none"> • 17 April: Online applicants will be notified by West Sussex County Council email (if one has been supplied) which school their child has been offered by email during the day. No decisions will be issued by telephone. Other applicants will be sent a letter by second class post, posted during the day. • The school CANNOT support any specific application or give favourable treatment to any specific application and fully supports the West Sussex Admissions Criteria and the integrity appeals process. • Chesswood Junior School will make email contact with all parents offered a place within 10 working days of 17th April, welcoming the family to Chesswood. • Families invited to complete the online school application form by mid May. Web: https://www.chesswood.w-sussex.sch.uk/page/?title=Year+2%2D3+School+Admission+Form&pid=818
May/June	<ul style="list-style-type: none"> • Interschool Professional Meetings - Class Teachers & SENCO visit each main feeder school • Families and children identify three friends they would like to be placed in a class with (we guarantee at least one will be placed in the same class, unless there are exceptional circumstances) • Classes designed and built - allocated to teachers <ul style="list-style-type: none"> ○ Families complete the school application form – a child will not be included in class building process unless this form is completed by the due date @ 20th May.
July	<ul style="list-style-type: none"> • First Tuesday and Wednesday in July <ul style="list-style-type: none"> ○ Parent Induction Evening - 6p.m. - 7.30 p.m ○ Children's Taster Day - 8.50 a.m. - 3.15 p.m. • Test & TA Data; child's books transfer
After Children start at Chesswood	
September	<ul style="list-style-type: none"> • Meet the Teacher; Children's learning from previous year - 3.15 - 4.15p.m.



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	<ul style="list-style-type: none">Letter to parents indicating child has settled into school life at Chesswood- Teacher's call parents where any concerns arise.
October	<ul style="list-style-type: none">Parent Teacher Meeting

5. Junior Transfer Allocation - Oversubscription Criteria

Any child with an Education Health and Care Plan (EHCP) naming the school will automatically be admitted to that school, under section 43 of the Children & 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 attending a named infant school and applying for a place at the linked junior school – Lyndhurst Infant School and Springfield Infant School are linked to Chesswood;
5. Children who live in the catchment area with brothers or sisters already at the school who will still be there when the child starts;
6. Other children who live in the catchment area;
7. Children who live outside the catchment area with brothers or sisters already at the school who will still be there when the child starts;
8. Children of Staff (see above);
9. Other children who live outside the catchment area

6. East Worthing Schools Agreement

6.1. *Transition*

In this policy, 'TRANSITION' describes the movement that takes place from one familiar setting (Infant) to another (junior). It is defined as the process where policy and practice has been aligned between settings to support children with settling into their new learning environment in



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preparation for future learning and development.

6.2. *Aims*

We want our children to experience a smooth transition in their learning, so that the pace and quality of learning are maintained to ensure that children continue to make the very best progress. This policy addresses issues of transition from one phase of their school life to another. This has been jointly agreed between the 3 schools.

Each year there will be an agreed 'Transition Plan' which will address the needs of each particular cohort of children. This will be a flexible approach where colleagues from each setting will work together coherently so that children continue to thrive socially, emotionally and academically. Transition arrangements and plans will be time lined and shared with parents and carers.

6.3. *Equal Opportunities and Inclusion*

- Children and parent/carers are actively involved in the process and their perceptions about transition are explored and valued.
- Measures are taken to ensure pupils with learning or access difficulties, experience a similar ease of transfer as other pupils.
- The children in the SSC at Lyndhurst have separate transition arrangements, tailored to the needs of the individual child.

6.4. *Principles That Underpin the Policy*

To ensure that:

- there are professional conversations between all schools so that planning for transition and the exchange of information is a steady and valued process
- planning the next curriculum is based upon the valid and reliable assessment information from the previous class/ setting.
- styles of teaching and learning meet the needs of the children and not pre-conceived notions of what is appropriate for the next phase/Key stage.
- there is to be a professional regard for the information from the previous setting/phase.
- children are able to enjoy new approaches and environments at transition.
- transition should motivate and challenge children.
- the school is aware that transition for some children and parent/carers is an anxious time and



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that they will need more support than others.

7. Transition from Lyndhurst and Springfield to Chesswood

Each year in the summer term the Transition Plan for the children moving schools. This ensures that there is a detailed plan outlining the transition arrangements for the whole year leading up to the actual transition. Included will be:

- Teachers meet in summer term to discuss individual children.
- All children visit new classes and work alongside new teachers and teaching assistants on Transition Day in the summer term (first Wednesday of July).
- Parent/carers are invited to Chesswood for open days and events. They will meet their child's new teacher and also be invited to social events throughout the year.
- Inset Day (In service training day) in September is spent looking at new class data; targets and books from previous year so that staff are very familiar with the new class and can plan appropriately.
- Individual learning targets in reading, writing and maths are continued over from July to September.
- Learning Journals move with children to provide evidence of previous years' progress and targets.
- Transition projects are set up so that there is cohesion between the schools
- The Y3 teachers from Chesswood visit Y2 children to meet the children and discuss their thoughts and concerns ahead of transition.
- Throughout the year the children visit Chesswood and Chesswood children visit Lyndhurst and Springfield, working on joint ventures or sharing expertise.
- Formal meeting between the Year 2 teachers and the Year 3 teachers: all data and learning journals are sent to feeder schools in July so that they are able to build a profile about each individual child. Y2 teachers to re meet with Y3 teachers in September.
- 'Early intervention' policy for SEN children.
- Year 2 children who are particularly anxious or who have SEN have regular visits to their new setting and have additional support via small group work with a Learning



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Mentor. Individual transition plans will be set up for those children who need it.

- Transfer of records to junior school: IEP's, Pupil Passports, EHCP's, Assessment Folder, data, will take place on an agreed date.

8. In Year Admissions

Each year there are families and children who need to be admitted to Chesswood outside of the normal admission period i.e. after Year 3 and the beginning of September. There are a number of reasons for this which can include moving into the local area and requesting a move from a school where there has been a breakdown of trust or communication.

The following process should be used as a guide – it is typically completed within 10 working days if there are no exceptional or complicating factors:

- Parent contact West Sussex admission team requesting a place at a local school:
 - <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/apply/moving-school/>
- West Sussex admissions will call school to check the space available.
- If space is available at Chesswood, we recommend that parents:
 - Visit school website to find out further information
 - Download and read the school brochure carefully:

<http://www.chesswood.w-sussex.sch.uk/page/?title=School+Brochure&pid=175>

- Download and read the home-school agreement carefully:

<http://www.chesswood.w-sussex.sch.uk/page/embed.asp?url=/files/73DF7F3917C829CB59AFA050152EB43B.pdf&linkid=18&pid=4>

- Visit Ofsted site and read recent reports

<http://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/125961>

- Arrange a school visit through the school reception.
 - Each adult must share formal photo ID to take a school tour (passport or driving licence)
 - Child School Tour – School Ambassador Team - @ 1hour
 - Any questions may be answered by a senior leader



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- WSCC will liaise with the family regarding completion of relevant paperwork, should the family believe Chesswood is the school for them 😊
- Once paperwork submitted to WSCC a decision is taken regarding admission and family are informed directly by WSCC
- WSCC contact school to confirm that place has been accepted and share contact details for the family.
- School office will contact family within 48 hours of the initial notification (if contact details are available) to arrange:
 - A visit to the school for the family with child
 - Completion Internal Admissions Form - <https://www.chesswood.w-sussex.sch.uk/page/?title=IN+YEAR+Admissions+Form&pid=994>
 - Once we have received the completed paperwork we will contact parents within 48 – 72 hours to arrange a start date for their child. During this time we will:
 - Ensure class teacher is prepared and ready for the new pupil
 - Contact previous school to request the CTF and paper file
 - Write a Health Care Plan if necessary
 - Determine whether there are any exceptional circumstances e.g. severe or complex Special Educational Needs or disability; No or very limited English; family breakdown (both parents if they have 'parental responsibility' must agree to a school move even where they no longer live together).
 - If joining in September and we are notified before the end of June:
 - We will allocate class and teachers whilst undertaking the whole school allocations for the next academic year.
 - We will invite the family to attend the transfer days and information evenings as appropriate – even though a child may be admitted to Y4,5 or 6 we would still strongly advise attendance at the Y3 induction evening.
 - Parents purchase school uniform and equipment needed – refer to school



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brochure for further details.

- Meet with head teacher and welcome to the school
 - Confirm class and teacher (Decision on class and teacher taken by senior leadership team - Only Senior Administration Assistant inform parents of class and teacher once agreed)
 - Confirm any special provision previously i.e. special educational needs
 - Share Bright Sparks Code
 - Answer any questions
 - House Group
- Please Note: If moving due to any dissatisfaction from previous school -
 - Head teacher will seek assurance that everything has been done by the parents to seek a resolution with that school prior to moving to Chesswood.
 - Head teacher will contact previous head teacher to inform them out of courtesy and seek their view on the issues leading to the breakdown in the relationship.
- School Office will undertake their admissions procedures (Appendix 3e).



Appendices

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