

ADMISSIONS POLICY 2025/2026

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Approved Signature (Executive Principal):	Date ()
Approved Signature (Chair of Governors):	Date ()

Our admissions policy is written to reflect the inclusiveness of our school and to ensure that there are no barriers to a child’s success. The CFS admissions policy welcomes all pupils and therefore truly reflects the broad community we live within.

Admissions Arrangements 2025/2026

CFS is a publicly funded, co-educational, all-through school and will have the following agreed admission number for **new** pupils in the academic year 2025/2026;

Reception 60 pupils
 Year 7 60 pupils

Future years	Reception	Year 7
2026/2027	60 pupils	60 pupils
2027/2028	60 pupils	60 pupils
2028/2029	60 pupils	60 pupils

(These numbers are new admissions only and do not include existing pupils coming up through the school.)

- The maximum number of pupils per year group when the school is at capacity is;
 - ⇒ Reception to Year 6 60 Pupils
 - ⇒ Year 7 to Year 11 120 pupils
- Responsibility for the admission of pupils rests with the Governing Body of CFS.
- Once admitted to the school pupils will automatically transfer from one key stage to another up to the end of KS4.
- The Admissions policy has been designed to give every child a fair and unbiased chance of entry to CFS.
- All applications for places at the school will be considered in accordance with the arrangements set out below.

1. Applying for a Place

CFS will be part of the local authority’s coordinated admissions. This requires parents to complete a Common Application form, which will be provided by the local authority. Copies of the form are available from West Sussex County Council or online at www.westsussex.gov.uk.

2. Late Applications

Any applications received after the closing date of 15 January 2025 for primary and 31 October 2024 for secondary will be considered as late applications.

3. Consideration of Applications

CFS’s Admissions Committee will consider all applications for places at the School. Where fewer than the published admission number(s) for the relevant year groups are received, CFS will offer places to all those who have applied.

The School will provide for the admission of all children in the September following their fourth birthday.

In addition, parents can;

- a) request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age; and
- b) request that their child takes up the place part-time until the child reaches compulsory school age.

4. Offer of places

- a) If your application has been successful and you applied online, you will receive an email from the Pupils Admissions Office under West Sussex County Council guidelines, offering you a school place on the following dates. Please note that emails will be sent out throughout the day. Those without an email address or who applied on a paper form will be sent a letter by second class post, posted during the day. No information is given to parents over the telephone.

Reception, 16th April 2025 or the next working day

Year 7, 1st March 2025 or the next working day

- b) Applicants to whom places are offered will be required to inform the Governing Body of their decision whether to accept or reject the offer by the date given in the letter of offer.

5. Appeal Procedure

- a) Parents whose applications for places are unsuccessful will be given an opportunity to appeal against the decision to an Independent Appeal Panel set up in accordance with the statutory provisions in force at the time.
- b) The determination of the appeal panel is binding on all parties.
- c) Full details of the procedure will be sent to parents with the decision letter.

6. Waiting List

- a) In addition to the right to appeal, unsuccessful applicants can join the Waiting List which will operate until the 31st August. After that date, parents will need to reapply to remain on the waiting list for an in-year admission. Please apply in writing directly to CFS, details of the address are available on our website or via the office on 01243 792690. Alternatively you can email admissions@chichesterfreeschool.org.uk
- b) Where places become vacant, children on the Waiting list will be ranked in accordance with the oversubscription criteria and the place allocated to the child matching the highest criteria.

7. Children with Statements of Special Educational Needs

CFS will admit any pupil with an Educational Health Care Plan (EHCP) where CFS is named on the EHCP.

8. Over-subscription Criteria

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below.

- a) A 'looked after child' or a child who was previously looked after but immediately became subject to an adoption, residence or special guardianship order. A 'looked after child' is a child who is either in the care of a local authority or being provided with accommodation by a local authority as part of their social services function (Section 22 of the Children Act 1989).
Evidence is required to support applications for looked after children or previously looked after children who ceased to be so because they were adopted (or become subject to a residency order or special guardianship order). Applications for looked after children should be made by the relevant social worker. Applications for children who are adopted should be supported by a copy of the adoption order and the new birth certificate. Applications for children who are subject to a residency order or special guardianship order should be supported by a letter from social services confirming the details of the arrangements for the child.
- b) Children for whom it is essential to be admitted to this school because of special circumstances to do with significant medical, social, pastoral or psychological needs evidenced by written professional advice, explaining why these needs can realistically only be met by CFS. Decisions relating to admissions based on these needs will be made by the Board of Governors following advice from the Admissions Panel and in consultation with an appropriately qualified professional who is deemed expert in the particular field concerned.
- c) Children who, on the date of admission, will have a sibling attending CFS. Sibling means a full, step, half, adopted or fostered brother or sister, but not cousin, who will be living permanently with them at the same address at the date of their entry to the school; the school may require proof of relationship.
Note – At the discretion of the Chairman of Governors and the Executive Principal acting together on behalf of the Governing Body, in the event of oversubscription, siblings with the same date of birth, such as twins and triplets or same-year siblings may be deemed to conform to a single admission and places will be offered to all those children (where necessary, taking the school over its published admission number). The school will only exceed its PAN if, in the Governing Body's opinion, there is sufficient space to do so without any detrimental effect on the overall quality of the education provided on balance to all students within the school. The legal maximum PAN is 30 pupils for infant classes (reception and years one and two), however if the 30th pupil admitted is a twin, triplet etc. all the children will be admitted and will be classified as permitted exceptions under Infant class size legislation.
- d) Children of staff in the following circumstances:
- i. Where they have been employed at the school for two or more years, at the time at which the application for admission to the school is made.
 - ii. Where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- e) If there are still places to be filled after the above five criteria have been applied, and there are still more applicants than places, then the remaining places will be filled by random allocation. Those applicants unsuccessful after random allocation would then be offered a place on the waiting list.

9. In Year Admissions

Applications for vacancies that arise outside the normal annual admission round will be considered at any time during the year. Where there is more than one application for a vacant place, the offer of a place will be determined in accordance with the oversubscription criteria. All in-year admissions will be managed by CFS.

Notes

The School may refuse admission to applicants who have been permanently excluded from two or more other schools. The ability to refuse admissions runs for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose. The school will consult and co-ordinate its arrangements, including over the rapid re-integration of children who have been excluded from other schools and who arrive in an area after the normal admissions round, in accordance with local in-year fair access protocols for securing schools for unplaced children.

Tie-breaker: In the event of two or more applicants tying when any of the admission criteria is applied, positions will be determined by random allocation.