

YAPTON C of E PRIMARY SCHOOL



'I have come in order that you might have life - life in all its fullness' John 10:10

Admissions Policy 2027

Approved by the Governing Body: May 2026

To be reviewed: May 2027

Policy Statement

- 1.1 Yapton CE Primary School is a Church of England primary school for pupils aged between 4 and 11 years old with a current published admission numbers (PAN) of 315 places.
- 1.2 The Local Authority is responsible for setting the admissions arrangements and the School adheres to the procedures and guidance set by the Authority (see below).

Guidance: Admission to School for children aged four

- 2.1 As West Sussex County Council is the admissions authority for our school, parents who wish to register their child for admission to our reception class must apply for a place using the standard West Sussex admission form / online. Letters/email communication offering school places to Reception applicants will be sent out in the April prior to their admission.

Please click on the link below to find relevant details:

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

- 2.2 By law, children must start their full-time education in the term following their fifth birthday. In West Sussex your child may start either full or part-time in the September following their fourth birthday.

An introductory programme of visits for children and parents takes place in the summer term prior to admission. We work hard to ensure that starting school is a calm and natural progression from pre-school.

Parents have the opportunity to meet the staff and discuss the start of school at an Early Years evening in the summer term. Parents are also encouraged to take part in a home-visit from the class teacher. All parents meet with the new teacher during the autumn term to discuss the way that their child has settled to life in school.

Guidance: Admission to School for children in groups other than Reception

- 3.1 Prospective pupils and parents are encouraged to visit the school during the working day.
- 3.2 For admissions to year groups other than Reception, parents should also apply to the local authority school. If the number of children in that year group does not exceed the published admission number, and there is no reserve list, a place may be offered. [Click here to find the relevant details](#)

General Guidance

- 4.1 In the event of oversubscription, the following criteria will be used to determine priority for places:
 - Children living in the catchment area with a sibling at the school at the time of admission.
 - Children living in the catchment area.
 - Children with a statement of special educational needs which names the school.
 - Children living outside the catchment area who have a sibling at the school at the time of admission.
 - Children who live outside the catchment area, but nearest to this school according to the shortest available travel route as measured by a straight line.
 - Children with a statement of special educational needs which names the school.

Monitoring and review

- 5.1 All members of staff and the Governing Body have the responsibility of implementing this policy. The effectiveness of the policy will be evaluated on an annual basis by the Head teacher and reported to the full Governing Body.

Yapton Church of England Primary School is a happy and exciting place to learn. Individuals are at the heart of our teaching. The experiences we offer our children are designed to ensure that they are engaging, enriching and empowering. We work and play together as a school family, holding on to the power of the Christian story in our daily lives.