



St Nicolas & St Mary CE Primary School

Admissions Arrangements 2027/2028

Contents

| | |
|---|----|
| Admissions Principles | 3 |
| Introduction | 3 |
| Oversubscription Criteria | 4 |
| Definitions:..... | 5 |
| Tiebreaker | 7 |
| Full or part time attendance | 7 |
| Deferred entry | 7 |
| Summer born children and deferral of entry into reception for the following year .. | 7 |
| Multiple Births | 8 |
| Late Applications | 8 |
| Accepting a place | 8 |
| False Information | 8 |
| Waiting list | 9 |
| Appeals..... | 9 |
| In Year Admissions | 10 |
| Children with Special Educational Needs..... | 10 |
| Admission of children outside their normal age group | 10 |
| Appendix 1 – Supplementary Entry Form | 11 |

Admissions Principles

The Diocese of Chichester Academy Trust (DCAT) is the admissions authority, responsible for the admissions policies and decisions on applications for admission to the schools within the Trust. The Trust delegates the responsibility for admissions arrangements for each academic year to the Local Governing Body of the school. Each school has individual admissions arrangements for each academic year. They are written to comply with the School Admissions Code and School Admissions Appeals Code.

This policy complies with the September 2021 Admissions Code.

We seek to be an inclusive Church of England Trust, welcoming children from all backgrounds and of all abilities and our admissions arrangements reflect this. A child's level of achievement or specific needs are not a barrier to admission to our schools.

We believe that ideally each child should be admitted to the school of their parents' choice. However, the school buildings cannot accommodate an unlimited number of children and excessive class sizes are detrimental to the education of the children in the class. The Published Admissions Number (PAN) for this school is included in their arrangements. The school will not usually admit children into classes if their admission would cause the class size to increase above legal or practical limits, or the Published Admissions Number to be breached.

Our vision is to Be courageous! In God's faith, hope and love be empowered to be Inspirational, Innovative and Inclusive.

Our Christian values are:

Compassion, Friendship, Respect and Creativity

Introduction

St Nicolas & St Mary CE Primary School is a school in The Diocese of Chichester Academy Trust (DCAT) for children aged 2 to 11 years. As such the Trust is the Admission Authority responsible for all decisions in connection with admitting pupils and for the publication of Admission Arrangements which explain how the admissions process will be applied. The Trust delegates the responsibility for admissions to the Local Governing Body of the school.

The normal point of entry for the school is Reception, and the school has 2 classes. Our published number (PAN) is 60 this relates only to the normal point of entry to the school. Admissions to other year groups will be based upon the prejudice to:

- (a) the provision of education and
- (b) the efficient use of resources.

The Local Governing Body (LGB) have agreed an admissions limit of 60 for the other year groups. An admissions limit for the year groups are set around capacity and prejudice to the efficient delivery of education and this will inform the decisions of the school Local Governing Body when it receives applications for in-year admission to other year groups.

The school also has a nursery, 'Little Fishes' for pre-school children. Please refer to the nursery's separate admissions policy.

Oversubscription Criteria

Before applying the over-subscription criteria, a place will be allocated for any child with a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) that names St Nicolas and St Mary CE Primary School as the school the child must attend. This place will be allocated within the Published Admission Number (PAN) before the consideration of any other applications, or above the PAN if places have already been offered at that time. If more parents express a preference for the school than the published number of places for new admissions, the LGB will use these criteria in deciding admission:

1. Looked After Children or Previously Looked After Children (note 1).
2. Children who will have a sibling (note 4) at the school at the time of admission.
3. Children who have a parent who worships regularly at St Nicolas Old Shoreham, St Mary de Haura New Shoreham, St Julian's Kingston Buci, St Giles' Kingston Buci, The Church of the Good Shepherd Shoreham Beach or St Michael and All Angels Southwick and resides within the Adur District (note 5). **Applications under this category MUST be accompanied by a completed Supplementary and Church Support Form in the appendices.**
4. Children who have a parent who worships regularly at a church which is a full member of 'Churches together in England', 'Churches Together in Britain and Ireland' or 'The Evangelical Alliance' and who reside in the Adur District. **Applications under this category MUST be accompanied by a completed Supplementary and Church Support Form in the appendices.**
5. Children of parents [note 3] who have been members of staff at St Nicolas and St Mary CE Primary School continuously [note 6] for the two years prior to the application for admission: or staff recruited to fill a vacant post for which there is a demonstrable skill shortage. **Applications under this category MUST be accompanied by a completed Supplementary Form in the appendices.**
6. Children who are currently enrolled in St Nicolas and St Mary's Nursery, 'Little Fishes' and joined no later than the first week of the term beginning in January 2027. **Applications under this category MUST be accompanied by a the completed Supplementary Form in the appendices.**
7. Children where there is an additional reason i.e. medical, social or educational with written professional support for admission to this school, who do not already qualify under categories above who reside in the Adur District (note 8).
8. Any other children.

Definitions:

Note 1: A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Note 2: Reference to parents includes legal guardians and applies to either or both parents, or a sole parent. Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents.

Note 3: The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the admissions authority will determine the home address. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

Note 4: A "sibling" refers to brother or sister, half brother or sister, adopted or fostered brother or sister, step brother or sister, or the child of a parent/carer's partner where the child for whom the Academy place is sought is living in the same family unit at the same address as that sibling.

Note 5: "Regular" is defined as attending at least one Sunday service each month in the last 12 months preceding the date of application. Reference will be made to the priest or minister of the present church or previous church from which the family has just moved. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Note 6: This includes all staff (teaching and non-teaching) appointed by the academy, including part-time staff with a continuous employment record and any short-term contract staff with a continuous employment record covering at least term time employment, for the 2 years or more prior to admission.

Note 7: The Local Governing Body require the completion of a Supplementary Form from applicants to be considered under criteria 3, 4, 5 and 6 - this may require a clergy reference. Applications under criteria 3 and 4 will also require completion of the Church Form. The form is obtainable from the school website.

Note 8: Applicants will only be considered under this criterion if on the application form they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical / social need. 'Medical need' does not include mild medical conditions, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the academy because of a child's aptitude of abilities or because their friends attend the school or because of routine childminding arrangements. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose evidence establishes that their family member's physical or mental health or social needs mean that they have demonstrable and significant need to attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs.

Providing the evidence does not guarantee that a child will be given priority at a particular academy and in each case a decision will be made on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

From the information you have filled in via the LA online application form, and where relevant the Supplementary Form, the Governors will examine all preferences and rank these applications according to the Admission Criteria.

Note 9: Families of service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Where the family do not yet have an intended address, or do not yet live in the area, the school will use the address at which the child will live when applying their

oversubscription criteria, as long as the parents provide some evidence of their intended address. Parents may request that a Unit or quartering address be used as the child's home address when considering the application against their oversubscription criteria. The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Adur District For details on the boundaries for the Adur District please refer to the map available on this link: <https://www.adur-worthing.gov.uk/maps/general-map/> If you are unable to access the map or need any assistance, please contact the school office.

In the event of any of the above categories being over-subscribed, the Local Governing Body will take those children whose home address is nearest to the school measured by the Local Authority's computerized measuring system. In the case of flats they will be treated as equidistance from the school. The Local Authority's computerized measuring system will be used to determine these distances.

Tiebreaker

In the event that two or more applicants are tied for the last place, this will be determined by random allocation, overseen by someone independent of the school and governors.

Full or part time attendance

A parent may apply for his/her child to start school for the first time in the September following the fourth birthday and, where a place is offered, may choose for the child to start full time from day one, or to attend on a part time basis until statutory school age, which will occur during the term following the child's fifth birthday. If a parent wishes their child to attend on a part time basis, they must meet first with the Headteacher to discuss their choice.

Deferred entry

While a child is below statutory school age, the parent may choose to defer his/her child's entry to school until later in the school year. However, parents cannot defer beyond the point at which the child reaches statutory school age, or beyond the start of the last term in the school year.

The school operates on the basis of a **three-term year**.

Summer born children and deferral of entry into reception for the following year

Summer born children and deferral of entry into reception for the following year Each application for such a delay is treated by the academy on an individual basis, considering the evidence supplied - this will be from professionals who know the child and from parents/carers. If parents wish to request this, they need to apply in the chronological year (i.e. the year in which the child would normally be entering school) and at the same time submit a request to the academy for delayed to reception for the following year. If the Local Governing Body agree this after reviewing the evidence for the request and, in consultation with the Headteacher and any others involved with the child,

then the place cannot be held open and the parent will need to apply again the next year in the normal way. The academy will then treat and rank the application according to the criteria published in admission arrangements along with all others received. Please be aware that although the deferral may be agreed, there is no guarantee of a place being available at the academy for the following year.

Multiple Births

Where possible the governors will admit all the children of a multiple birth (i.e. twins, triplets etc.).

Late Applications

Applications received after the closing date will not be processed until after all on-time applications have been considered.

Applications must be received by midnight on the national closing date (15th January), regardless of which day of the week it is. 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. For example, if the deadline date is a Saturday, you must hand the form in by 4.30pm on the Friday.

Accepting a place

If a place has not been taken up after 14 days from the date of the offer, the academy will write and inform the parent that the offer will be withdrawn after a further 7 days if not taken. The academy will then offer the place to the next on the waiting list in accordance with the admissions criteria.

Induction

Once a place has been offered, the school will contact parents about induction arrangements. These normally include the opportunity to visit the school, meet staff and share information about your child.

False Information

1. Where the Local Governing Body has made an offer of a place at this academy on the basis of a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child with a stronger claim to a place at the academy, the offer of a place will be withdrawn.
2. Where a child starts attending the academy on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

Waiting list

All applicants who are not offered a place and any subsequent applications will be placed on a waiting list until the end of the current academic year. Anyone wishing to go on the waiting list for the next academic year must inform the school office.

The school operates a waiting list for places which may become available in any year group during the year. When such places come up, the above criteria will be applied to all children on the waiting list. Places are not offered on the basis of length of time on the waiting list.

The above criteria will be applied if vacancies arise during the year.

Appeals

In accordance with the Admissions Appeals Code, the academy have established an appeals procedure. Applicants who haven't been offered a place at the academy, may appeal against the decision to an independent appeals panel. Parents wishing to exercise this right should write to the Clerk to Governors, St Nicolas & St Mary CE Primary School, Eastern Avenue, Shoreham by Sea, BN43 6PE. All appeals must be received within 20 days of the receipt of the letter refusing a place to be heard on time. [Please note that places in infant classes are restricted to 30 under the infant class size regulations]

Applying for a place September 2027

Applications and Visits

Parents wishing to apply for a place at the school are encouraged to contact the school. Visits and tours by prior arrangement are warmly welcome! If you have any questions about the application process, please be in touch with the school.

Applying for a place

1. Parents must complete the West Sussex **Common Application Form** (See information below).
2. Parents should also complete the school's **Supplementary Information Form** so that governors can correctly rank all the applications that they receive. (See Appendix A). This needs to be returned to the school office by 15th January and parents are advised to ensure they obtain a receipt.
3. If a parent is a regular worshipper (see definition above) then they should ask their minister/priest to complete the **Church Support Form** (See Appendix B) and parents should return it to the school office by 15th January. Parents are advised to ensure that a receipt is obtained.

West Sussex – Common Application Form

To apply for a place for September 2027, the parent must complete the Common Application Form (CAF) available from the home local authority (the authority in whose area the child resides), for those resident in the local area this is West Sussex, and applications can be made online at:

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/a-pply/starting-school-places/#apply-for-a-place>

In order for the application to be considered as 'on time' the CAF must be submitted to this local authority by 23:59 hours on 15 January 2027. The CAF may be

completed and submitted using the home local authority's 'on line' procedure, or as a paper form. Full details about the application process and information about the schools in the local authority area is available online. Parents will receive an admission decision in writing from the local authority on or about 16 April 2027, according to the procedure set out in the local authority's Composite Prospectus.

If you have no option but to apply on a paper form, please contact the Pupils Admission Team via:-

Worthing (South) Pupil Admissions Office:

Address: Bridge House, Barrington Road, Goring-by-Sea, Worthing, BN12 4SE

Email: admissions.south@westsussex.gov.uk Tel: 033 301 42903

In Year Admissions

The Local Governing Body have agreed an admissions limit of 60 for all year groups. The admissions criteria above will be used to decide priority for places. Parents will be encouraged to visit the academy and speak with the Headteacher prior to any decision about requests for entry being taken.

Children with Special Educational Needs

Children are admitted to the academy in accordance with the admission criteria. We do not discriminate for or against children with special educational needs or disabilities and would expect parents to fully inform the academy of the nature of any known educational, physical, medical or social needs when expressing a preference for their child to attend this academy. This information will ensure that the child's entry to the academy is as smooth as possible and help inform the level of provision the academy can make to meet the individual needs of the child.

Admission of children outside their normal age group

Parents may apply to the school to seek a place for their child outside of their chronological age year group. The reasons for the request must be fully explained in writing and included with the school place application form. For example, if the child is gifted and talented or has experienced problems such as ill health. Decisions for these requests will be made on a case by case basis depending on the circumstances of each case (retained or accelerated entry) and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the Headteacher will also be taken into account. When informing a parent of their decision on the year group the child should be admitted to, reasons for the decision will be clearly set out.

Appendix 1 – Supplementary Entry Form

| To be completed by all applicants | |
|-----------------------------------|--|
| Child's Legal Surname | |
| Known as (if different) | |
| First Name | |
| Date of Birth | |
| Child's address | |
| | |
| Postcode | |
| Home telephone number | |

| PARENT/GUARDIAN INFORMATION (to be completed by all applicants) | |
|---|--|
| Please give names of parent(s)/ carer(s) / guardian(s) who live(s) at the same address as the pupil or elsewhere. | |
| Full name & title | |
| Address | |
| | |
| Postcode | |
| Telephone number(s) | |
| Email address | |
| Full name & title | |
| Address | |
| | |
| Postcode | |
| Telephone number(s) | |
| Email address | |

EDUCATIONAL BACKGROUND (for applications under criteria 6)

| | |
|---|---------------|
| Does your child currently attend Little Fishes at St Nicolas and St Mary CE Primary School? | YES/NO |
| Date joined Little Fishes | |

To be completed by those wishing to apply on the basis of being regular* worshipping Christians:

*Regular is defined as attending at least one Sunday service each month in the last 12 months **preceding the date of application**. Reference will be made to the priest or minister of the present church or previous church from which the family has just moved.

Please also ensure the Clergy / Church Leader completes the box for 'Church Use only' on page 2. It is the parents / carers responsibility to ensure this is completed and returned to the school.

Religious Background (for applications under criteria 3 and 4)

| | |
|---|---------------|
| Have you attended at least one Sunday service each month for the last year preceding the date of application . | YES/NO |
|---|---------------|

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Staff member (for applications under criteria 5)

To be completed by those wishing to apply on the basis of being a member of staff at St Nicolas and St Mary CE Primary School continuously for the two years prior to the application for admission; or staff recruited to fill a vacant post for which there is a demonstrable skill shortage.

| | |
|---|---------------|
| Member of staff name | |
| Position | |
| Date Employment commenced | |
| Is this an application for recruitment for a post of which there is a demonstrable skill shortage? | YES/NO |
| All applicants should sign and date below: | |
| Parental signature | |
| Name (print) | |
| Date | |

FOR CHURCH USE ONLY: CHURCH SUPPORT FORM

To the priest or minister:

The Governors give places to the children of a parent or parents who fulfil the criteria as set out in the Admissions Policy.

This section is to be completed by the Priest or Minister for children of families who claim to worship regularly in your church.

In the event of a formal appeal by the parents against the Admission Committee's decision this form will be photocopied and sent to the parents.

| | |
|--|--|
| Name of Church: | |
| Please confirm whether your church is a member of Churches Together in England (CTE) or Evangelical Alliance. | |
| I hereby certify that this family have attended the church for at least one Sunday service each month for the last year preceding the date of application for at least one year preceding the date of this application. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship. | |
| Signature of Clergy / Church Leader | |
| Name (print) | |
| Date | |

The information on this form may be used in the event of an appeal.

It is the parents / carers responsibility to ensure the fully completed form is returned to the school / academy by the application deadline.

Please send this form to:

The Governors (Admissions), St. Nicolas and St. Mary CE Primary School, Eastern Avenue, Shoreham-by-Sea, West Sussex, BN43 6PE