

# Stedham Primary School

## Admissions Policy 2025 - 2026

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Reviewers: Full Governor Body

Date Approved: October 2025

Date Next Review: September 2026

### Applying for a Place at the School

If your child was born between 1 September 2021 and 31 August 2022 they can start school after September 2026.

From Monday, 6<sup>th</sup> October 2025 to Monday 15<sup>th</sup> January 2026 at 11:59pm you can apply online on the Pupil Admissions Applications website which is part of the West Sussex County Council website: [www.westsussex.gov.uk/admissions](https://www.westsussex.gov.uk/admissions)

Information on the school can be found on our website [www.stedham.w-sussex.sch.uk](http://www.stedham.w-sussex.sch.uk) and we will be running a series of parent tours across the Autumn Term. Please either call or visit our website for dates and contact the school directly to book onto these.

Our published admission number to entry to the school in reception class is 15.

Further information on the West Sussex admission process and policies can be found at <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/guidance/key-dates-for-primary-infant-and-junior-school-places/>

If you do not have access to the internet, either at home or at work, free internet access to make school applications is available at all West Sussex libraries. Library staff will be on hand to guide you through the process. You do not need a paper application form to apply online.

West Sussex residents must use their form or the West Sussex online system to apply for schools in another county.

Parents living outside West Sussex can apply for Stedham Primary School by completing their own council's form, or via their website. This will be copied to West Sussex but you may wish to contact the school directly to discuss your application. We are always happy to answer any queries from parents.

If you have any queries please contact the Pupil Admissions team:

Pupil Admissions Office  
Bridge House  
Bridge House  
Barrington Road  
Goring-by-Sea  
Worthing  
BN12 4SE  
Phone: 033 301 42903  
Email: [admissions.south@westsussex.gov.uk](mailto:admissions.south@westsussex.gov.uk)



**The closing date for applications is Thursday 15th January 2026. At 11:59pm.**

If you do not apply by the closing date this will affect the priority given to your application and may mean we are not able to offer your child a place at your preferred school, even if it is the catchment school.

Being situated close to the Hampshire border, we currently take pupils both from West Sussex and from Hampshire. Please contact the school to discuss your own particular situation. Visits from prospective pupils' families are welcomed.

Parents may express their preference for any school. If you live outside the catchment area and you wish to choose Stedham Primary School, it would be helpful if you contact the school to ensure that we are aware of your application. Admission to year groups further up the school is often possible depending on pupil numbers. Please contact the school for an informal discussion.

The admissions code, supported by the County, continues to place an emphasis on pupils starting in the September following their fourth birthday. It also gives parents 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. Parents still have the right to defer entry to later in the academic year and, in such cases, a place offered in Reception must be held open for the child for that intake year. Further information can be found at:

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

As a school, we are keen to offer full-time places to **all** children. We are happy to discuss individual arrangements for younger children, should there be particular needs, but aim for children to be given similar learning opportunities.

As a school, we advise against parents deferring their children's start to school; all pupils are entitled to 38 weeks education and we consider that staggered starts are therefore not appropriate other than in exceptional circumstances, when requested by the parents to meet the specific needs of their child.