BOXGROVE C of E PRIMARY SCHOOL

Flourishing a community of

Curious Minds, Kind Hearts and Resilient Learners,

Rooted by God's Love

Admissions Policy

Monitoring and Review of Policy

Last Update (Reviewed at FGB): October 2026
Next Update Due: October 2027

Policy Statement

1.1 Boxgrove CE Primary School is a Church of England primary school for pupils aged between 4 and 11 years old with a current published admission limit of 10 with a school capacity of 70.

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:

Click Here to see the link to WSCC admissions.

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

3.1 In the event of oversubscription, the following criteria will be used to determine priority for places:

- Children who are looked after, with a statement of special educational needs which names the school or for whom this is the only school that can meet their long term medical needs.
- Children living in the catchment area with a sibling at the school at the time of admission.

- Children living in the catchment area.
- Children living outside the catchment area who have a sibling at the school at the time of admission.
- Children living outside the catchment area who have been unable to gain a place at their catchment area school because of oversubscription.
- 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.

Monitoring and review

3.1 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..