



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

## ADMISSION ARRANGEMENTS 2020/2021

The Governing Body, as the admissions authority, is responsible for all admissions to the school.

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 obtainable from the School Office.

### **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**

**'Children Looked After'** are children who are in the care of the local authority (LA) as defined by section 22(1) of the Children's Act 1989.

**'Previously looked after children'** means children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

### **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.

### **Parish Boundary Maps**

Please contact the school or see [www.achurchnearyou.com](http://www.achurchnearyou.com) for information on Parish boundaries.

## **Oversubscription Criteria**

1. Children Looked After or Previously Looked After Children and all children whose statement of special educational needs and disability (SEND) or Education, Health and Care plan (EHCP) names the school.
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' 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 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.

## **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**

If an application form is received after the closing date for applications, that application may only be considered to have fulfilled criterion 8 *Any other Children*. Any fulfilment of higher ranking criteria is forfeited.

If the closing date for applications falls on a weekend or Bank Holiday, the application must be received by 9 am the next working day. Any applications received after this additional day may only be considered to have fulfilled criterion 8 *Any other Children*. Any fulfilment of higher ranking criteria is forfeited. The school office is open from 8 am – 4.30 pm, Monday – Friday, term-time only.

## **Waiting List and Mid-Year Applicants**

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.

## **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.

## **Casual Admissions**

The above criteria will be applied if casual vacancies arise during the year. A place will be offered and held open until the end of the half term at the very latest or earlier if possible.

## **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**

Parents/Carers of summer born children who wish to defer their child's entry to school until the beginning of the term in which their child turns five 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.

## **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.