



## Rudgwick Primary School

### Admissions Arrangements

Inspire - Believe - Achieve



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### Our Mission:

At Rudgwick Primary School, our mission is to provide a happy, fun, safe place, where kindness shines through and where:

- Excellent teaching and a wide range of experiences **inspires** a love for learning and a curious mind;
- Everyone is valued and respected and feel that they belong;
- Individual strengths and talents are nurtured and celebrated and children **believe** in themselves and, through strong friendships, each other;
- A growth mind set is encouraged, mistakes are seen as learning opportunities and confident, resilient learners grow;
- Children are successful learners who, through both independence and collaboration, can make progress and **achieve** to their full potential.

**Review by: FGB**  
**Date for review: 5/12/26**

**Approve by: FGB**  
**Frequency of review: Annual**

## **Admission Arrangements Policy issued by the Governors of Rudgwick Primary School**

### **Introduction**

Rudgwick Primary School is a community primary school located in West Sussex. As a community school, the Local Authority, West Sussex County Council, determines the school's admission process and policy framework as the admission authority.

There are two types of applications: those for children starting school

in Reception and those for in-year admissions, when a child joins an existing year group. While the Local Authority manages the application process for both, this document contains the information relevant to applications to this school.

To view more information and to apply, please visit:

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

### **Oversubscription**

If there are more applications than available places, the following criteria will be applied.

#### **Oversubscription Criteria for Infant/Primary Schools in West Sussex**

Any child with an Education Health and Care Plan (EHCP) naming the school will automatically be admitted to that school, under section 324 of the *Education Act 1996*.

1. Looked after children (children in public care), and children who were previously looked after but 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 who live in the catchment area with brothers or sisters already at the school.
5. Other children who live in the catchment area.

6. Children who live outside the catchment area with brothers or sisters already at the school.
7. Children of staff (see below).
8. Other children who live outside the catchment area.

### **Additional notes**

- The tie-break used is a straight-line distance. All distances are measured by a straight line from the school to the child's home address, using Ordnance Survey data within the curtilage of the property. Where the tie-break produces two or more equal distances, the deadlock is broken by random allocations.
- Where priority is given for a sibling, brothers or sisters may be half or stepsiblings (by marriage or co-habitation) or foster siblings but must be living permanently at the same address.
- West Sussex County Council only gives sibling priority if the older sibling will be at the school at the time of application and will still be in the school (years 1-6 for primary) at the time of admission. It is the parent's responsibility to tell the Pupil Admissions Team about sibling links in their application.
- Siblings of children who have been refused a place at their catchment school because the school was oversubscribed at the point of application will be treated as living in the catchment area for the school allocated when they apply for starting school. This will only apply if an application was made for the catchment school and the place refused in writing. It is the parent's responsibility to indicate these circumstances in their application.
- West Sussex County Council gives priority to children of staff in either or both of the following circumstances (following section 1.39 of the *School Admissions Code 2021*): (a) where the member of staff has been employed at the school for two or more years at the time the admission to the school is made, and/or (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. It is the parent's responsibility to indicate these circumstances in their application.
- *Oversubscription Criteria for previous years are available at <https://www.westsussex.gov.uk/education-children-andfamilies/schools-and-colleges/school-places/guidance/schooladmission-policies/>*

## **Published Admission Number (PAN)**

The Published Admission Number (PAN) is the number of places available for pupils in each year group. The PAN at Rudgwick Primary School is set at **30 pupils per year**, organised into one class per year group. This number is reviewed annually in consultation with the Local Authority to ensure it reflects the school's ability to provide a high-quality education. The maximum allowable PAN for Reception, Year 1 and Year 2 is statutorily set at 30. It is the policy of the school to maintain this PAN across all year groups.

In line with the *School Admissions Code 2021*, the school adheres to its PAN of 30 pupils per year in Years 3–6. The school will not make places available beyond PAN unilaterally. Any exceptions will occur only if directed by the Local Authority under statutory provisions or following a successful appeal through the independent appeals process.

## **School Capacity**

While the PAN for Rudgwick Primary School defines the maximum number of pupils admitted to each year group, the overall capacity of the school is determined by the total number of pupils it can accommodate across all year groups. This capacity reflects the school's resources, space, and staffing. The capacity of the school is **210**, but this may be exceeded if any year group exceeds capacity due to statutory obligations.

## **Exceeding Class Capacity**

In accordance with the *School Admissions Code 2021* and the *School Admissions (Infant Class Sizes) (England) Regulations 2012*, the school adheres to a statutory limit of 30 pupils per teacher in Reception, Year 1, and Year 2. Exceptions apply only under specific statutory circumstances. In such cases, the additional admission is an 'excepted pupil' until either the end of the academic year in which they were admitted, or another pupil leaves the class. Circumstances under which capacity may be exceeded, in any year group, include:

- **Education, Health, and Care Plans (EHCPs):**  
A child with an EHCP naming the school must be admitted, even if this occurs after the normal starting school application and allocation process.
- **Multiple Birth Siblings (e.g., Twins or Triplets):**  
If one child in a multiple birth qualifies for a place under the oversubscription criteria, all siblings from the multiple birth

may be admitted, even if this exceeds capacity.

This ensures family unity and applies to both starting school and in-year applications.

- **Looked After and Previously Looked After Children:**

Children in public care or who were previously in public care are given statutory priority for admission.

If such children apply after the year group has reached capacity, they may still be admitted, depending on certain criteria.

- **Successful Independent Appeals:**

Appeals apply to both starting school and in-year applications.

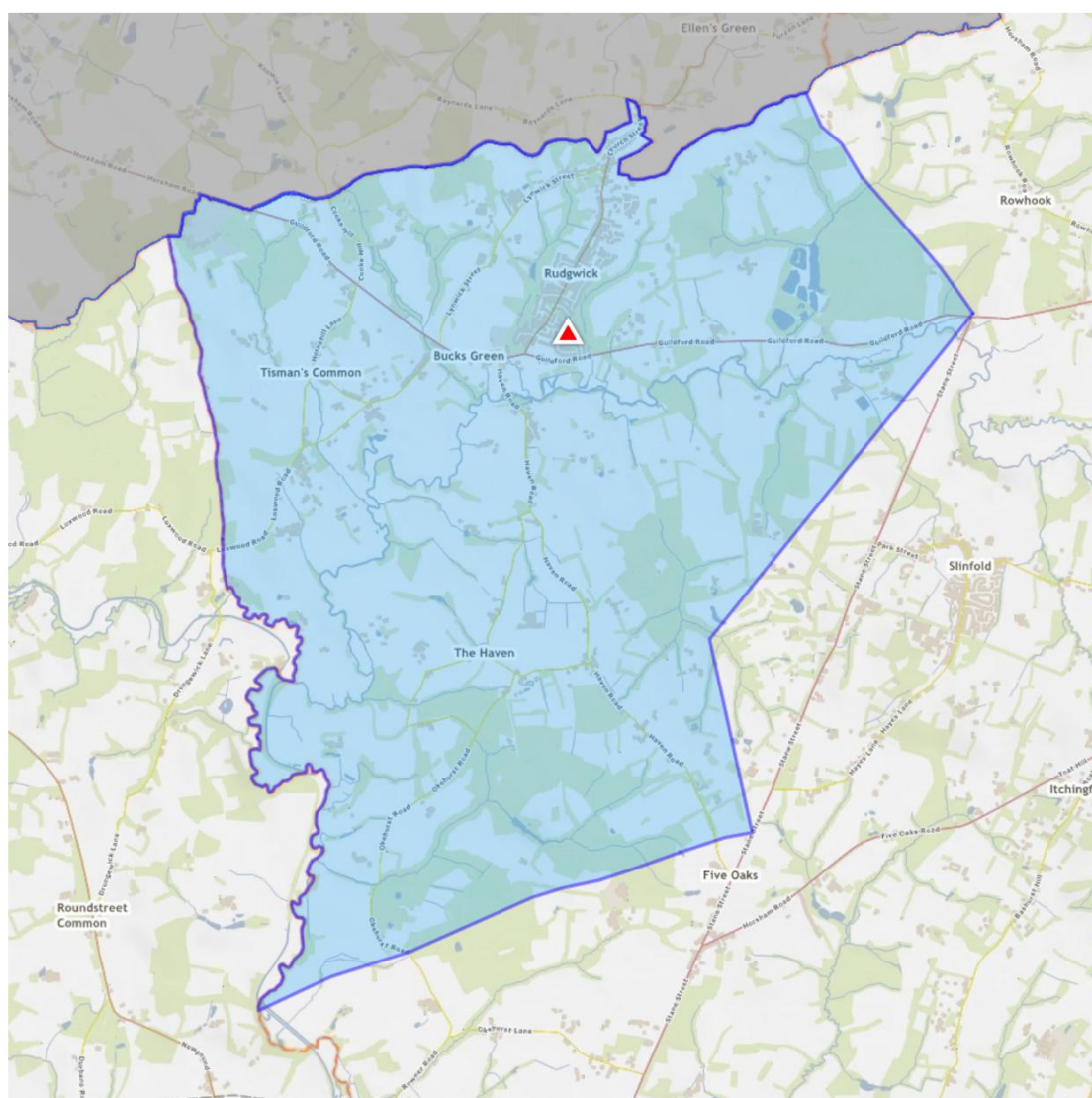
- **Other Exceptional Circumstances:**

Rare cases may arise where the Local Authority directs the school to admit a child outside the standard process, such as under the Fair Access Protocol. These cases are determined solely by the Local Authority.

## Catchment Area

The map below is for illustrative purposes. For confirmation of your catchment area school, please use the School Catchment Finder, available at:

<https://www.westsussex.gov.uk/education-children-and-families/schools-andcolleges/school-places/find-a-school/school-catchment-areas-1/>



## Out-of-Catchment Applications

Out-of-catchment applications may come from families either within the same Local Authority (West Sussex) or from neighbouring authorities, such as Surrey, since Rudgwick Primary School's catchment boundary includes the West Sussex–Surrey border. The admissions process applies the same oversubscription criteria to all applicants, regardless of their Local Authority, and no priority is given based solely on Local Authority boundaries.

There are, however, practical differences in how applications are submitted. Families in West Sussex apply directly to the Local Authority, while Surrey residents must apply through their own Local Authority, which then coordinates with West Sussex. This process ensures all applications are handled fairly and consistently.

Out-of-catchment applicants, whether from West Sussex or Surrey, are considered only after those living within the catchment area, unless statutory priorities apply (e.g., Looked After Children).

Due to the shape of the catchment area and the school's position within it, some properties outside the catchment may be geographically closer to the school than certain properties within the catchment.

### **Waiting lists for a place at Rudgwick Primary School**

Waiting lists for Rudgwick Primary School are managed by West Sussex County Council, not the school itself. These lists are dynamic and are continually updated to reflect the oversubscription criteria in effect. A child's position on the waiting list may change as other children join or leave.

When a place becomes available, the waiting list and any new applications received at that time must be considered together. The place will be offered to the child with the highest priority based on the current oversubscription criteria.

In line with the *School Admissions Code 2021*, waiting lists must not prioritise children based on the date of their application or the length of time they have been on the list. This ensures all applications are treated fairly and equitably.

It is not possible to predict when or if a place will become available. For more information on school waiting lists, including the automatic waiting list for starting school applications, please visit: <https://www.westsussex.gov.uk/education-children-and-families/schools-andcolleges/school-places/guidance/school-waiting-lists/>

### **Additional information**

*School Admissions Code 2021:*

<https://www.gov.uk/government/publications/school-admissions-code--2>