



St Nicolas and St Mary CE Primary School

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

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Web: www.stnicolasmary.w-sussex.sch.uk

Headteacher: Mr A Lincoln BA Hons.



Bishop
Otter
Academy
Trust

October 2024

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 14th October, 9.15am	Thursday 14th November, 3.40pm
Tuesday 22nd October, 9.15am	Saturday 16th November, 11.00am
Thursday 24th October, 9.15am	Tuesday 19th November, 3.40pm
Wednesday 6th November, 6.00pm	Wednesday 27th November, 9.15am

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 the County Admissions Form (online) by Wednesday 15th January 2025 (compulsory).
2. Complete and return the Supplementary Information Form by Wednesday 15th January 2025. 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 Wednesday 15th January 2025.

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: Prospectus, Top 10 Reasons to choose St Nics, Ofsted Report 2017, Admissions FAQ, SIAMS report

Closing Date: The deadline for submitting the following is **Wednesday 15th January 2025:**

- 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