



ST NICOLAS & ST MARY C.E VOLUNTARY AIDED PRIMARY SCHOOL

ADMISSION ARRANGEMENTS 2023/2024

The Bishop Otter Academy Trust (BOAT) 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. They are written to comply with the School Admissions Code and School Admissions Appeals Code.

This policy complies with the September 2021 Admissions Code.

The Pupil Admission Number (PAN) is sixty, in order to comply with government infant class size regulations. These arrangements and the admissions criteria are reviewed annually.

The Governors' policy is to admit children one of whose parents fulfil the admission criteria below, with priority being given in the order shown numbered 1 to 8.

Parent

The term 'parent' includes legal guardian.

Regular worship

Regular worship is defined as attending a main Church Service at least once a month over a minimum of a twelve month period prior to application for admission, 'main' being defined by the relevant church. In the event of a family moving into the area during the year of their application for admission, evidence of regular worship elsewhere will be required.

Parents applying under criteria 2, 3, 4 and 5 will need to ask their Priest or Minister to complete the appropriate form (*church support form or supplementary information form – at the end of this document*)

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 [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Siblings / Step brother / sister

A sibling is a full, half or step brother or sister, adoptive or foster brother or sister permanently living in the same household.

Children Looked After

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order* including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).

**An adoption order is an order 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). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the*

Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Oversubscription

Oversubscription in any of the categories will be settled by relative proximity to the school, the shortest distance, by straight line to the school pedestrian gate, receiving priority, using the distances supplied by West Sussex Local Authority.

Tie Breaker

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.

Parish Boundary Maps

Please contact the school if you need to see a copy of the map or see www.achurchnearyou.com for information on Parish boundaries.

Siblings

Siblings with parents who attend Church and who have the Priest or Minister's reference will be given priority over those without a Priest or Minister's reference. If a child is admitted to the school, parents should be aware that if the school becomes oversubscribed in the future, any siblings with parents who do not have church connections might not be able to secure a place.

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.

Waiting List and In Year Applications

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. A place will be offered and held open until the end of the half term at the very latest.

Admission Appeals

Parents who are not offered a place for their child have the statutory right to an appeal hearing before an independent panel. Parents wishing to appeal should contact the school office in the first instance.

Applications and Visits

Parents wishing to apply to the school should do so by contacting the school. Visits of prospective parents are welcomed by arrangement.

The school will issue a dated receipt when the church form is received and parents are advised to ensure they obtain such a receipt.

Starting School

Children usually join the school in the September of the academic year in which they turn five, but parents have the right to defer entry until the beginning of the term in which the child will be five. In accordance with legislation, admission cannot be deferred after the child will be five.

Prior to the beginning of the school year, parents are invited to visit the school to discuss all matters relating to their child starting school, meet staff and other parents and to ask any questions they may have.

Requests to defer/delay entry, Summer born children

Parents/Carers of summer born children that is children who were born between April 1 and August 31, who wish to defer their child's entry to school until the September following their fifth birthday and enter reception, rather than year one must complete the relevant forms for the local authority and give a copy of such forms to the school. The reasons for the request must be fully explained in writing and included with the school place application form. They must also log their request with the local authority. The governors will consider each request on a case by case basis. If the request is granted, then a new application must be completed for the reception class the following year, and all applications will be ranked using the over-subscription criteria, there is no guarantee of a place.

Applications to join a year group other than chronological age

The governors will consider applications on a case by case basis for 'retained' or 'accelerated' entry in cases where parents would like their child to be admitted to a year group either side of the chronological age year group. The reasons for the request must be fully explained in writing and included with the school place application form.

Children of UK Service Personnel and Crown Servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, governors must:

1. allocate 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. Governors must not refuse to process an application and must not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area
2. 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.

In addition, governors are required to use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.

Oversubscription Criteria

All children whose statement of special educational needs and disability (SEND) or Education, Health and Care plan (EHCP) names the school will be offered a place.

1. Looked After Children or Previously Looked After Children (See definition above for full definition)
2. Children who will have a sibling at the school at the time of admission and who have a parent who worships regularly at a church which is a member of 'Churches together in England', 'Churches Together in Britain and Ireland' or 'The Evangelical Alliance' and who resides within the Adur District.
3. Children who have a parent who worships regularly at St Nicolas Old Shoreham or St Mary de Haura New Shoreham and reside within the parishes of 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.
4. Children who have a parent who worships regularly at St Julian's Church Kingston Buci, St Giles' Church Kingston Buci, the Church of the Good Shepherd, Shoreham Beach or St Michael and All Angels Southwick and residing in the parishes specifically named in criterion 3.
5. 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 resides in the parishes specifically named in criterion 3.
6. Children who will have a sibling attending the school at the time of admission and who reside in the parishes specifically mentioned in criterion 3.
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 1, 2, 3, 4, 5 or 6 who reside in the parishes specifically mentioned in criterion 3.
8. Any other children.