



As we enter the final hours of the 2025 school year, we can 'nearly' take a breath and reflect on another year of joy, humour, challenges, adventures and a never relenting atmosphere of love and care. There have been tremendous highs (our recent Christmas performances have filled our hearts with joy) and also incredibly tough times for the school to navigate. Throughout this all, we have been incredibly thankful for your support and encouragement. Have the most wonderful Christmas break, and we can't wait to come back together for the excitement that 2026 will bring.

Mr Lincoln and the Senior Leadership Team



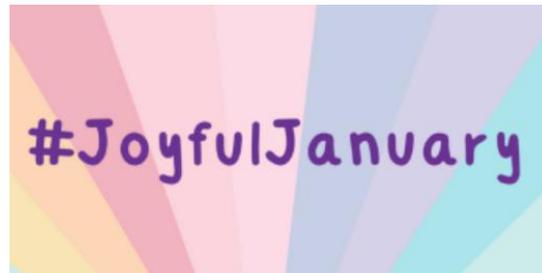
The children enjoyed panto fun this afternoon with an all star cast performing Cinderella!

1. COMMUNICATION

- **Website:** please check the website for answers to queries before contacting the office. General information can be found under the Parents & Carers tab. Bulletins/letters are under Parents & Carers > News & Events.
- **Email:** office@stnm.org.uk - please do not email staff directly (unless agreed previously).
- **Calendar:** Follow the link for instructions on how to [use](#) or [subscribe](#) to the calendar.
- **Language of the Month:** French (Joyeux Noël!)
- **Sign of the Week:** Christmas
- **Facebook page:** facebook.com/stnmschool

2. DATES AND EVENTS: click [here](#) for the dates list.

- **Inset Day** – Monday 5 January 2026: school closed for all children, including nursery.
- **Art Week** – Week commencing the 12 January 2026



We all know that December is such a busy month and often January can seem like a tricky time to get through. This is why as a school we want to reframe January as #Joyful January! Plans are still coming together however we intend to put on opportunities for fun and excitement through the days and also special events. Look out for the separate communication coming at the start of 2026!

3. REQUESTS, REMINDERS AND GENERAL NOTES

- **Donations in memory of Mandy Baker:** following the sad news last week of the passing of our lovely teacher, Mandy Baker, we would like to thank you for your kind messages of support. If you wish to do so, the family would welcome donations to St Barnabas House: https://www.stbarnabas-hospice.org.uk/donate/?campaign=nav_button&source=donate_today&medium=digital&_ga=2.154037169.806220584.1635144887-1924430568.1635246973 As a school, we will do something to remember and commemorate Mandy in the New Year and will share details of this after the Christmas break.
- **Key Stage 1 Playground Games:** The games for the first week of next term are: *What's the time Mr Wolf?* and *Captain's Coming*. Please see the end of this bulletin for how to play these games.
- **NO NUTS: please do not send any items of food that contain nuts into school with your child(ren). We have pupils and staff who are allergic to nuts and this could cause a medical emergency.**
- **Medication:** If your child uses an inhaler, EpiPen, or any other medication, please take a moment over the Christmas break to wash their inhaler spacer and check their medication. When we return in January, we kindly ask that all inhalers, EpiPens, and any other medication are brought back to the school office so we can update our records and paperwork. Thank you for helping us keep everything safe and ready for the new term.
- **Please return school books:** Please could we politely ask that all finished school books are returned to school. This includes any Phonics, Reading Trolley and normal library books. **[THANK YOU FOR THOSE ALREADY RETURNED AND FOR ANY MORE THAT WILL COME BACK AFTER THE CHRISTMAS BREAK]** We would also like to take this opportunity to thank all of our wonderful parent readers, who come in every week to support the children with their reading - you really do make a difference! If you would like to volunteer in the future, please do get in touch with us via the Office - even 15 minutes a week has a big impact! Thank you very much for your continued support. Best wishes, The English Team.
- **OUTSTANDING PAYMENTS FOR TRIPS AND EVENTS:** We currently have **£1,176.88** in outstanding payments for class trips and events. Please could we kindly ask any parents or carers who have not yet made payment to do so as soon as possible. This is a significant amount for the school to subsidise, and your prompt support would be greatly appreciated. Thank you for your understanding and cooperation.

- **Stay safe and well this winter – note from West Sussex:** As the colder months set in, it's important to be prepared. For practical tips on winter wellbeing and details on where to find support if you need it, visit the [Keeping safe this winter](#) page. In addition, a new guide from the Association of Ambulance Chief Executives [provides advice on what to do if you fall this winter](#). The guide covers what to do: if you feel able to get up safely; if you cannot get up; when to call 999 for an ambulance; when to call NHS 111; and how to prevent falls.
- **Get ready to reduce waste this Christmas:** Here's some top tips from our West Sussex Recycles team to help you reduce your waste this festive season:
 - **Recyclable wrapping paper:** buy wrapping paper that can be recycled at home; look for rolls that aren't wrapped in plastic and don't have too much glitter. You will then reduce your plastic waste and make sure it passes the 'scrunch test'. Scrunchable paper means you can recycle the paper once the gift has been unwrapped!
 - **Think about the gifts you give:** give experiences, shop second hand or make your own gift.
 - **Recycle everything you can:** recyclable items include Christmas cards, wrapping paper (that passes the scrunch test), paper bags, glass bottles and jars, plastic bottles (with lids on), plastic pots, tubs (including sweet/chocolate tubs), trays (including black plastic), tins, cans, foil, and crisp tubes (eg Pringles). Just make sure your recycling is clean, dry and loose. For more information, [check out our A-Z here](#).
- **Local holiday fun for all! (from West Sussex)**

Looking for ways to keep the whole family entertained this Christmas and New Year? Experience Sussex is full of family-friendly ideas to enjoy during the holidays.

Why not get your skates on at a [festive pop-up ice rink](#)? Or treat yourself to an experience at one of the stunning light trails around West Sussex.

For Boxing Day walks, check out our guide to [winter walks](#) along the South Downs or the coast, then warm up with a hot chocolate by searching a local [café or pub](#).

As the New Year approaches, plan a day exploring the countryside or local nature trails. It's the ideal way to start 2026 with fresh air and family time.

Discover local festive fun!

And as you take in the festive lights and sights across the county, why not make the journey part of the joy?

With improved bus stops, upgraded shelters, and new bus lanes, we've made changes to help make your journeys smoother and more enjoyable.

Let the bus be your sleigh as you enjoy the magic of the holidays!

Bus it!

4. **ART WEEK:** As part of Art week, commencing the 12 January 2026, we are planning to create a whole school piece of artwork. To do this, we would like each pupil to bring in a small rock or a pebble to decorate for the week commencing the 6 January 2026. To end the week we are going to have a Friday assembly called 'The parade of me.'

Children can choose to wear self-designed masks, hats or costumes that represent their identity. We will be celebrating children's art learning this week and children being themselves.

- 5. BOOK YOURSELF ON TO THIS READING CHALLENGE!** In 2025, our Library Service celebrated 100 years of being at the heart of the community right across West Sussex by sharing a love of reading. Libraries are now launching their 2026 reading challenge: [My Year of Reading](#). Throughout the year readers will explore 12 themes, each one encouraging them to build small, meaningful reading moments into their routine, and improve their wellbeing. Everyone is welcome to join in - individuals, reading groups and families. The challenge starts in January but you can register now. To help you along the way, we've created booklets you can use to track your reading journey which you can pick up from your local library and also included additional activities to either swap with the monthly themes or to do alongside. [Sign up now!](#)
- 6. CYGNETS ART CLASSES – SPRING TERM 2026:** Cygnets Art School is now taking bookings for *Magical Scenes* art classes at St Nicolas & St Mary Primary. These creative sessions for ages 4+ focus on drawing, painting, and sculpture using professional-quality materials. Book here: <https://cygnets-art-school-hove.classforkids.io/info/83> More information can be found in the leaflet at the end of the bulletin.
- 7. FREE HARMONICA TASTER SESSIONS AT SCHOOL on Wednesday 7 January 2026:**



If you'd like to try the harmonica for free, professional player and tutor Richard Taylor will be leading taster sessions after lunch on Wednesday 7 January. Places are limited and allocated on a first come first served basis. To reserve your place visit www.harpacademy.co.uk Click the Gold Harmonica and select FREE TASTER. Participants get to keep their taster harmonica! Richard's taster sessions are without obligation, but if you enjoy your trial and wish to continue music learning on the harmonica Richard will be running weekly music groups in January for which places are currently available. Harmonica courses run after lunch on Wednesdays for 10 weeks and cost £75.00.

This is an affordable, fun, creative, and confidence-building music activity for any child. Music sessions are aligned with the National Curriculum for Music, helping children to play familiar tunes, explore diverse musical styles, learn rhythm, melody, and build confidence and musical creativity with a view to performing at school and in public. Whether your child is a complete beginner or already loves music, the harmonica is an exciting, affordable, easy-to-play instrument that makes music learning accessible. Let's make Wednesdays the highlight of your child's week, with music, smiles, and a whole lot of harmonica fun!

Register for your free taster now at www.harpacademy.co.uk by clicking the Gold Harmonica (smart phone users may need to scroll down), or call Richard Taylor on 07525 256954 - See Leaflets below for further information.

- 8. FREE SCHOOL MEAL VOUCHERS, CHRISTMAS 2025:** families with Free School Meal eligible children will be entitled to a voucher for each FSM child during the upcoming winter school holiday. FSM eligible families in West Sussex will be entitled to a total of £10.00 worth of vouchers per child, per week, a total of £20.00, to span the entirety of the winter school holiday period. All vouchers will be distributed on Friday 19 December.

9. **COMMUNITY HUB:** Those children and families that are not eligible for FSM will be able to access urgent support for food via the West Sussex County Council Community Hub. The Community Hub can be contacted on 0330 222 7980 and is open 09:00 – 17:00, seven days a week (except bank holidays, when they are open between 10:00 – 14:00). Further information can be found via the WSCC website. Should you require any further information or advice about the scheme, please contact communities@westsussex.gov.uk
10. **DEADLINE FOR APPLYING FOR A SCHOOL PLACE FOR YOUR CHILD IS:** Thursday 15 January 2026. Please see leaflets at the end of the bulletin for further information.
11. **LITTLE FISHES NURSERY - 30 HOUR FREE CHILDCARE CODE REMINDER – RENEW BY 31ST DECEMBER:** Just a reminder to apply now to ensure you have renewed your 30 hours free childcare code by 31st December 2025 to ensure you continue to be eligible for 30 hours free childcare in the Spring term. Log in to your childcare account to check your details are up to date and reconfirm your eligibility by 31 December 2025 gov.uk/sign-in-childcare-account Contact the HMRC helpline if you are experiencing issues applying or reconfirming on 0300 1234 097.
12. **SPORTS REPORT:** We began this half term with a sensational gymnastics display that truly wowed the audience. The routines showcased incredible skill and creativity, with vaulting being a particular highlight—every participant demonstrated confidence and precision. Next came the excitement of the basketball finals. The competition was fierce, and the semi-final went right down to golden balls to decide who would progress. In the end, we secured second place, which was an outstanding achievement and earned us qualification for the county finals—a fantastic result for the team! To round off the term, we hosted our largest cross-country event yet. Every year group took part, showing determination and sportsmanship throughout. A special mention goes to our fantastic Year 4 boys and girls, who claimed victory in their category. Individual achievements were equally impressive: **Evelyn** stormed to 1st place, **Elsie** secured 2nd, and **Olive** came in 3rd among the girls, while **Jacob** achieved a brilliant 2nd place in the boys' race, and **Preston** 3rd. Well done also to Daisy, Theo and the Year 6 boys' team who have all qualified for the next round of the Year 5 and 6 Competition. It has been a term full of energy, teamwork, and outstanding performances—well done to everyone involved!
- Sporting heroes** A big congratulations to **Elsie A** and **Emily H** who are this term's Sporting heroes.
- Sports Crew** Congratulations to our newly appointed Sports Crew, Roxy and Evie. Both girls have been recognised for their help in clubs and have proven to be excellent role models.
13. **STARFISH CLUB NEWS:** We have been busy having lots of festive fun at Starfish club, there has been a lovely cosy Christmasy feel to the club in December. We have been Christmas crafting, colouring and creating festive treats. The children made a fantastic job of creating some lovely painted glass lanterns using recycled jam jars from breakfast club. They have made beautiful angels tree decorations, Rudolf pancakes, Snowman and Christmas Pudding biscuits.





St. Nicolas & St. Mary Primary School

Art Week

Date: w/c 12th January

A week to
celebrate
creativity and YOU!



STARTING SCHOOL IN SEPTEMBER 2026?



At St Nicolas and St Mary CE Primary School, we're passionate about providing an early years learning environment where every child feels valued and empowered to reach their full potential.



**NEWLY-REFURBISHED
CLASSROOMS**



**NEW PLAY
EQUIPMENT**



**EXTENSIVE SCHOOL
GROUNDS**



**DEDICATED AND
PASSIONATE STAFF TEAM**



We'd love to meet you and your child at one of our upcoming tours or stay and play sessions. Please call or email the office to book:



- Mon 13 Oct/Weds 22 October - 9.15-10.15am
- Tues 11 Nov - 9.15-10.15am
- Weds 12 Nov - 6-7pm
- Thurs 13 Nov/Tues 18 Nov - 3.40-4.30pm - STAY and PLAY
- Fri 28 Nov - 9.15-10.15am
- Sat 29 Nov - 10-11.30am - STAY and PLAY
- Thurs 4 Dec - 1.30-2.30pm
- Weds 7 Jan - 9.15-10.15am

'Thank you to everyone for settling my child into school so brilliantly. I love the wide range of areas my child learns about and how the learning follows the children's interests. The Reception team staff are so nurturing and caring!' - Reception Parent.



STEM INNOVATION Ltd
Inspiring the future!

S.T.E.M

CLUB

St Nicolas and St Mary's CE
Every Friday 16th of Jan
To 27th of March
£86.6 (10 weeks)
3:30 to 4:30



: www.stn.co.uk

For Booking Details Contact: – Ali Khan
Email: STEMInnovation@outlook.com

Payment to:
STEM INNOVATION Education
1000117110 - 17701277

link for how to [use](#) or [subscribe](#)



STEM INNOVATION Ltd
Inspiring the future!

S.T.E.M

CLUB

St Nicolas and St Mary's CE
Every Tuesday 13th of Jan
To 24th of March
£86.6 (10 weeks)
3:30 to 4:30



westsussex.gov.uk/HAF


Department
for Education



Holiday Activities and Food (HAF) for children

Children and young people aged 4 to 16 who are eligible* for benefits related free school meals can take part in free clubs during the Easter, Summer and Winter holidays. A free nutritious meal is provided as part of the scheme. Visit our website to find activities near you and book your place.

*Check eligibility on the webpage and find information about further support and activities available. Places are limited. Paid-for places may be available, contact individual clubs for availability.

SCAN ME



Powered by Adkins. Please check adkins.com/uk/for/education



AFTER SCHOOL CLUB SPRING TERM 2026



FUN, EXERCISE, FRESH AIR & DIFFERENT ACTIVITIES EVERY WEEK

NEW ACTIVITIES FOR THIS TERM INCLUDE:

YETI DINNER PLATES
CAMPFIRE COOKOUT: MARSHMALLOWS
CUDDLY TOY CATAPULT ASSAULT
MINIBEAST MAYHEM: BUG HUNTING
VIKING RUNESTONES & CODE BREAKING
BUSHCRAFT: FIRELIGHTING TECHNIQUES
BUSHCRAFT: HEAD SHELTER MAKING
FAIRY DOORS & TREE SPIRITS
& AS USUAL: FUN TIMES & ADVENTURE!

WATCHING CHILDREN'S CONFIDENCE GROW & NEW FRIENDSHIPS FORM AT OUR CLUBS IS ONE OF THE MOST REWARDING THINGS WE DO.

ST NICOLAS AND ST MARY
CE PRIMARY SCHOOL

EVERY WEDNESDAY 3:30 - 4:30PM
YEAR GROUPS 1 - 6

7TH JANUARY - 25TH MARCH 2026

PRICE: £88 (11 WEEK TERM)

The
Outdoors
Project

how to use



MESSY CHURCH

Join us for our Christmas Eve crib service and carols. Children are welcome to come early if they would like to dress up and participate.



Holiday Activities and Food Programme



WTM worthing theatres
and museum

Ages
8-11

Tuesday 30th December Friday 2nd,
Saturday 3rd, Sunday 4th January

We're delighted to be delivering free workshops and activities in Worthing this festive season as part of West Sussex County Council's Holiday Activities and Food (HAF) scheme.

CIRCUS WORKSHOP AND PANTO

TUESDAY 30TH DECEMBER 2025, 12:00-16:30

CRAFT WORKSHOP AND CINEMA

FRIDAY 2ND JANUARY 2026, 10:00-14:00

CRAFT WORKSHOP AND CINEMA

SATURDAY 3RD JANUARY 2026, 10:00-14:00

ick on link for how






DEDICATED HARMONICA CLASSES IN YOUR SCHOOL




A great way to make music

We recently showed your school how much fun it is to play the harmonica. It sounds great, it's easy to carry and it's cool for boys and girls alike. In fact it's the perfect way to access music for children of any age, from Pre-School to Key Stage 2, and it's much more affordable than other instruments. No tricky keys, frets or finger holes for small hands either. If you can breathe in and out, you can enjoy making music on the harmonica!

Thank you so much for introducing my daughter to this wonderful art form. She absolutely loves harmonica and will keep playing forever!

Woodingdean Primary School

Why learn harmonica?

- ✓ It sounds great
- ✓ It's affordable
- ✓ It's portable
- ✓ It's cool for boys & girls
- ✓ Free taster session
- ✓ Performance opportunities
- ✓ Music aids wider learning

Musical Enrichment with Harp Academy

We provide daytime harmonica classes at your school for groups of up to 8 children. Each session is half an hour and we provide ten sessions per term. We also offer individual tuition on request. Lesson content includes fun warm-up activities, instrument skills, exploring musical elements from the national curriculum and learning songs for enjoyment and performance. Our teachers are professional musicians, with DBS certification, safeguarding and first aid training.




Free Taster Session

Why not take advantage of a **FREE TASTER SESSION?** We'll provide a harmonica and music sheet to get you started. Dates and times for our termly 10 week schedule are advertised on the Harp Academy website. To register, simply click the Gold Harmonica on our homepage and we will email you further details. Subscription for further sessions is just **£40.00 per half term**. That's a third of the price for private music tuition. Further information is on our website.



WWW.HARPADEMY.CO.UK




DEDICATED HARMONICA CLASSES IN YOUR SCHOOL




Harp Academy online

Children and parents who subscribe to Harp Academy also enjoy a complimentary backstage pass for the protected content on our website. There are carefully prepared support pages for the music we are learning, some helpful key skill advice and exercises to help build musical technique. For weekends and holidays, there is also an exciting Harp Q1 section to explore, with fun videos, music activity ideas and wider learning topics.



The home of champions

At Harp Academy having fun is top of our wish list, and playing to audiences is a vital part of our curriculum. We understand how performance builds self confidence and creates happy memories for everyone. When children are ready, their journey starts with playbacks in school assembly. From there we attend local festivals such as Paddle Round The Pier, Harpin' By The Sea and entertain in children's hospitals. There is also an opportunity to compete at the national harmonica festival, where we have been producing junior champions since 2011!




Free Taster Session

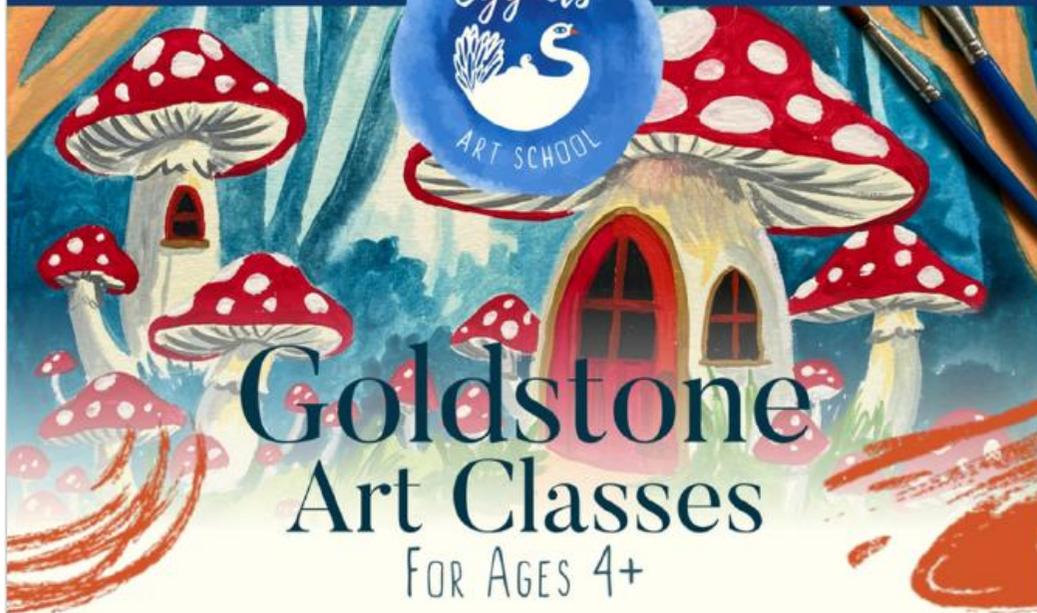
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WWW.HARPADEMY.CO.UK

TERM TIME CLASSES

HOLIDAY WORKSHOPS



Goldstone Art Classes

FOR AGES 4+

Now Booking for
Spring Term 2026

Magical Scenes

- Unicorn with Pencil
- Fairy Woodland with Gouache
- Mermaid with Clay
- Enchanted Forest with Watercolour & Soft Pastels
- Flying Dragon with Acrylic
- The Lavender Fairy with Watercolour Pencils
- Magical Castle with Fineliner & Neon Inks
- Crystals with Watercolour
- 'The Sun Sets Sail' with Soft Pastels
- Pegasus with Printing

fine art
FOR YOUR KIDS

Cygnets @ St Nicholas
& St Mary Primary

Term Time Classes

AGES 4-11 | (ALL ABILITIES)

Mondays 3.20 - 4.20pm

£16 per class

£160/ Term (10 Classes)

Paid over 4 months at £40pm

Book Here: <https://cygnets-art-school-hove.classforkids.io/info/83>

At Cygnets our focus is on traditional drawing, painting, and sculpture, combined with unique projects, all taught by

St Nicholas & St Mary Primary,
Eastern Avenue, Shoreham-by-Sea,
West Sussex, BN43 6PE





Come and meet
**Father
Christmas**
in his grotto at
Manor Cottage

16/18 Southwick Street, Southwick (see map below)

- * **Saturday 6th December 11 am to 3 pm**
- * **Saturday 13th December 11 am to 3 pm**
- * **Sunday 14th December 11 am to 3 pm**
- * **Saturday 20th December 11 am to 3 pm**
- * **Sunday 21st December 11 am to 3 pm**



Only £6.00 per child
to include a gift
No need to book

3. What's the Time Mr Wolf?



20 minutes
Age Range: 5-11
Ideal Number of Players: 12-20
Equipment Needed: None

How to Play

One player is chosen to be Mr Wolf.

The other players stand in a line on the opposite end of the playground about 10-12 metres away from Mr Wolf. This line is referred to as 'home'.

Mr Wolf stands with his back to them.

The players chant, 'What's the time Mr Wolf?'

Mr Wolf replies (for example), '3 o'clock.'

The players advance the same number of steps, that is, 3 steps for 3 o'clock.

The game continues until Mr Wolf thinks the players are close enough to catch and after being asked the time again he replies, 'Dinner time,' then turns and chases the players. The first child caught becomes Mr Wolf.

If Mr Wolf does not catch anyone, he has to be Mr Wolf again.

If a player reaches Mr Wolf before dinnertime, they tap Mr Wolf on the shoulder and run for home. If the player gets home then she is safe. If she is caught then she becomes Mr Wolf.

Variations

In some versions of this when Mr Wolf catches a player they have to return to home.

7. Captain's Coming



10-15 minutes
Age Range: 5-11
Ideal Number of Players: 6+
Equipment Needed: None

How to Play

The players assemble in the centre of the playground or in a hall. A leader is chosen who calls out various commands. The commands need explanation to each participant before the game can begin. A game of Captain's Coming can have any number of various commands; the more there are, the more that needs to be memorised, and the harder it is to play.

The group competes with each other to complete the commands. If there is an obvious person or, if applicable, group of people who are last to start a command, they are then out. The game continues until there is only one person left – the winner.

The Commands

Bow – everyone races to the front of the room.

Stern – everyone races to the back of the room.

Starboard – everyone races to the right of the room.

Port – everyone races to the left of the room.

Captain's coming – everyone stands tall, salutes and shouts, 'Aye aye Captain.'

Captain's wife – everyone curtsies.

Scrub the decks – mime scrubbing on hands and knees.

Climb the rigging – everyone pretends to climb a rope ladder.

Man the lifeboat – find a partner and hold both hands. Anyone without a partner is out.

Sharks – lie on stomach with feet up.

Freeze – stop all actions when this is called. If a further command is given without saying 'unfreeze' anyone obeying it is out.

Variations

There are lots of variations of this game. You can find many alternatives by doing a Google search of Captain's Coming on the Internet or you may want to make up your own. To make this a more co-operative game, you can just play for the fun with nobody being out.

Comments

Admissions – key dates

Monday 6 October 2025

Online applications open.

You must provide an email address to apply. You can apply online for your child's school place by visiting westsussex.gov.uk/admissions.

Schools will have their prospectuses available and will have arranged open events.

Thursday 15 January 2026

National closing date for starting school applications.

You must submit your completed application by this date. Failure to do so will affect the priority attached to your application.

Thursday 16 April 2026

National offer day.

Applicants will be notified which school their child is offered by email, where an email address is supplied.

Making an online application

To make an application using the online system you will need:

- an email address; and
- create an account on Parent Portal if you do not already have an account.

Your Username will be your email address.

Your password must adhere to the following rules. It must:

- be at least 8 characters long;
- have at least one character that is UPPERCASE;
- have at least one character that is lowercase;
- have at least one special character (such as: * ! \$); and
- have at least one number.

To apply for a school place please visit westsussex.gov.uk/admissions or call 03330 142 903.

[westsussex.gov.uk/
admissions](https://westsussex.gov.uk/admissions)



Starting school in September 2026

Deadline:

Thursday 15 January 2026



Apply online at:
westsussex.gov.uk/admissions



Was your child born between 1 September 2021 and 31 August 2022?

If so they are eligible to start school
in September 2026

Apply online!

It's simple, convenient and time-saving.
If your application is received after the deadline,
your chance of securing a place at one of your
preference schools could be seriously affected.

You can apply online from
Monday 6 October 2025.
If you would like further advice or
information, phone: **03330 142 903.**

Deadline: **Thursday 15 January 2026**

Free internet access to apply online is available at all West Sussex libraries.



Application for School Place Checklist – Starting School, Junior Transfer and Secondary Transfer

This checklist is to help you make realistic preferences when applying for a school place for your child. Please read and follow each step to give you the best chance of getting your child into a school that you want. You may wish to tick the box to show that the question is answered satisfactorily.

Have you found out about your local schools?

We recommend that you attend open events and arrange to visit the school(s) if possible before you complete your online application. Schools may have made alternative arrangements if in person visits are not possible.

Have you read the admissions criteria for all the schools you are considering?

Allocation statistics for the previous admissions round will be available on the West Sussex County Council website in the Information for Parents booklet.

This information is only provided as a guide to parents. There is no guarantee that a place would be available in the same category, or to the same distance as it will depend on the number of applicants and where they live.

Have you identified three preferred schools?

Use your preferences wisely and be realistic. School places are allocated according to the published oversubscription criteria for that school. This can include criteria such as whether you live in the catchment area, whether there are siblings already at the school and the distance you live from the school. You have a higher priority for the catchment school.

If your preference is for a school that is frequently oversubscribed, the further down the oversubscription criteria you are and the further away you live, the less likely you are to be offered a place. Personal circumstances, such as childcare arrangements, are not part of the oversubscription criteria for any school and will not be taken into consideration.

You are strongly encouraged to include your catchment school as one of your preferences. If you are not sure which is your catchment school, you can find out at www.westsussex.gov.uk/admissions or by contacting Pupil Admissions.

Have you checked if any of your preferences are for Church Aided schools, Foundation schools or Academies?

If they are, you must include them on your online application and check if the school or academy has a Supplementary Information Form (SIF). You can check to see if a school has a SIF on the West Sussex County Council website, or by

SIFs include additional information relevant to a particular school's oversubscription criteria, for example church attendance, if you don't complete the SIF you will not be considered under those criteria.

Have you made a note of the deadline for applications?

You must submit your application by the closing date. You should apply online, providing an email address, at www.westsussex.gov.uk/admissions. Please be aware that the email address that you provide will be shared with the allocated school, as parents and schools increasingly communicate electronically.

Free internet access is available at all West Sussex Libraries and Children and Family Centres, for the purpose of applying for a school place, for anyone who doesn't have access to the internet.

Have you planned when and where to make your online application?

If you have no option but to apply using a paper form, please contact Pupil Admissions to request one. If you apply using a paper form, you will still receive an offer of a school place by email on allocation day, as long as you have provided a valid e-mail address on the application, but the result will be sent later on that day.

Please follow the instructions for returning a paper form published on the West Sussex County Council website and on the form. You are responsible for ensuring that your form is returned on time and that all parts are completed, including providing a valid e-mail address.

Have you ensured that only one application has been made for your child?

We can only accept one application for a child. Parents with shared parental responsibility should agree their child's school preferences before making an application.

If you change your preferences any new application made, whether online or on paper, will make your previous application invalid.

Please use the space provided below to note the email address and password you have used for your application:

Email Address:.....

Password:.....

West Sussex SENDIAS Service

Is your child starting primary school or transferring to junior or secondary school in September 2026?

- Do you think, for whatever reason, you
- may struggle with the
- Admissions process?

Secondary School

Online applications open:
Monday 8 September 2025.

Deadline for applying for a secondary school place for your child is:
Friday 31 October 2025.

Primary School (inc. infant/junior)

Online applications open:
Monday 6 October 2025.

Deadline for applying for a school place for your child is:
Thursday 15 January 2026.

For more information on the admissions process:
www.westsussex.gov.uk/admissions

If so, the West Sussex SENDIAS Service can:

- explain the admissions process to you
- help you to make an informed decision about your child's schools of preference
- help you to fill in the online application form.

TRAINING

AUTUMN TERM 2025



WORKSHOPS

Making Sense of Mashing	Tuesday 11 th November	10.30am - 12.30pm
Wellbeing - Communication skills for parents and carers	Tuesday 18 th November	10.30 am - 12 pm
Understanding Autism in Girls	Wednesday 19 th November	7.30 - 9.30 pm
Making Sense of Disability Living Allowance (DLA)	Thursday 27 th November	10.30am - 12.30pm
Making sense of Anxiety in Children (Primary age)	Tuesday 2 nd December	7.30 - 9.30 pm
Making Sense of Adult Life - Supporting Adolescents	Thursday 11 th December	7.30 - 9.30 pm
Understanding Sensory Processing Differences	Friday 12 th December	10.30am - 12.30pm

All of the above training will be delivered on Zoom

For further information visit our website or email: outreach-training@reachingfamilies.org.uk



SCAN ME

All our workshops are free of charge. For more information or to book a place, please visit our Eventbrite page or scan the QR code.

www.reachingfamilies.org.uk
reachingfamilies.eventbrite.com



Umbrellas

Parent Support Group
Autumn Term 2025

Would you like to connect with other local parent carers?

If you are a parent or carer of a child or young person with special educational needs and disabilities in West Sussex, please join us at one of our local support groups or from the comfort of your own home.



EMPOWER INFORM SUPPORT

Shoreham Umbrellas

Tuesdays, 10 am - 11.30 am
Adur East Family Hub (Shoreham)
9th Sep / 7th Oct / 4th Nov / 2nd Dec

Littlehampton Umbrellas

Wednesdays, 10 am - 11.30 am
Creative Heart Community Hub (upstairs)
10th Sep / 8th Oct / 5th Nov / 3rd Dec

Worthing Umbrellas

Tuesdays, 10 am - 11.30 am
Durrington Community Centre
16th Sep / 14th Oct / 11th Nov / 9th Dec

Horsham Umbrellas

Wednesdays, 10 am - 11.30 am
Horsham Family Hub
17th Sep / 15th Oct / 19th Nov / 17th Dec

Chichester Umbrellas

Thursdays, 10 am - 11.30 am
Donnington Parish Hall
25th Sep / 23rd Oct / 20th Nov / 11th Dec

Burgess Hill Umbrellas

Tuesdays, 10 am - 11.30 am
The Cherry Tree Centre
23rd Sep / 21st Oct / 25th Nov / 16th Dec

If you would like more information about our Umbrellas Support Group or would like the link to join Umbrellas online, please contact the outreach team.

Email: outreach-training@reachingfamilies.org.uk



www.reachingfamilies.org.uk

Umbrellas Online

Thursdays via Zoom

11th Sep	7.30 pm - 9 pm
9th Oct	7.30 pm - 9 pm
6th Nov	7.30 pm - 9 pm
4th Dec	7.30 pm - 9 pm

Reaching Families

Are you a parent or carer of a child or young person who has, or may have, special educational needs and disabilities in West Sussex?



EMPOWER INFORM SUPPORT

Reaching Families is a parent-carer led charity which aims to empower parent-carers and families of children & young people with special educational needs and disabilities in West Sussex through the delivery of information, training and peer support.

Making Sense of it All

In-depth parent-carer guide covering SEND issues from birth to adulthood

Umbrellas

Parent support groups based at locations across West Sussex and online, via Zoom

Training

Workshops and courses on a variety of issues delivered online, via Zoom

Face-2-Face

Peer based befriending for parents of children undergoing diagnosis

Animations

Short animated films on a variety of subjects

Fact sheets

Covering a range of SEND issues localised to the needs of West Sussex families

Benefits Advice Service

1-2-1 advice & claim checking support for families applying for DLA, PIP & Carers Allowance

NDP Navigation Service

Support service for parent-carers of children undergoing assessment on the West Sussex Neurodevelopmental Pathway (via referral from a professional)

Facebook Group

An online parent support group providing news, information and peer support

If you would like more information about how Reaching Families can help, please contact:

Email: admin@reachingfamilies.org.uk
Telephone: 01903 366 360

Reg Charity No 1150906



www.reachingfamilies.org.uk

