



**#onetkatfamily**

# **ADMISSIONS POLICY**

## **2025 - 2026**

### ***Broadfield Primary Academy***

This policy was adopted on: September 2025

The policy will be reviewed, by TKAT & Schools, by 31st August  
2026

This policy was published on the school website on: September  
2025

It was ratified by Governors on: 30.09.25

Chair of Governors:	<i>Asim Hussain</i> 30.09.25
Headteacher:	<i>Sian Markham</i> 30.09.25

**BROADFIELD PRIMARY ACADEMY**  
**ADMISSIONS POLICY SEPTEMBER 2025 ENTRY**

Arrangements for applications for places in Reception at Broadfield Primary Academy will be made in accordance with West Sussex's coordinated admission arrangements; parents resident in West Sussex can apply online [here](#); parents resident in other areas must apply through their home local authority. Broadfield Primary Academy will use West Sussex's timetable published online for these applications and West Sussex will make the offers of places as required by the School Admissions Code.

**Published Admission Number (PAN)**

Broadfield Primary Academy admits 90 pupils into Reception. If there are fewer applicants than places available all applicants will be admitted. Children are admitted to the Reception Class in the school year in which they have their fifth birthday.

**Special Educational Needs**

Any child with an Education, Health and Care Plan that names the academy will be admitted. As a result of this, the PAN will be reduced accordingly.

**Oversubscription Criteria**

If there are more applications than places available we will apply the oversubscription criteria listed below:

1. Looked after children and previously looked after children. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Previously looked after children also includes those who have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children living in the catchment area of the school with a sibling attending at the time of application and admission. The catchment area is bordered in the North by Winfield way/Coachman's Drive/Holyrood Place and Pelham Place, in the West by Creasys Drive, in the South by A264 and in the East by A23 (Brighton Road). For the avoidance of doubt Broadfield Place is included in the catchment. A map is attached for reference. Sibling means children who live as a brother or sister in the same house, including natural brothers and sisters, adopted siblings, half and stepbrothers or sisters and foster brothers and sisters.
3. Other children living in the catchment area – see catchment definition above.
4. Other children with a sibling attending Broadfield Primary Academy at the time of application and admission – see sibling definition above.
5. Distance. We use the distance between the child's permanent home address and the school, measured in a straight-line using Ordnance Survey address point data. Priority will be given to children living closest to the school.

Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of their time.

### **Tie-break**

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then random allocation will be used. This process will be supervised by somebody independent of the school.

### **Multiple Births**

In the case of twins or other multiple births, where there is only one place available in the school, both will be considered together as one application. The school will be allowed to go above its admission number for this purpose.

### **Fraudulent or Misleading Applications**

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

### **Fair Access Protocol**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced, vulnerable children are offered a place at a suitable school as quickly as possible. The school will comply with West Sussex's Fair Access Protocol. This may mean admitting children above the PAN.

### **Deferred entry for Reception places**

In accordance with the requirements of the Admissions Code, if your child has been offered a place: -

- a) your child is entitled to a full-time place in the September following their fourth birthday;
- b) you can defer the date your child is admitted to the school until later in the school year but not beyond the point at which your child reaches compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) if you wish, your child may attend part-time until later in the school year but not beyond the point at which your child reaches compulsory school age.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request. It is important for parents to note that they will have responsibility for

providing evidence to support their request. When such a request is made, Broadfield Primary Academy will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents.

### **In-year admissions**

For all information regarding In-Year Admissions, including details on how parents can apply for a school place, an application form to complete, the timescale in which your application will be processed and details on the right to appeal, please visit the school website.

### **Waiting List**

Any child refused a place at the school will automatically be put on the waiting list unless a higher preference school has been offered. A waiting list will be maintained until 31 December after which it will be cleared. If you would like your child to remain on the waiting list please contact the school in December. The waiting list is maintained in the order of the oversubscription criteria. This means that names can move down the list if, e.g. someone moves into the area and is higher placed under the oversubscription criteria.

### **Appeals**

The parents of any child refused a place at the school have a right to appeal to an independent appeal panel. The decision of the independent appeal panel is binding on all parties.