



Fabians Way Henfield West Sussex BN5 9PU	Tel : 01273 492447 Email : <a href="mailto:office@stpetershenfield.org.uk">office@stpetershenfield.org.uk</a> Web : <a href="http://www.stpetershenfield.org.uk">www.stpetershenfield.org.uk</a>
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**SUPPLEMENTARY INFORMATION SHEET FOR RECEPTION INTAKE  
SEPTEMBER 2019**

Parents name(s) : Mr/Mrs/Miss/Ms (Please circle as necessary)	
Address :	
Telephone No :	Mobile No :
Email Address :	

Name of child :	Date of Birth :
Gender : Male / Female	
Brother/Sisters on Roll :	Date of birth :

I apply for a place at the school under category ____ of the admission policy (Please see overleaf). If an application is being made under categories 2, 3 or 4 then please submit the attached 'Clergy Reference Form', which needs to be completed by the Priest/Minister	
Signed : _____ Parent/Carer	Date : _____

## **Application Procedures**

If you would like your child to go to St Peter's Church of England (Aided) Primary School, Henfield, you must complete an application through West Sussex County Council and return it online (applicants from outside West Sussex should follow their home Local Authority's application process).

Website: [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)

If you do not have access to the internet, please call: 03330 142 903

In addition, any parent wishing to apply for a place at St Peter's Church of England (Aided) Primary School, Henfield should complete and return a supplementary information sheet for Reception intake and return to the school addressed as follows:-

### **Admissions Authority**

St Peter's Church of England (Aided) Primary School

Fabians Way

Henfield

West Sussex

BN5 9PU

Tel: 01273 492447

Website: [http://www.st-peters-henfield.w-sussex.sch.uk/?page\\_id=1764](http://www.st-peters-henfield.w-sussex.sch.uk/?page_id=1764)

The deadline for the submission of the supplementary information sheet and a clergy reference form for criteria 2, 3 or 4 (see oversubscription criteria) must be submitted to the school by the national closing date for primary school applications, which can be found at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)

## **Oversubscription Criteria (extract from our Admission Policy)**

If your child has a Statement of Special Educational Needs or EHCP that names St Peter's Church of England (Aided) Primary School, Henfield, then the named school must offer a place.

If you have a child who has a Statement/Proposed Statement of SEN or EHCP and you have any queries about the process, please contact SENAT on 0330 222 8882

Where there are less applications than the PAN, all children will be admitted unless they can be offered a higher ranked preference. In the event that the School is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority:

- 1) Looked after children and all previously looked after children (for further details please refer to our Admission Policy)
- 2) Children from families whose home address is in the ecclesiastical parishes of Henfield, Woodmancote and Shermanbury, where at least one parent is committed to regular worship at St Peter's Church, Henfield, St Giles' Church, Shermanbury or St Peter's Church, Woodmancote over 6 consecutive months within the determination year and have a sibling who will be attendance at the time of entry to the school.
- 3) Children from families whose home address is in the ecclesiastical parishes of Henfield, Woodmancote and Shermanbury where at least one parent is committed to regular worship at St Peter's Church, Henfield, St Giles' Church, Shermanbury or St Peter's Church, Woodmancote over 6 consecutive months within the determination year.
- 4) Children whose families attend worship at a Church, that is a full member of the Churches together in Britain and Ireland or of the Evangelical Alliance, where at least one parent is committed to regular worship over 6 consecutive months within the determination year and whose home address is in the ecclesiastical parishes of Henfield, Woodmancote and Shermanbury
- 5) Children who already have a sibling or siblings who are attending the school in the term for which a place has been applied for.
- 6) Children from families whose home address is in the ecclesiastical parishes of Henfield, Woodmancote and Shermanbury
- 7) Any other children whose families make an application

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**CLERGY REFERENCE FORM  
FOR RECEPTION ADMISSION**

The Governors of St. Peter's Church of England (Aided) Primary School, Fabians Way, Henfield, West Sussex give priority to admitting children of **Parents** who **are committed\* to regular worship** at St. Peter's Church, Henfield, St. Giles Church, Shermanbury and St. Peter's Church, Woodmancote or a place of worship of a church that is a full member of the Churches Together in Britain and Ireland or of the Evangelical Alliance.

\*Committed is to demonstrate a commitment by attending church more than once a month at a Sunday service for at least six consecutive months within the determination year.

This completed form must be submitted to the school in addition to the Supplementary Information Sheet, by the national closing date for primary school applications, which can be found at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)

I confirm that ..... (Parent/s name/s) are committed worshippers at ..... (Church name) of the address ..... (Church address).	
Signed :	Date :
Name :	Title : (Priest/Minister)
Contact number : (Should we need to contact you regarding this Clergy Reference Form)	

OFFICE USE:  
Received by .....

Date: .....