



## Admission Arrangements for 2026/2027

All admissions for Milton Mount Primary School are handled by West Sussex County Council Admissions Department. Applications for Reception must be made by **Thursday 15<sup>th</sup> January 2026**. The Published Admission Number for initial entry into Milton Mount Primary School in September 2026 is 90.

Applications should be made by writing, emailing or telephoning:

Pupil Admission Office  
County Hall North (Parkside)  
Chart Way  
Horsham  
West Sussex, RH12 1XH

Telephone: 03330 142903

Email: [admissions.north@westsussex.gov.uk](mailto:admissions.north@westsussex.gov.uk)

Details of the admission process and the oversubscription criteria are summarised below, and are also available at: <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/>. Please keep this office advised of any changes to your children's circumstances (change of name, address, school etc.) to assist in the forward planning of school provision for West Sussex.

Where Milton Mount Primary School is over-subscribed for any year group, applications for entry in 2026/2027 will be ranked in the following order:-

### Oversubscription Criteria

- The tie-break used is a straight-line distance. All distances are measured by a straight line from the school to the child's home address, using Ordnance Survey data within the curtilage of the property.
- Where priority is given for a sibling, brothers or sisters may be half or stepsiblings (by marriage or co-habitation) or foster siblings but must be living permanently at the same address.
- West Sussex County Council only gives sibling priority if the older sibling will be at the school at the time of application and will still be in the school (years 1-6 for primary) at the time of admission. **It is the parent's responsibility to tell the Pupil Admissions Team about sibling links in their application.**

- Siblings of children who have been refused a place at their catchment school because the school was oversubscribed at the point of application will be treated as living in the catchment area for the school allocated when they apply for starting school. This will only apply if an application was made for the catchment school and the place refused in writing. It is the parent's responsibility to indicate these circumstances in their application.
- West Sussex County Council gives priority to children of staff in either or both of the following circumstances (following section 1.39 of the School Admissions Code):
  - a) where the member of staff has been employed at the school for two or more years at the time which the admission to the school is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**It is the parent's responsibility to indicate these circumstances in their application, and they should complete the attached Supplementary Information Form.**

#### **West Sussex Primary School Oversubscription Criteria**

Any child with an Education Health and Care Plan (EHCP) naming the school will automatically be admitted to that school, under section 43 of the Children & Families Act 2014.

1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence must be provided;
2. Children who are subject to a Special Guardianship Order who have not previously been in Local Authority Care. Evidence must be provided;
3. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. Evidence must be provided;
4. Children who live in the catchment area with brothers or sisters already at the school or who will be attending the linked junior school when the child starts;
5. Other children who live in the catchment area;
6. Children who live outside the catchment area with brothers or sisters already at the school or who will be attending the linked junior school when the child starts;



7. Children of staff (see above);
8. Other children who live outside the catchment area.

**February 2025**