



St Nicolas and St Mary Church of England Primary School

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

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Headteacher Mr A Lincoln BA Hons

Executive Headteacher Mr D Etherton B.Ed Hons. NPQH

October 2022

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 10th October at 2pm

Thursday 3rd November at 2pm

Wednesday 12th October at 9.15am

Monday 7th November at 9.15am

Tuesday 18th October at 9.15am

Wednesday 16th November at 2pm

Wednesday 19th October at 7pm

Friday 25th November at 2pm

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 Sunday 15th January 2023 (compulsory).
2. Complete and return the [Supplementary Information Form](#) by Sunday 15th January 2023. 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 Sunday, you must hand the form in by 4.30pm on the Friday.
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 Sunday 15th January 2023.

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

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

On the Website

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

Closing Date

The deadline for submitting the following is **Sunday 15th January 2023:**

- 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