



St Peter's

Church of England (Aided) Primary School
Henfield

Unlocking the potential in everyone

Admissions Policy

2024 / 2025

(for Consultation)

CONTENTS

1. Introduction
2. Application Procedure
3. Co-ordinated Scheme
4. PAN
5. Infant Class sizes
6. Deferred entry
7. Admission of children outside normal age year group
8. Attendance to nursery groups or living in Henfield
9. Over subscription criteria
10. Multiple births
11. Tie-breaker
12. Waiting Lists
13. In-Year Admissions
14. Admissions Appeal
15. Glossary
16. Contact details

Introduction

St Peter's is a Church of England Voluntary Aided primary school taking pupils from age 4-11. We are an inclusive school that welcomes children from a wide range of faiths or no faith, abilities and social backgrounds. Whilst promoting the values and ethos of a Christian community, we welcome all applications, particularly for children from families who are resident in the Church of England Parish of Henfield with Shermanbury and Woodmancote. We ask all families applying for a place at St Peter's Church of England (Aided) Primary School to support the Christian ethos and values of their school.

Application Procedures

As a Church of England School, the Governors are the Admissions Authority for the school. However admissions are coordinated by the Local Authority, West Sussex County Council. If you would like your child to go to St. Peter's you must therefore complete an application through the Local Authority and return it online (applicants from outside West Sussex should follow their home Local Authority's application process)

Website: 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 for their child starting primary education at St Peter's Church of England (Aided) Primary School, Henfield should complete and return a supplementary information form if applying for a place under categories 3, 5 and 6. It should be 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: www.stpetershenfield.org.uk

The deadline for the submission of the supplementary information form and a clergy reference form for criteria 3, 5 and 6 (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

Co-ordinated scheme

St Peter's Church of England (Aided) Primary School, Henfield is part of a co-ordinated scheme with West Sussex County Council. The Local Authority also co-ordinates in- year admissions for St Peter's Church of England (Aided) Primary School, Henfield.

Published Admission Numbers

PAN – The admission number for the Year of Entry (Reception – Year R) is 60 for the 2024/25 admission year. Children are admitted to Year R in the academic year following their 4th birthday.

Infant Class Size

In accordance to Section 1 of the SSFA 1998, infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils.

Deferred entry

Where a place has been offered at St Peter's Church of England (Aided) Primary School, Henfield, the following is applicable: -

- a) The child is entitled to a full time place in the September following their 4th birthday.
- b) The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term (Summer Term) of the school year, for which the offer was made
- c) Where parents wish, children may attend part-time in the school year but not beyond the point at which they reach compulsory school age

At the request of the Governing Body, parents must inform the school if opting for options b) or c)

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 Board, 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.

Admission of children outside their normal age group

The governing body adopts the West Sussex County Council policy in relation to admission of children outside their normal age group. Please refer to their website: www.westsussex.gov.uk/admissions

Attendance to nursery groups or living in Henfield/surrounding areas

Attendance to any nursery school inside or outside the catchment area does not guarantee admission to the school. Living in Henfield, inside or outside of the catchment area does not guarantee admission to the school. Please refer to item 2 – Application procedures.

Oversubscription Criteria

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. This includes children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Evidence is required to support applications for looked after children, or previously looked after children who ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Where Governors are unsure about the validity of the application advice will be sought from the Local Authority's "Virtual School Head".

- 2) Children who have exceptional and compelling social, psychological or medical needs, which are supported by evidence from a doctor, social worker or other relevant professionals stating clearly why, at the time of application, St Peter's Church of England (Aided) Primary School is the only school that would cater for the needs of the child. Each case will be assessed by the Governors on its own merits.
- 3) Children from families whose home address is in The Church of England Parish of Henfield with Shermanbury and Woodmancote, 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 12 consecutive months prior to submitting the application and have a sibling who will be in attendance at the time of entry to the school.
- 4) Children who already have a sibling or siblings who are attending the school in the term for which a place has been applied for.
- 5) Children from families whose home address is in The Church of England Parish of Henfield with Shermanbury and Woodmancote 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 12 consecutive months within the determination year.

- 6) 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 12 consecutive months within the determination year and whose home address is in The Church of England Parish of Henfield with Shermanbury and Woodmancote.

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.

- 7) Children from families whose home address is in The Church of England Parish of Henfield with Shermanbury and Woodmancote
- 8) Any other children whose families make an application

Looked After Children

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 admissions authority) to have been in a state of care outside England and ceased to be in a state of 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 (see 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'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).

Distance from home to St. Peter's CE (Aided) Primary School

In the event of applications being received under the same oversubscription criteria, then these shall be ranked according to distance from the application home address to St. Peter's CE (Aided) Primary School 'as the crow flies' (the most direct path between two points, which is measured using the Local Authorities measuring system).

Home Address

The home address 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. 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.

Multiple Births

Where there are children whose twin or sibling have applied there is only one place left within the admission number, then the governing body may choose to admit, under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant size limit.

Tie-Breaker

Random allocation will be used as a tie-break to decide between two applications that cannot be otherwise separated. The process will involve the drawing of lots, which will be supervised by a person independent of the school and Admissions Authority.

Waiting List

In accordance with statutory guidance, the school will maintain a waiting list for the Reception year group until 31 December of each school year of admission. The waiting list is set-up 20 days after the allocation date. Waiting lists are ranked using the published oversubscription criteria. Each added child will require the list to be re-ranked, this means that a child's name may go down as well as up. The waiting list is closed on 31 December of each school year of admission and the names removed.

When an admission application is refused for Years 1 to 6, because the year applied for is full, the child's name will be entered onto a waiting list for that year group, which will be maintained by the school. The child's name will remain on the waiting list for one year or until a place becomes available. After one year, the parents can request that their child's name remains on the list for a further year. Names on waiting lists are held strictly in ranked order according to the child's compliance with the oversubscription criteria. Each time a name is added, the waiting list concerned will be re-ranked. If a place becomes available in the appropriate year, this will be offered for the child ranked highest on the waiting list at that time.

A child's name will be removed from the waiting list if a place is offered and accepted or offered and declined, or the parent requests the school, in writing, to remove his/her child's name. Looked after children and previously looked after children, and those allocated a place at the school in accordance with the Fair Access Protocol, will take precedence over those on the waiting list.

If you require your child to be added to the waiting list for any year group, this must be sent in writing to:

Admissions Authority

St Peter's Church of England (Aided) Primary School
Fabians Way
Henfield
West Sussex, BN5 9PU

In Year Admissions

If your child needs to move to another school within the same year, you will need to apply for an in-year admission. You can apply for an in-year admission at any time of the year. Applications need to be made through 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 all Year Groups and return to: -

St Peter's Church of England (Aided) Primary School
Fabians Way
Henfield
West Sussex, BN5 9PU
Website: www.stpetershenfield.org.uk

If there are more applicants than places, the oversubscription criteria will be applied.

Admission Appeal

When an application for a school place is refused because the school is oversubscribed, Parents have the right of appeal to an independent admissions appeal panel, under the provisions of the Education Act 2002. Parents wishing to appeal can access an online appeal form and details of the appeals process at:- www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/school-appeals/

If you require a paper form you can download from the website or ring 03330 142 903 to request one. If you decide to appeal, you will receive advance notice of the hearing date. You will be invited to attend the appeal and you may take someone with you for support. The hearing will be conducted as informally as possible and you will have the opportunity to put forward your case and ask questions.

Glossary

Academic Year – A period commencing with 1 August and ending with the next 31 July, as defined by Section 88M of the SSFA 1998

Admission Authority - The body responsible for setting and applying a school's admissions arrangement. The governing body is the admission authority for St Peter's Church of England (Aided) Primary School, Henfield

Full members of the Churches Together in Britain and Ireland can be found at:-

<https://ctbi.org.uk/member-churches/>

Committed - is to demonstrate a commitment by attending church more than once a month at a Sunday service for at least 12 consecutive months within the determination year

Compulsory school age – this is set out in Section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) order 1998. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Co-ordinated Scheme - The process by which local authority's co-ordinate the distribution of offer of places for schools in their area. All local authorities are required to co-ordinate the normal admissions round for primary schools

Determination Year – The school year immediately preceding the offer year. This is the school year in which admission authorities determine their admission arrangements.

Distance - All distances are measured by a straight line from the school to the child's home address, using Ordnance Survey address point data from a central point in each building.

Ecclesiastical Parish of Henfield with Shermanbury and Woodmancote – information for parish boundaries can be found at <http://www.achurchnearyou.com/parishfinder> If you do not have access to the website, please contact the school office on 01273 492447 (see section 16 for contact details)

EHCP – Educational Health Care Plan, replaces SEN from 1 September 2014.

Fair Access Protocol – This is a requirement of the School Admissions Code to ensure that – outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The operation of the Fair Access Protocol is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures.

Home Address – where the child spends the majority of their time with the person who legally have care of the child. A copy of the council tax bill will be required as proof of address.

In-year admission is the admission of a pupil to a school which takes place outside of the normal year of entry

Looked After Children and Previously Looked After Children - This includes children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Where Governors are unsure about the validity of the application advice will be sought from the Local Authority's "Virtual School Head"

Oversubscription – Where a school has a higher number of applicants than the school's published admission number

Oversubscription Criteria – This refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place.

PAN – The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority.

Reception class – defined by Section 142 of the SSFA 1998 as a class in which education is provided it is expedient to educate with pupils of that age

School year – The period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July, as defined by Section 579 of the Education Act 1996.

SENAT – special education needs assessment team

Siblings - A brother or sister. Brothers and sisters can be half or step siblings (by marriage or cohabitation) or foster siblings that are living permanently at the same address. Cousins are not classed as siblings.

Waiting list – A list of children held and maintained by the school when the school has allocated all of its places, on which children are ranked in priority order against the school's published oversubscription criteria.

Contacts and Further Information

St Peter's Church of England (Aided) Primary School
Fabians Way
Henfield
West Sussex
BN5 9PU
Telephone: 01273 492447
Email: office@stpetershenfield.org.uk
Website: www.stpetershenfield.org.uk

West Sussex County Council website:

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

Worthing (South) Pupil Admissions Office:

- Email admissions.south@westsussex.gov.uk
- Tel: [033 301 42903](tel:03330142903)
- Address: Centenary House, Durrington Lane, Worthing, West Sussex, BN13 2QB