



# **School Admission Arrangements for Entry September 2024**

Updated: September 2023

Up for review: September 2024

In our school our Christian vision shapes all we do.

St Mary's CE (Aided) Primary School is:

'A Christ-centred school, with a child centred curriculum' where wisdom and love guide and influence learning and teaching for our whole community.

We treasure each child and enable them to flourish, using their God-given potential, establishing a secure foundation for them to thrive in a rapidly changing world.

## 1. GENERAL INFORMATION

### 1.1 About our School

St. Mary's is a Church of England School with Voluntary Aided Status, within West Sussex Local Authority. It is a co-educational school for children aged 4+ to 11 years of age with a two-form entry.

We ask all parents applying for a place to respect our Christian ethos and its importance to the school community. This does not, however, affect the rights of parents who are not of the faith of this school to apply for and be considered for a place here.

St. Mary's has a reputation for high academic standards and a caring Christian ethos, where every child is valued. Education is very much a partnership between home and school and parents are encouraged to be actively involved in their child's education.

We want our children to know that each one of them matters and we actively promote positive self-esteem, which is vital if our children are to achieve their potential.

St. Mary's provides an attractive and stimulating learning environment where children enjoy learning. We provide excellent opportunities both inside and outside of the classroom. We expect our children to be polite, highly motivated and to learn to take responsibility for their own learning. At St. Mary's we have high expectations of all children; we encourage our children's progress and celebrate their achievements.

### 1.2 Contact details

**School website:** [www.st-marys-pulborough.w-sussex.sch.uk](http://www.st-marys-pulborough.w-sussex.sch.uk) **Tel:** 01798 872007

**Admissions contact:** Mrs Samantha Copus – Headteacher

**School Office: Email:** [office@stmarysprimarypulborough.co.uk](mailto:office@stmarysprimarypulborough.co.uk)

**Local Authority (West Sussex County Council) website:** [www.westsussex.gov.uk](http://www.westsussex.gov.uk)

### 1.3 The Published Admission Number (PAN)

A statutory Published Admission Number (PAN) applies for the year of entry group (Year R), which indicates the maximum number of places that will be offered if sufficient applications are received. The Governors' Admissions Committee will consider all applications for Year R in accordance with these admission arrangements and places will be offered until the PAN is reached, at which point the Governors will consider whether the resources available at the time will enable additional places to be made available. If not, the decision will be to refuse all applications that would lead to admission of a pupil above the PAN.

The PAN set for the 2024/2025 academic year is 60. The same number has been set as a non-statutory admission limit for all other year groups and classes are organised based on the number in each year group.



## 1.4 Relevant Documents:

***Please read this information before applying for a school place***

Important documents published by every Local Authority are relevant to some areas of school admissions procedure. Applicants are strongly advised to contact their 'home' Local Authority (the area in which your child lives) or access the Local Authority website and ensure that they read and understand this information before proceeding with an application for a school place. Related documents of particular importance are:

*WSSC School Places - How to apply for school in West Sussex*

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/>

*Schools Admissions Code 2014*

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389388/School\\_Admissions\\_Code\\_2014\\_-\\_19\\_Dec.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)

*DfE Fair Access Protocol*

<https://www.gov.uk/government/publications/fair-access-protocols-in-school-admissions>

*WSSC School and College Travel*

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-and-college-transport/>

*SEND Code of Practice*

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

## **2. OVERSUBSCRIPTION CRITERIA**

***N.B. PLEASE REFER TO PART 6 OF THIS DOCUMENT FOR DEFINITIONS AND CLARIFICATION.***

2.1 Where there are more applications than there are places available within the requested year group, the Admissions Committee will apply the following Oversubscription Criteria for every application received. This will rank applications according to priority and so identify those children for whom a place must be offered within the PAN applying for Year R, or those who may be offered a place within the admission limit applying at the time for any other year group. Applications will be considered for refusal where a place within these limits cannot be provided.

2.2 Before applying the oversubscription criteria, a place may be allocated for any child with an Education and Health Care Plan that names St. Mary's C of E (Aided) Primary School as the school the child must attend (The Special Educational Needs Code Of Practice requires the Admission Authority to admit any children with an Education and Health Care Plan naming the school, before the consideration of any other applications).

### **2.3 Oversubscription Criteria**

1. A 'Looked after child' or a child who was previously looked after, but immediately after being looked after became the subject of 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 the local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (in accordance with the definition in Section 22(1) of the Children Act 1989.

2. A child whose parents<sup>1</sup> worship regularly<sup>2</sup> at St Mary's Parish Church in Pulborough<sup>3</sup> and will have siblings<sup>4</sup> at the school at the time of admission<sup>5</sup>.
3. A child whose parents<sup>1</sup> worship regularly<sup>2</sup> at a Church affiliated to 'Churches Together in Britain and Ireland' and the 'Evangelical Alliance' and will have siblings<sup>4</sup> at the school at the time of admission<sup>5</sup>.
4. A child who will have siblings<sup>4</sup> at the school at the time of admission<sup>5</sup>.
5. A child whose parents<sup>1</sup> worship regularly<sup>2</sup> at St Mary's Parish Church in Pulborough<sup>3</sup>
6. A child whose parents<sup>1</sup> worship regularly<sup>2</sup> at another Anglican Church.
7. A child whose parents<sup>1</sup> worship regularly<sup>2</sup> at a Church affiliated to Churches Together in Britain and Ireland or the Evangelical Alliance.
8. Any other child whose parents<sup>1</sup> wish them to be considered for admission<sup>5</sup>.

In the case of oversubscription in any category, priority is given to applicants who live nearest the school (measured by a straight line from school to the child's home address, using Ordnance Survey address point data from a central point in each building as provided by the Local Authority). Where two applications are the same distance from the school, a tie breaker will be used and the place will be determined by supervised drawing of lots.

Late applications will be considered and the above criteria applied, but after other on time applications have been allocated.

We maintain a waiting list for each year group for which you have applied. Names are placed on the waiting list in the order of oversubscription criteria, not in order of date of application.

*\*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's 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).*

### **3. STARTING SCHOOL FOR THE FIRST TIME IN YEAR R**

3.1 The following information should be read in conjunction with the 2024-2025 Coordinated Admissions Scheme published by the Local Authority in which area the child subject to the application lives (the home Local Authority). Additionally, applicants should read the information contained in the Local Authority's Admissions Guide for Parents, which will explain the admission application process in detail. These documents should be available on the home Local Authority's website.

3.2 A suitable application form (referred to as 'the common application form') is available from the Local Authority in which area the child lives (the home Local Authority) which must be completed and submitted directly to this authority (WSCC). The Governors also require a completed



**Supplementary Information Form** and **Clergy Form** if appropriate, both of which should be returned directly to the School Office. The Supplementary Information Form and Clergy Form are available to download from the school website, or a copy can be provided upon request from the School Office.

3.3 The home Local Authority will forward applications directly to the Local Authority in which area the preferred school is located. The Admissions Committee of St. Mary's C of E (Aided) Primary School will be sent all application forms that indicate a preference for the school and these will be considered according to the information supplied by the applicant. Where necessary to do so, the committee will apply the Oversubscription Criteria in order to determine a priority for admission. Applications submitted before the January 2024 deadline will be administered and available places provisionally allocated before the consideration of any later application.

3.4 The Governors will notify West Sussex Local Authority of their provisional application decisions in accordance with the timetable set out in this authority's published Coordinated Admissions Scheme. Final decisions will be notified by letter post or email, to be sent out on 15th April 2024 by the home Local Authority on behalf of the Admissions Authority. This is in accordance with the School Admissions Code.

### 3.5. Children of UK Service Personnel and Crown Servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the Admissions Committee will 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. If the family is not yet living in the area, the intended address at which the child will live (as long as parents provide evidence of this) will be used when applying oversubscription criteria.

### 3.6 Deferred Entry

Once a school place has been allocated, every parent has the right to request deferred entry or part-time education until the term after their child is 5 years old. We would encourage parents thinking of this option to come in and talk to the Head Teacher.

### 3.7 Delayed Entry

Parents of summer-born children (April-August) may also defer entry for the whole of that academic year and apply for a place in a Year 1 class in the September following the child's fifth birthday. Parents wishing to apply for delayed entry must apply in writing to the LA giving their reasons for this application. If delayed entry is granted, then parents must follow the application round for the year group in which their child is to be admitted, even if a place was applied for and granted for in the 'normal' round of application, as this is not carried forward to the next academic year.

## 4. ADMISSION TO ANY YEAR GROUP DURING THE CURRENT ACADEMIC YEAR (IN-YEAR ADMISSION)

4.1 Applications can be submitted at any time during the academic year, by completing the Local Authority's in-year application form. The Governors may require a completed **Supplementary Information Form** and **Clergy Form** if appropriate, both of which should be returned directly to the school office. The Governors will not consider any applications received during school holiday periods until school resumes. The Supplementary Information Form and Clergy Form are available to download from the school website, or a copy can be provided upon request from the school office. The Governors will not administer applications more than 6 weeks before a place is required.



4.2 Where the request is for the child's chronological age year group and there is a place available, the decision will normally be to admit the child concerned and applicants will be notified of this in writing.

4.3 Where the Governors have more than one application to consider at any one time for the same year group, they may need to apply the published Oversubscription Criteria in order to determine a priority for admission where insufficient places exist (see Part 2 - Oversubscription Criteria)

4.4 Where the requested chronological age year group is oversubscribed, the Governors will carefully consider whether an additional child might still be admitted to the school without impacting on the available resources or affecting the delivery of education. Normally the decision will be to refuse admission if the year group is full and, where this is the case, parents will be notified in writing of the reasons for refusal and about how to appeal against the Governors' decision (see Part 5 of these arrangements).

4.5 In-year decision letters are sent out from the Local Authority once a decision has been taken. Applicants will be expected to confirm their acceptance of any place offered within 20 school days (see 6.14 Withdrawing an allocated place)

4.6 Subject to the information provided in support of an application and the circumstances at the school, the Admissions Committee may decide to refer a refused application to the home Local Authority in order that this authority's Fair Access Protocol may be applied. This would normally be where a child is deemed to require a higher level of support than can be provided at the school. The Fair Access Protocol will enable a local authority to engage with a family directly and so provide suitable support or an alternative educational placement as soon as possible. Applicants are advised to refer to the appropriate Local Authority Fair Access Protocol before completing an in-year application form. A protocol can be accessed on every Local Authority website, but may well vary from area to area.

## **5 APPEALS PROCEDURE**

5.1 Parents have the legal right to appeal against the Governors' decision to refuse a place at St. Mary's C of E (Aided) Primary School for a child in their care, providing a formal application for a school place has been submitted and a decision letter sent out on behalf of the Governing Body explaining the reasons for refusal. Full details explaining the appeal process will be enclosed with this decision letter.

5.2 An appeal timetable will be published on the school website by 28th February every year. This sets out the timeframe for the various stages in the appeal process and includes statutory dates by which appeals must be heard. The Governors do not organise appeal hearings during school holiday periods and any appeal received when the school is closed will not be administered until school resumes.

5.3 An appeal form will be enclosed with the refusal letter or a copy can be downloaded from the Local Authority website.

*West Sussex County Council Schools Appeals -*

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/school-appeals/>

*DfE Schools Admissions Appeals Code -*

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389388/School\\_Admissions\\_Code\\_2014\\_-\\_19\\_Dec.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)



## 6 IMPORTANT INFORMATION

### 6.1 <sup>1</sup> Parent

A 'parent' in education law includes natural parents, whether they are married or not and a person other than the natural parent(s) who has legal parental responsibility or care of a child or young person. Having 'care' of a child or young person means that person who looks after the child and with whom the child lives, irrespective of what their relationship is with the child.

### 6.2 <sup>2</sup> Worship regularly

One or both parents attend Sunday Worship more than once a month for a period of at least twelve months prior to application. Written evidence of this must be provided using the **Clergy Form**, which is available on the school's website or upon request from the school office. In the case of a **family recently moved** into the area, written evidence must be given of regular attendance both by a minister of the church previously attended (which must be affiliated to Churches Together in Britain and Ireland or Evangelical Alliance) and by a minister of the church attended now. Where **only one parent /guardian satisfies a criterion**, the application will be treated equally with one where the requirement is met by two parents.

### 6.3 <sup>3</sup> Pulborough Parish – Anglican Parish Churches in Pulborough - St. Mary's Church, Pulborough

### 6.4 <sup>4</sup> Siblings

For the purpose of school admission, the Governors' definition of a sibling is "a child living at the same address as a half or full brother or sister, an adoptive brother or sister, or children of the same household at the time of application and remaining so at the time of admission".

### 6.5 <sup>5</sup> At the time of admission – is the 1st day of term when the child starts school.

### 6.6 Waiting Lists

It is a statutory requirement that the Governors maintain a waiting list for Year R until the 31st December in the year of admission. However, this school maintains waiting lists for all year groups and parents / carers are contacted annually to confirm if they wish their child to remain on the waiting list. At this point, parents / carers will be required to provide a current and up to date Clergy Form, if applicable. Please note that applications are only dealt with during school working days.

### 6.7 Applications for children to enter a year group other than chronological age

The Governors will consider applications on a case by case basis for 'deferred', 'delayed' or 'accelerated' entry in circumstances 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 application form. It is highly recommended that in this case parents speak to the Head Teacher to discuss this.

### 6.8 Multiple birth applications (for example twins)

In the case of multiple birth applications, the Published Admission Number or admission limit will be increased at the point of allocation, or exceeded if necessary, in order to ensure that multiple birth siblings can be allocated places at the same school (the sibling definition still applies).

### 6.9 Children from Overseas

Governors will require proof of residency – see 6.10 'home address'. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the local area.



## **6.10 Home Address**

For the purposes of school admission, the Governors' definition of a child's home address is considered to be where the child spends the majority of the school week with the person(s) who legally have care of the child. Documentary evidence of house ownership or a minimum six-month rental agreement may be required, together with proof of the child's residence at the property concerned. Places will not be allocated on the basis of a future house move unless this can be confirmed through the exchange of contract or a signed formal lease agreement in place at the time of application. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. The Governors may withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.

## **6.11 Supplementary Information Form (SIF)**

The Governors' SIF must be completed by all applicants. Applicants must ensure that the Vicar, Priest, Minister or Pastor of their Church also completes the Clergy Form if appropriate. A completed SIF may be submitted with the school place application form or separately to the School Office before the relevant published application deadline.

## **6.12 Distance Measurements**

For the purpose of measuring home to school distance, all calculations will be given to the school by the Local Authority.

## **6.13 Children with a Statement of Special Educational Needs or EHCP**

Children with a Statement of Special Educational Needs or an EHCP are admitted to school in accordance with a separate process administered by the Local Authority (LA) in whose area the child lives. The Governors must always admit a child whose Statement names St. Mary's C of E (Aided) Primary School, unless there will be (see 4.4) a measurable impact on the school by accepting that child.

## **6.14 Withdrawing an allocated place**

The Governors will expect parents to confirm their acceptance of any place offered at the school by post or email within 20 school days. The Governors reserve the right to withdraw the offer of a place if these conditions are not met and to reallocate the place to the highest ranked child on a waiting list, or to a new applicant where no waiting list exists. The Governors may also withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.







# Supplementary Information Form - for Entry September 2024

**Child's Details:**

Surname:..... Forename:.....  
Middle Name:..... Date of Birth:.....  
Address:..... Boy or Girl:.....  
.....Post Code:..... Home Phone No:.....

**Mother's details:**

Surname:..... Forename:.....  
Address (if different from  
child's):.....  
..... Post Code:..... Home Phone No:.....

**Father's details:**

Surname:..... Forename:.....  
Address (if different from  
child's):.....  
..... Post Code:..... Home Phone No:.....

**Requested date or term of admission:**.....

**Names and dates of birth of siblings already attending St Mary's C of E (Aided) Primary, Pulborough**

Name:..... Date of Birth:.....  
Name:..... Date of Birth:.....

I wish my child to be considered for a place at St Mary's C of E (Aided) Primary School, Pulborough and I am applying under the following criterion: *(Please circle one criterion only)*

- 1      2      3      4      5      6      7      8

I understand and accept the priority for admission as set down in the school's Admission Arrangements document.

I have/have not requested a recommendation form from the Vicar/Minister of the Church where I regularly worship. If you have attended the church for less than twelve months, please provide proof of attendance from Vicar/Minister from the previous church you attended.

Signed: .....Parent/Guardian    Date:.....





# Clergy Form – For Entry September 2024

**Name of Parent:**.....

is applying for a place at St. Mary’s C of E (Aided) Primary School for his/her child for the academic year 2024/2025.

**Name of Child:**.....

The Governors of St. Mary’s School give priority under Categories 2 and 5 to children of families who have established a regular pattern of worshipping more than once a month at the Anglican Parish Church of St Mary’s in Pulborough. Members of other churches in Pulborough, Churches Together in Britain and Ireland and the Evangelical Alliance who can demonstrate the same commitment to their own Church will be considered under Categories 3, 6 and 7.

“Parents” include legal guardians and foster parents and applies to either 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.

If the family has joined your congregation within the last year, having lived elsewhere or attended another church previously, please say over what period they have attended your church more than once a month. A reference will also be sought from their previous church.

Please return the form to the school directly as soon as possible. For September admissions into Year R it should reach the school before the closing date for receipt of applications as stated by West Sussex County Council.

*Chair of Governors,  
St Mary’s C of E (Aided) Primary School, Pulborough*

I confirm that ..... (insert name of parent)

Has/have established a regular pattern of worship at .....Church of more than once a month over the last twelve months.

Signed: ..... Date: .....

Print name: ..... Position: .....

Address and Telephone Number (For verification purposes):

Address:.....

..... Postcode: .....

Telephone Number: .....

