



Admission Arrangements

The local authority, West Sussex County Council, deal with all admissions to maintained schools within the county.

They can be contacted as follows:

Horsham (North) Pupil Admissions Office

Telephone: 033 301 42903

Email: admissions.north@westsussex.gov.uk

Full details of admissions policy and how to apply for a school place can be found at

[West Sussex Pupil Admissions](#)

A catchment area system is in operation for the majority of West Sussex Schools, you can check your catchment school [here](#)

If a place is not available for your child at their catchment school (if you have requested it), a place will be offered at the nearest school to your address that has a place available. Waiting lists are in operation for over subscribed year groups, which are managed by the Admissions Team at West Sussex. Places, when available are allocated using the [admissions criteria](#) laid out in the policy.

All schools have a Published Admission Number (PAN). At Kingslea we have two classes in each year group (60 pupils), and an overall PAN for the school of 420.

For parents considering applying for a place for their Reception age child, we offer school tours (in person or virtual) from October to December each year, full details are published on the school website.

We welcome enquiries from parents regarding places in other year groups regarding availability, please contact the school office on 01403 254282 or office@kingslea.org.uk