

# Admissions Policy

Northgate Primary School



Approved by: Northgate Governing Body

[OBJ]

Last reviewed on: March 2026

Next review due by: March 2027

## ADMISSIONS

Admissions for this school are coordinated by West Sussex County Council.

Applications should be made [online](#), in writing or by telephoning:  
Pupil Admissions, 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)

### Oversubscription Criteria

The school follows West Sussex County Council Oversubscription Criteria and [this can be found here](#)

The school office should always be advised of any changes to your child's circumstances, change of name, address, Parent contact details, School etc. to assist with the forward planning of school provision with West Sussex.

**If you require any further assistance, please contact the Admissions Officer:-  
Miss S Saleem** on 01293 526737 or at [office@northgate.w-sussex.sch.uk](mailto:office@northgate.w-sussex.sch.uk)

More Information on admissions and education:

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

<https://www.gov.uk/browse/education>

<http://www.ofsted.gov.uk/>

In the summer term before starting school in the September, children and parents are invited to make preliminary visits to the school. During the visits, the children will be able to meet their teacher and take part in general activities. Parents have the opportunity to meet with the Head Teacher and obtain general information about the school.

A copy of the West Sussex School Admission Arrangements 2025/2026 can be found on our school website under 'Admissions'.