The Laurels
PRIMARY SCHOOL

Admissions policy 2027-2028

Introduction

The Laurels Primary School is an academy and part of the Durrington Multi Academy Trust (DMAT), which is the admissions authority for the school.

We work closely with West Sussex County Council (WSCC) to coordinate admissions and ensure the process is clear, fair and supportive for families.

We understand that choosing a school is an important decision. If you are considering moving your child to The Laurels, we warmly encourage you to speak with a member of our senior team so we can support you in making the best choice for your child.

1. Aims of the Policy

This policy aims to:

- Explain how to apply for a place at our school
- Set out how places are allocated
- Explain how to appeal if a place is not offered

We aim to make the admissions process as clear and straightforward as possible for all families.

2. Legislation and Statutory Requirements

This policy follows:

- The current School Admissions Code
- The current School Admission Appeals Code
- The School Standards and Framework Act 1998
- The Equality Act 2010

We are also committed to meeting our safeguarding responsibilities in all aspects of school life.

3. Definitions

Normal admissions round: Applications for Reception places made through your home local authority.

In-year admission: Applications made outside the normal admissions round or for other year groups.

Looked after children (LAC) and previously looked after children (PLAC) are defined in line with national guidance.

4. How to Apply

4.1 Reception Admissions (Normal Round)

Applications should be made through West Sussex County Council using their online system:

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

You will receive your offer directly from the local authority.

4.2 In-Year Admissions

If you would like to apply for a place during the school year, you can do so using the WSCC in-year application form or by contacting the school office.

Further information is available here:

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

Completed forms should be returned to the school. We will aim to respond within 15 school days.

If a place is not available, your child will be placed on a waiting list.

5. Special Educational Needs and Disabilities (SEND)

Children with an Education, Health and Care Plan (EHCP) naming the school will be offered a place.

Children with additional needs but without an EHCP should apply through the usual admissions process. We are always happy to discuss how we can support your child's needs.

6. Requests for Admission Outside Normal Age Group

Parents may request that their child is admitted outside their normal age group.

Each request will be carefully considered, taking into account:

- Your views as parents/carers
- Your child's development
- Any relevant medical information
- Previous educational experience
- The headteacher's professional judgement

We will always explain the reasons for our decision.

7. Allocation of Places

7.1 Published Admission Number (PAN)

We admit up to 30 children in each year group.

Class sizes in Reception, Year 1 and Year 2 are limited to 30 pupils in line with legislation.

7.2 Oversubscription Criteria

If there are more applications than places available, places will be offered in the following order:

1. Children with an EHCP naming the school
2. Looked after and previously looked after children
3. Children living in the Borough of Worthing with a sibling at the school
4. Children living outside the Borough of Worthing with a sibling at the school
5. Children living in the Borough of Worthing
6. Children of staff employed at the school for at least two years
7. All other children

We understand how important sibling links are for families and aim to support these where possible.

7.3 Defined Area (Worthing)

The Borough of Worthing includes all wards within Worthing as defined by Adur & Worthing Councils.

A map can be viewed here:



7.4 Tie-Break

If two or more children are equally eligible, priority will be given to those living closest to the school.

Distance is measured in a straight line from home to school.

If distances are identical, a random allocation process will be used and independently verified.

7.5 Residence and Proof of Address

A child's home address is where they live for the majority of the school week.

We may ask for proof of address, such as:

- Council tax bill
- Tenancy agreement
- Utility bill

Providing incorrect information may result in an offer being withdrawn.

8. Waiting Lists

If a year group is full, we will place your child on a waiting list.

Places are allocated from the waiting list based on the oversubscription criteria, not how long a child has been waiting.

The list is updated whenever a new child is added.

9. In-Year Admissions (Additional Information)

If a place becomes available, it will be offered to the child at the top of the waiting list.

We ask that offers are accepted within 10 school days.

10. Challenging Behaviour

We will not refuse a place in the normal admissions round based on behaviour.

In very rare circumstances, and in line with the Admissions Code, an in-year application may be refused where there is clear evidence that admitting a child would significantly affect the education of others. All decisions will be made fairly and without discrimination.

11. Fair Access Protocol

We work with West Sussex County Council through the Fair Access Protocol to ensure that vulnerable children can access a school place as quickly as possible.

12. Appeals

If your child is not offered a place, you have the right to appeal.
Details can be found here:
https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/apply/make-an-admissions-appeal/
Appeals are heard by an independent panel.

13. Equality and Inclusion

We are committed to providing a welcoming and inclusive environment for all children and families. Our admissions arrangements are fair and comply with equality legislation.

14. Monitoring and Review

This policy is reviewed annually to ensure it remains up to date and continues to meet the needs of our community.
Where changes are proposed, we will consult in line with statutory requirements.

Compiled/ Reviewed and Updated	Author: Charlotte Bull	Date: November 2025
Approval By: Local Governing Board	Date: 02 February 2026	Review Date: Autumn Term