St Nicolas and St Mary CE Primary School
Eastern Avenue, Shoreham-by-Sea, West Sussex BN43 6PE
Tel: 01273 454470 Email: office@stnm.org.uk
Web: www.stnicolasmary.w-sussex.sch.uk

Headteacher: Mr A Lincoln BA Hons.

November 2027

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:

Monday 12th October, 9.15am	Friday 27th November, 9.15am
Thursday 22nd October, 9.15am	**Saturday** 28th November 10.00 – 11.30am
Wednesday 11th November, 6.00pm	Wednesday 2nd December, 1.30pm
Thursday 12th November, 3.40pm (Stay and Play)	Monday 14th December, 9.15 am
Tuesday 17th November, 2.00 pm	Wednesday 6th January, 9.15am
Tuesday 17th November, 3.40pm (Stay and Play)	Thursday 7th January, 1.30pm

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 the County Admissions Form (online) by Friday 15th January 2027 (compulsory).

2. Complete and return the Supplementary Information Form by Friday 15th January 2027. If you are completing a paper application, it must be handed in to the school office by the deadline. Please note that the school office is open from 8am – 4.30pm, Monday – Friday, term-time only.

3. If you are a regular worshipper, please ask your Minister / Priest to complete the Church Support Form, and ask him/her to return the form to the school by 4pm on Friday 15th January 2027.

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.

Yours sincerely

Andy Lincoln
Headteacher

Enclosed/Attached: Admission Arrangements including the Supplementary Information Form and Church Support Form

On the Website: Ofsted Report, Admissions FAQ, SIAMS report

Closing Date: The deadline for submitting the following is **Friday15th January 2027**:

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