

## West Sussex County Council

### ADMISSIONS POLICY

Birdham Primary is categorised as a voluntary controlled school and its designated area extends to Itchenor in the north west, Wophams Lane to the north east, Sidlesham Lane to the east and Bookers Lane, Earnley to the south. Admissions to our school are the responsibility of the Local Authority and applications must be made through their office at:

Education Office (South)  
Pupil Admissions Office  
Centenary House  
Durrington Lane  
Worthing  
West Sussex BN13 2QB

Telephone: 01903 270225  
Fax: 01903 839214  
Email: [admissions.south@westsussex.gov.uk](mailto:admissions.south@westsussex.gov.uk)  
Online: <https://www.westsussex.gov.uk/admissions>

Under the Education Act parents can express a preference for any school including those located beyond their designated area. For its part the LA is required by law to make every effort to meet this parental preference where it is at all possible. Parents do not however have a right to choose a school other than state a preference for a particular establishment. Further information about how places are allocated in schools within the County, is contained in the Authority's information for Parents booklet, which is available from the school office or the LA at the above address.

We fully appreciate that the above process can be quite daunting particularly for parents seeking a school for their first child. Like you we want the best for your child and we suggest that you visit the school before making your decision in writing. **Please remember that we are only a telephone call away and Mrs Katie Owen in the school office is available to make appointments to see the Headteacher.**

Telephone: 01243 512399  
Email: [office@birdhamprimary.co.uk](mailto:office@birdhamprimary.co.uk)

### **SCHOOL VISITS**

The headteacher and governing body encourages all children and their parents to visit Birdham School to see what school is really like, to ask questions and to discuss any matters with the headteacher. Do please ring and arrange an appointment to see round the school and meet the staff and see the children at work.

## **AGE ON ADMISSION**

We operate a system of September admission with the option to defer until the following January depending on the child's social, emotional and cognitive development. In line with the Admissions Code (West Sussex), parents have the right to choose whether they wish their child to start full-time or part-time, subject to the caveat that children are receiving full-time education in the term following their fifth birthday.

Our over-riding aim is one of ensuring a smooth transition that is tailored to the needs of your child. Clearly many factors need to be taken into account at this important time and we are happy to offer guidance and support as required.

## **TRANSFERS**

Parents with children who have just moved into the area or those seeking a transfer from another school should get in touch with the headteacher as well as contacting the Education office in Worthing. Parents and children are again encouraged to come and see Birdham School for themselves.

## **HOME VISITS**

Home visiting is the first step towards creating a purposeful and lasting home school relationship between you, the parent, your child and the school.

During the term before your child starts school, your child's teacher will make contact and arrange a convenient time to visit you at home. The purpose of the visit is to help your child to feel at ease meeting his or her new teacher and teaching assistant in familiar surroundings. It will also provide an opportunity to hear about school life, ask questions and raise any concerns you may have.

We know that you want the best for your child. So does the school. We hope that this meeting will be the start of a long and happy partnership where we all work together for the best interest of your child.

## **SECONDARY SCHOOL**

Children from Birdham School usually transfer to Bishop Luffa Church of England School, Chichester High School or The Academy, Selsey. Birdham School liaises very closely with all local secondary schools, and our pupils are visited by teachers from them. Towards the end of the summer term the Y6 pupils visit their new secondary school for an induction day.