



*Wisdom for life*

# **St Nicolas & St Mary CE Primary School**

## **Admission Arrangements 2025/2026**

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## **I. Admissions Principles**

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. 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.

St Nicolas & St Mary CE Primary School  
Eastern Avenue, Shoreham-by-Sea,  
West Sussex, BN43 6PE  
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## **2. Introduction**

St Nicolas & St Mary CE Primary School is a school in the Bishop Otter Academy Trust (BOAT) for children aged 4 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.

St Nicolas & St Mary's CE Primary School is a two form entry school providing a total of 420 primary aged places across 14 classes. The Pupil Admission Number (PAN) is sixty, in order to comply with government infant class size regulations.

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

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**

## **3. Oversubscription Criteria**

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 6.

All children whose Education, Health and Care plan (EHCP) names the school will be offered a place.

1. Looked After Children or Previously Looked After Children (See below for full definition).
2. Children who will have a sibling 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.
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.
5. 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.
6. Any other children.

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

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.

### **Additional reason i.e. medical, social or educational (criteria 5)**

Applicants will only be considered under oversubscription criteria 5 if on the application form they have made it clear that they wish for their application to be considered under medical, social or educational need.  
**St Nicolas & St Mary CE Primary School – Admissions Arrangements 2025/2026**

'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 school 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. 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 school 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 Information Form, the Governors will examine all preferences and rank these applications according to the Admission Criteria.

### **Multiple Births**

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

### **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.

## **4. Definitions**

### **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.

## **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 14 A 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).*

## **Home Address**

This 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.

## **Parent**

The term 'parent' includes legal guardian 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.

## **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 3 and 4 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 or the child of a parent/carer's partner where the child for whom the school place is sought is permanently living in the same household.

## **5. Applying for a place**

### **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 15<sup>th</sup> 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 15<sup>th</sup> January. Parents are advised to ensure that a receipt is obtained.

### **West Sussex – Common Application Form**

To apply for a place for September 2025, 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/apply/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 2025. 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 2025, 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](mailto:admissions.south@westsussex.gov.uk) Tel: 033 301 42903

## **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 (15<sup>th</sup> 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.

## **Admission Appeals**

In accordance with the Admissions Appeals Code, the school has established an appeals procedure. Applicants who haven't been offered a place at the school, may appeal against the decision to an independent appeals panel. Parents wishing to exercise this right should write to the school office in the first instance. 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].**

## **Accepting a place**

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

## **False Information**

1. Where the Local Governing Body has made an offer of a place at this school 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 school, the offer of a place will be withdrawn.
2. Where a child starts attending the school 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.

## **Admission of children outside their normal age group**

Parents may apply to the Local Governing Body 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.

## **6. Starting school**

### **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.

### **Deferred entry**

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.



# St Nicolas and St Mary C.E. Primary School



## Supplementary Information Form for school use only

**Please ensure that you complete the compulsory West Sussex County Council (WSSCC) Application form online stating the school as one of your preferences by the deadline of 15<sup>th</sup> January.**

Child's name in full (as per Birth Certificate) **SURNAME** .....

**FORENAMES** .....

Date of Birth ..... Male/Female **(delete as applicable)**

Is your child looked after or previously looked after? Yes / No **(delete as applicable)**

[**'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.]

### **PARENT(S)/CARER(S)/GUARDIAN(S)**

**Please give names of parent(s)/ carer(s) / guardian(s) who live(s) at the same address as the pupil or elsewhere.**

1. **Surname:** ..... **Title:** .....

**Forename:** ..... **Relationship To Pupil:** .....

**Full Address:** .....

..... **Post Code:** .....

**Home Phone Number:** ..... **Work Phone Number:** .....

**Mobile Phone Number:** .....

**Email Address:** .....

2. **Surname:** ..... **Title:** .....

**Forename:** ..... **Relationship To Pupil:** .....

**Full Address:** .....

..... **Post Code:** .....

**Home Phone Number:** ..... **Work Phone Number:** .....

**Mobile Phone Number:** .....

**Email Address:** .....

NAME(S) OF ANY BROTHERS OR SISTERS WHO WILL BE ATTENDING ST. NICOLAS AND ST. MARY SCHOOL **AT THE TIME OF ADMISSION (Not to include brothers & sisters attending Little Fishes Nursery at the time of admission.)**

NAME: ..... Year Group .....

NAME: ..... Year Group.....

**Name of church at which you regularly worship:**

.....

Please give the name and address of your parish priest or minister and ask him / her to complete the enclosed church support form. Please ensure you return the church support form to St Nicolas and St Mary Primary School under separate cover to arrive no later than **15<sup>th</sup> January 2025**.

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.

**Title:** ..... **Initial(s):** ..... **Surname:** .....

**Address:** .....

..... **Post code:** .....

**Telephone number:** .....

**Email address:** .....

Reminder:

- If applying under criteria 3 or 4 please ensure that you have arranged for a church support form to be completed.
- Please provide a proof of address in the form of a utility bill, driving licence or bank statement.

**Signed** ..... **Date** .....

TO BE RETURNED TO ST NICOLAS & ST MARY PRIMARY SCHOOL BY 15<sup>TH</sup> JANUARY 2025

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



CONFIDENTIAL  
ST NICOLAS & ST MARY CE PRIMARY SCHOOL  
CHURCH SUPPORT FORM



**PART 1 – TO BE COMPLETED BY PARENT(S) / CARER(S)**

Full Name of Child .....

Address .....

Date of Birth .....

Parent(s)/Guardian(s) Surname..... Forename .....

Telephone Number ..... Email address:.....

Church and Parish .....

Name and Address of Priest or Minister .....

.....Post Code ..... Tel. No. ....

**PART 2 - 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.

The Parents/Carers have stated that at least one parent/carer worships regularly at your church. Regular worship is defined in the Admissions Policy as attending a main Church Service at least once a month over a minimum of a twelve-month period prior to application for admission\*. Could you please confirm that this is the case by circling 'Yes' or 'No'? If neither is circled the Admissions Committee shall interpret it as a 'No'

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 [admissions]

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

**Please confirm whether your church is a member of Churches Together in England (CTE) or Evangelical Alliance.**

YES / NO

**Signed (Priest or Minister)** .....

**Parish or Church** .....

**Date** .....

**TO BE RETURNED TO ST NICOLAS AND ST MARY CE PRIMARY SCHOOL BY 15<sup>th</sup> JANUARY 2025**

**(A dated receipt will be issued when an application is received.)**

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