



Admissions Policy	
Date of review:	March 2026
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Approved by Governing Board:	26/03/2026
Policy based on:	School Admissions Code, 2021
Date for next review:	March 2027

Introduction

The Local Authority is the admissions authority for Imberhorne School, meaning that they manage all aspects of the admissions process including appeals and complaints.

The purpose of Imberhorne's Admissions Policy is therefore threefold:

1. To set out the aims and objectives of the school in admitting new students.
2. To explain the admissions process and provide clarity on the school's role alongside the Local Authority.
3. To provide resources and links to assist parents during the admissions process.

Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised with new guidance coming into force in December 2014. A new Admissions Code came into force in September 2021. This policy takes account of the relevant legislation.

1. Aims and objectives

Imberhorne school always seeks to be an inclusive and anti-discrimination school, welcoming children from all backgrounds, abilities and protected characteristics ensuring that no student or family is disadvantaged through the admissions process. All applications will be treated on merit in line with the government's Admissions Code, and in a sensitive manner in line with these principles. It is our wish for parents to find a place for their child at the school of their choice. A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have unless they require a level of specialism we are unable to provide.

2. How the Admissions Process operates

Our school is a community school, and it determines the admission arrangements in agreement with the Local Authority (LA), who are the Admissions Authority. This means that the local authority will manage any applications to join the school and publish its entry regulations every year. Information about how to contact the Admissions Department at the local authority is available on the school website. The Local Authority's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at their school of choice.

Why your child may not be given a place at the school

The main restriction placed on entry is that of number. The 'Published Admissions Number' (PAN) is the number of school places that the admission authority must offer in each relevant Year Group of a school for which it is the admission authority. The PAN for Imberhorne School is 270. If the number of children applying for entry exceeds the places available, the oversubscription criteria provided in the link below are used to determine whether a child is to be accepted or not.

On occasions it may also be the case that we may consider not offering a place at the school if we thought that admitting an individual may pose a risk to others, especially where challenging behaviour might prejudice the provision of efficient education or the efficient use of resources, or if the school could not meet their educational needs. These more complex admissions are managed through the Fair Access Protocol for West Sussex or in partnership with West Sussex SENAT.

In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round – see link below. If there are spaces available in the year group you are applying for, your child will always be offered a place, unless there are particular reasons why the school may consider not offering a place, as set out above. If there are no spaces available at the time of your application the Local Authority may offer a place at an alternative school.

Admission appeals

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Local Authority. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school.

3. Resources and helpful links

Applications should be made on a form that can be obtained from the local Admissions Department or via an online application form and should be completed (or returned if appropriate) by the date stipulated on that form. The school will notify parents of the decision as soon as all the applications have been considered.

Full information about admissions in 2025-26 and 2026-27, including oversubscription criteria, are published by the Local Authority and can be found here:

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/guidance/school-admission-policies/school-admission-policies-2025-to-2026/>

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/guidance/school-admission-policies/school-admission-policies-2026-to-2027/>

For applications as an age-phase transfer from a primary school into Year 7 as part of the normal annual admissions round, the following link will provide all of the necessary information about how to make an application:

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/secondary-school-places/>),

For applications to move schools as an in-year admission or for any other students who are already of secondary school age or currently enrolled in other secondary schools, the following link will provide information about how to make an application:

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

Monitoring and review

This policy will be monitored by the governing body, who will always take due note of the guidance provided by the local authority.