

**St. Mary's Church of England (Aided) Primary School**  
**Normandy, Horsham, West Sussex, RH12 1JL**

**School Admission Arrangements for 2018/2019 Academic Year**

**Part 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, single 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 is an outstanding Voluntary Aided Primary School with 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 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.stmarysschoolhorsham.co.uk](http://www.stmarysschoolhorsham.co.uk)

**Admissions contact:** Mrs. Jackie Fisher – School Business Manager

**Tel:** 01403-265999

**School Office:** Email: [office@st-marys-horsham.w-sussex.sch.uk](mailto:office@st-marys-horsham.w-sussex.sch.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 applies for the year of entry (Year R) group, which indicates the minimum 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 Published Admission Number 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 2018/2019 academic year is **30**.

The same number has been set as a non-statutory admission limit for all other year groups. This may be adjusted from time to time according to the level of resource available at the school and the preferred year group/class organisation.

#### **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:

*WSCC School Places – How to apply for school in West Sussex*  
<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/>

*DfE Schools Admissions Code 2014*  
[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)

*DfE Fair Access Protocol -*  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/275580/fair\\_access\\_protocols\\_departmental\\_advice.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/275580/fair_access_protocols_departmental_advice.pdf)

*WSCC School and College Travel –*  
<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-and-college-travel/>

*SEND Code of Practice 2015*  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/398815/SEND\\_Code\\_of\\_Practice\\_January\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf)

#### **Part 2 - Over Subscription 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 Published Admission Number

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 Over Subscription Criteria**

- 1. Children in local authority care i.e. looked after children and previously looked after children, who immediately moved into adoption or who are subject to a special guardianship order.**
- 2. Children whose parents<sup>1</sup> worship regularly<sup>2</sup> at one of the Churches in Horsham Team Parish<sup>3</sup> and will have a sibling<sup>4</sup> at the school at the time of admission<sup>5</sup>.**
- 3. Children whose parents<sup>1</sup> worship regularly<sup>2</sup> at another Anglican Church and will have a sibling<sup>4</sup> at the school at the time of admission<sup>5</sup>.**
- 4. Children 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 and will have a sibling<sup>4</sup> at the school at the time of admission<sup>5</sup>.**
- 5. Children who will have a sibling<sup>4</sup> at the school at the time of admission<sup>5</sup>.**
- 6. Children whose parents<sup>1</sup> worship regularly<sup>2</sup> at one of the Churches in Horsham Team Parish<sup>3</sup>.**
- 7. Children whose parents<sup>1</sup> worship regularly<sup>2</sup> at another Anglican Church.**
- 8. Children 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.**
- 9. Other children 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.**

### **Part 3 – Starting School in Year R for the first time**

**3.1** The following information should be read in conjunction with the 2018 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 or upon request to that Local Authority.

**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, to arrive no later than **23.59 hours on 15<sup>th</sup> January 2018**. The Governors also request 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 15th January 2018 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 18<sup>th</sup> April 2018 by the home Local Authority on behalf of the Admissions Authority. This is in accordance with the School Admissions Code.

**3.5 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. We are able to make very flexible part time arrangements to suit individual children and parents may prefer this option rather than deferring entry altogether.

**3.6 Delayed Entry** Parents of summer born children (April-August) may also delay entry for the whole of that academic year and apply for a place in Reception class in the September

following the child's fifth birthday. We recommend that parents who are considering delaying admission to Reception to the following academic year discuss their plans with us and any other relevant professionals. Parents wishing to apply for delayed entry must apply in writing to the Governing Body, as the Admission Authority for the school, 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 in the 'normal' round of application, as this is not carried forward to the next academic year.

#### **Part 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 also request 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.

## **Part 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 28<sup>th</sup> 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/275897/school\\_admission\\_appeals\\_code\\_1\\_february\\_2012.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/275897/school_admission_appeals_code_1_february_2012.pdf)

## **Part 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> Horsham Team Parish – Anglican Parish Churches in Horsham**

St.Mary's, Horsham; St.John's, Broadbridge Heath; Holy Trinity, Horsham; St. Leonard's, Horsham.

### **6.4 <sup>4</sup> Sibling**

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 1<sup>st</sup> 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 31<sup>st</sup> 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 is available on the school's website or upon request from the school office. The Governors request that a SIF is completed by all applicants and submitted to the school office before the published application deadline. Applicants must ensure that the vicar, priest, minister or pastor of their Church also completes the Clergy Form if appropriate.

#### **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 by post or email within 20 school days, their acceptance of any place offered at the school. 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.