

Admissions Policy

Field Place Infant School is a four form entry infant school with a Published Admission Number of 120 pupils per year group.

Field Place Infant School is a community school and admissions to the school is the responsibility of the Local Authority and applications must be made through their offices at:

Pupil Admissions Office
Centenary House
Durrington Lane
Worthing
West Sussex BN13 2QB
Telephone: 0300 142 903

Email: admissions.south@westsussex.gov.uk

Under the Education Act parents can express a preference for any school but parents do not have a right to choose a school. West Sussex Children and Young Peoples Services does however make every effort to meet parental preferences where possible. Further information about how places are allocated at Field Place School, and other schools in the County, is contained in the Authority's Information for Parents Booklet, a copy of which is available from the Pupil Admissions Office. Further details relating to admissions can be found on the West Sussex Services for Schools website.

At Field Place Infant School we aim to be inclusive and support the County's application of the principles of equal opportunities within the admissions process.

We aim to make our school a welcoming place where children settle quickly because consideration has been given to the individual needs and circumstances of children and their families by effective transition from nurseries and other pre-school providers.

Admission Arrangements

Applications to join our Reception classes in September are to be made online and must be received at West Sussex admissions department by a specified date. Parents may use the internet access at Field Place School and our staff are happy to help with the application if further assistance is needed.

In the autumn term the school hosts several opportunities during the school day for families to visit the school and hear presentations from the Headteacher and Early Years Leader.

Places will be allocated to comply with Infant Class Size Legislation. This legislation restricts all Reception, Year 1 and Year 2 classes to a maximum of 30 pupils with one qualified teacher. A permitted exception to this is in the case of twins and children from multiple births when one of the siblings is the 30th child admitted.

All parental preferences will be considered at the same time against the oversubscription criteria applicable to the relevant school. In the case of oversubscription priority is given to applicants who live nearest the school measured by a straight line from school to the child's home address.

When the School is given the names of the new intake an introductory meeting is held at the school during the summer term for all parents of children who will be admitted during the following academic year where general information about the school will be shared. Visits are made by the school's Reception staff to see the children at their pre-school setting and children are also invited to come into school for sessions in the summer term to join in with activities in the Reception classrooms to familiarise them with the environment.

Joining Field Place Infant School into an existing year group.

When children move from another school within the same year, these are called 'in-year admissions'. Parents can apply to move a child to Field Place School at any time of the year, for example if they move address or want to change school for another reason. Parents/carers are requested to make an appointment with the Headteacher. They will be invited to visit and tour the school and discuss admission details with the Headteacher.

The school is currently full in most year groups and we advise parents to contact the school or West Sussex Admissions team to check the availability of places in the year group required.