

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 FORM FOR RECEPTION INTAKE  
SEPTEMBER 2024/25**

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 :

<p>I apply for a place at the school under criteria category ____ of the admission policy (Please see overleaf). If an application is being made under category 2 then please indicate an 'X' in the box below to confirm that supporting evidence has been provided and is enclosed. <input type="checkbox"/></p> <p>For applications being made under categories 3, 5 or 6 then please submit the attached 'Clergy Reference Form', which needs to be completed by the Priest/Minister.</p>	
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, we ask that 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 complete and return a supplementary information form. This is an important form to complete as it allows the opportunity to note under which category a place is being requested and rank accordingly when offering places. This is not a compulsory document to complete and non-completion does not affect the application for a place. 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](http://www.stpetershenfield.org.uk)

The deadline for the submission of the supplementary information form and a clergy reference form for criteria 3, 5 or 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](http://www.westsussex.gov.uk/admissions)

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

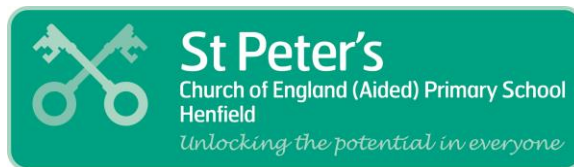
- 1) Looked after children and all previously looked after children. This includes children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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



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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 twelve consecutive months within the determination year. 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.

This completed form must be submitted to the school in addition to the Supplementary Information Form, 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: .....