



## Admission Arrangements

The local Authority deals with admissions to all county schools through the Admissions Office in Horsham. Their contact details are as follows:

Telephone: 0845 0751007

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

Please follow the link to the [West Sussex County Council: Admissions](#) information for parents.

The general policy is to provide a place for your child at the designated school, which is normally your local school. Should the school be oversubscribed, a place will be offered at another school. If you express a preference for another school, your request will be agreed, unless there are more applications than places available.

All schools have a Published Admission Number (PAN). At Kingslea we have two classes in each year group and a PAN of 60.

Prior to children starting in our Reception year they will have the opportunity to visit the school in a specially planned transition from nursery or pre-school.

For prospective parents with children in other year groups, we welcome visits to the school. Please contact Tracey Hill the Office Manager for information regarding availability of places or to arrange a tour. Email: [office@kingslea.org.uk](mailto:office@kingslea.org.uk) or telephone 01403 254282