

# Admission Arrangements

## **ADMISSION**

### **Applying for a school place in West Sussex**

*Schools in West Sussex are categorised as community, voluntary controlled and voluntary aided. Community and voluntary controlled schools serve catchment areas. Voluntary aided schools serve wider areas. This school is a community school.*

*Admission to community and voluntary controlled schools are the responsibility of the Local Education Authority and applications must be made through their offices at:*

*Pupil Admissions Office  
Centenary House  
County Buildings, Woodfield Road  
Crawley, West Sussex RH10 8GP*

*Telephone: 0845 075 1007 Admissions  
Fax: 01293 895182 Admissions  
Email: [admissions@westsussex.gov.uk](mailto:admissions@westsussex.gov.uk)*

*Under the Education Act parents can express a preference for any school but parents do not have a right to choose a school. West Sussex Education Authority does however make every effort to meet parental preference where possible. Further information about how places are allocated at this, and other schools in the County, is contained in the Authority's Information for Parents Booklet a copy of which is available from the school office or the Pupil Admissions Office. Further details relating to admissions can be found on the West Sussex Grid for Learning, [wsgfl.westsussex.gov.uk](http://wsgfl.westsussex.gov.uk).*

### **Transport**

*Transport matters for children attending this school are dealt with by the Transport office:*

*Transport Co-ordination Group,  
The Grange, Tower Street,  
Chichester, West Sussex Po19 1RH.*

*Telephone: 01243 753530  
Fax: 01243 777946  
Email: [school.transport@westsussex.gov.uk](mailto:school.transport@westsussex.gov.uk)*

## **PRELIMINARY VISITS**

*Smooth transition from home to school is essential for children to settle happily and gain confidence. Pre-school pupils will be offered an induction period prior to commencing full-time education. This enables a gentle transition from pre-school education to the Foundation Stage offered by mainstream education. Parents are invited to attend a preliminary meeting organised by the Early Years Co-ordinator to learn more about the induction process.*

## **PRE-SCHOOL EDUCATION**

*There are a number of pre-school groups in East Wittering including '4+ Nursey' on site, a 'Mother and Toddler Group', which meets on a weekly basis in the Youth Centre and a playgroup which runs five mornings a week in the local Village Hall.*



## **4+ NURSERY CLASS**

*A '4+' Nursery Group is based within East Wittering School grounds on:-*

*Monday – Friday 9.00 a.m. – 12 noon and*

*Monday, Wednesday, Friday afternoons 1.00 p.m. – 3.30 p.m.*

*Children enrol for 4+ at the same time as they enrol for the school. The Governors have agreed that the 4+ facility is primarily for children who will be attending East Wittering School. If space is available then out-catchment children will be offered places. This is to ensure that all children who enter East Wittering School will have had the opportunity to benefit from the group's activities. Nursery Education Grant accepted.*

