

Fairway Infant School Admission Arrangements



Extract from School Prospectus for 2021/22 which was approved by the Full Governing Body at their meeting on 15th September 2020.
Review date July 2021

Admission Arrangements

The admissions policy of this school complies with current policy in West Sussex. Admission to the school is co-ordinated by the Pupil Admission Team based in Horsham.

Before you apply

The West Sussex County Council website contains detailed information about the application and allocation process.

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

The following information is taken from the WSCC website. Parents will need to access the website online to read the guidance in each section.

Before you apply

You must read the relevant guidance pages below before applying:

- [Key dates](#)
- [How places are allocated](#)
- [Address information \(including shared residency\)](#)
- [Moving house during an allocation round](#)
- [Applying for a place under the exceptional and compelling category](#)
- [Parental responsibility and parental disputes](#)
- [School admission policies](#)

It is the responsibility of parents or carers to apply for a school place. You do not need to have a letter from the County Council.

Follow our checklist to ensure you have completed all the necessary steps before applying.

- [Apply for a school place checklist \(PDF, 90KB\)](#)

Places for all Reception, Year 1 and Year 2 classes have a limit of 30 pupils per teacher. If the 30th child given a place is a twin (or a child from a multiple birth) the other siblings may also be given a place, as permitted exceptions.

Key dates when applying for a primary, infant and junior school place.

Date	Event
Monday 5 October 2020	<ul style="list-style-type: none">• Starting school and junior school applications open for September 2021.• Opportunity for parents/carers to start visiting schools.
Friday 15 January 2021	<ul style="list-style-type: none">• Closing date for all primary, infant and junior school applications at 11.59pm.• In case of technical issues we strongly recommend you apply online and not delay your application until the last minute. If you choose to apply on a paper form, it is your responsibility to ensure the form arrives before the national closing date. Please ensure you specify your email address if you have one.
Friday 12 February 2021	<ul style="list-style-type: none">• Closing date for out of time applications made after the application deadline.• Closing date for receipt of evidence regarding a request to change preferences due to a genuine unforeseeable reason.• Closing date for receipt of evidence for house movers.
Friday 16 April 2021	<ul style="list-style-type: none">• Offer day - on-time online applicants notified which school their child has been offered by email.• Applicants who submitted paper forms will be emailed their allocation later this day if an email address was provided with the application. Applicants who do not have an email address will receive a letter in second class post.
Friday 14 May 2021 onwards	<ul style="list-style-type: none">• Late applications received on or after 16 January 2021 are processed and offers made.• Waiting lists will be established and places offered if they become available.
May - August 2021	<ul style="list-style-type: none">• Independent appeal panel hear appeals lodged by parents/carers.
September 2021	<ul style="list-style-type: none">• New term starts.

Please keep the Pupil Admissions Office advised of any changes to your child's circumstances (change of name, address, school etc.) to assist in the forward planning of school provision for West Sussex. Further details can be found on the West Sussex County Council website.

The Pupil Admission Team is based at:

Pupil Admissions Office,

County Hall North, Chart Way, Horsham, West Sussex, RH12 1XH

Telephone: 033 30142903

Email: admissions.north@westsussex.gov.uk

Website: www.westsussex.gov.uk/admissions

If you live outside West Sussex and wish to apply for a place, you must apply through your home LA.

Applying for a place outside this time scale

If you move into a catchment area outside this time scale there is no guarantee that a place will be available at the local school. You are advised to contact the Admissions Office at West Sussex directly to discuss the availability of places. You will be asked to

supply proof of your child's age and proof of your new address. When you are offered a place you will be expected to take up the space within approximately 10 school days.

SEND School Places

Most children and young people with special educational needs or disabilities do not have an Education, Health and Care Plan (EHCP) and attend a mainstream school or college. If your child does not have an EHCP then you should apply for a school place online in the usual way.

For children who do have an EHCP the Special Educational Needs Assessment Team (SENAT) try to arrange placements earlier in the year than other pupils, so that they can take account of specific needs and the preferred choice of school or college.

Full details of how to apply for a SEND place and details of Special Schools can be found on the WSCC website.

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

Transport

Transport matters for children attending this school are dealt with by the **Transport Co-ordination Group based in County Hall, Chichester, PO19 1RF**. They can be contacted on 01243 753530 or school.transport@westsussex.gov.uk.

Details of the transport provision can be found on the West Sussex County Council website.

Transfer to Junior School

In your child's final year at Fairway Infant School (Year 2) you will automatically be sent details of how to apply for a place at Junior School. This will be sent out via the school. Online applications can be made from October in the year your child is in Year 2 for entry to Junior school (Year 3).

For the purposes of Admissions Fairway and Copthorne Junior Schools are "linked schools". This means that pupils in Year 2 at Fairway should be offered a place for Year 3 at Copthorne CE Junior School, although this will depend on the number of other applications considered against the school's admissions criteria.

Parents and carers are responsible for making sure they apply for a place at Junior school and meet the deadlines set by their Local authority.