



Upper Beeding Primary School

Admissions Procedure

May 2017 (updated March 2019)

1. As Upper Beeding Primary School is a maintained school, all admissions are the responsibility of the Local Authority. Information for parents is contained in the Local Authority's *Information for Parents Booklet* which is available from The Admissions Team, Centenary House, Durrington Lane, Worthing, BN13 2QB or via the WSCC website: www.westsussex.gov.uk.

2. Early Years

In common with other local schools, all children may be admitted at the beginning of the school year in which they will be five years of age. To support their entry to school, children have an opportunity to visit their new class in the Summer Term, before the September that they start school.

All children may start full time at the beginning of the school year. However, if your child's birthday falls between January and August, in discussion with School you may choose for your child to start part time for the Autumn Term.

3. Year Groups 1 - 6

If you are seeking a place in any of these year groups, please contact the school who will be able to advise you of the procedures to follow.

4. Section 88c of the Schools Standards and Framework Act 1988 and the Schools Admissions Regulation 2012 require this statutory document that is the responsibility of the Local Authority to determine and review.

Upper Beeding Primary School will publish this information and will review 4 yearly.

5. Leavers

When a child leaves Upper Beeding Primary School (other than transferring to secondary school), a Removal From Roll form is completed and sent to the local authority (rfr@westsussex.gov.uk). If the child's destination school is unknown, the parent/carer's last known address and contact telephone number are provided for the LA to follow up. If a child is to be home-schooled, written confirmation from the parent/carer is sought to confirm this and is provided with the RFR form sent to the LA.