



**St Nicolas and St Mary Church of England
Voluntary Aided Primary School**

Eastern Avenue, Shoreham-by-Sea, West Sussex BN43 6PE

Tel: 01273 454470 Email: office@stnm.org.uk

Web: <http://www.stnicolasmary.w-sussex.sch.uk/>

Headteacher Mr D Etherton B.Ed Hons. NPQH

Associate Headteacher Mr A Lincoln BA Hons

October 2018

Dear Parents and Carers,

Applying for a place at St Nicolas and St Mary Primary School

The Governors are delighted that you are considering our school for your child. This letter and the attached information tells you more about the school and how to apply for a place for your son or daughter.

Prospective Parent Talk and Tours

You are warmly welcome to attend one of our open days. There will be a short presentation, a tour and an opportunity to ask questions about the school. Please email, ring or visit the school office to let us know whether you can come. Tour dates are as follows:

- Wednesday 10th October 1.30 – 2.30pm
- Monday 15th October 9.15-10.15am
- Thursday 18th October 6.45 - 8pm
- Tuesday 6th November 9.15 – 10.15am

Admission Limits

The school's official "Published Admissions Number" (PAN) is 60 which means up to 60 children should be admitted into the Reception class each year.

Applying for a Place

Parents and Carers applying for a place at the school need to:

1. Complete and return the Supplementary Information Form to school by 4.00 pm on Tuesday 15th January 2019.
2. Ask their Minister / Priest to complete the Church Support Form, and ask him/her to return the form to the school by 4.00 pm on Tuesday 15th January 2019. (This is optional, but may increase your chance of admission).
3. Complete the County Admissions Form (online) by Tuesday 15th January 2019.

Please note that forms returned later than the given date will be placed at the bottom of the Admissions list. **We strongly recommend that all forms are completed and returned as soon as possible and certainly well before Christmas.** If you require any advice or guidance about the application process, please contact the school.

I hope to meet you shortly.

Yours sincerely,

David Etherton
Headteacher

Enclosed/Attached

Supplementary Information Form
Church Support Form
Receipt for School Application & Church form

On the Website

Prospectus
Top Ten Reasons to choose St Nic's
Ofsted Report 2017
Admissions Arrangements
Admissions – FAQs
SIAMS report

Closing Date

The deadline for submitting the following is **Tuesday 15th January 2019:**

- Supplementary Information Form – please submit to the school office
- Church Support Form (optional) – please submit to the school office
- Online County Admissions Form – this needs to be completed online