



# **Admissions Policy for 2017/2018**

---

## **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 Church of England (Aided) Primary School, Henfield, is a voluntary aided school and the Governing Body is the admissions authority. The Governors welcome all applications, particularly those for children resident in the ecclesiastical parishes of Henfield, Shermanbury and Woodmancote.

## **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: [www.st-peters-henfield.w-sussex.sch.uk/admission-arrangements](http://www.st-peters-henfield.w-sussex.sch.uk/admission-arrangements)

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)

## **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 2017/18 admission year.

Children are admitted to Year R in the academic year following their 4<sup>th</sup> 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 4<sup>th</sup> 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)

### **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](http://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 the school.

Please refer to item 2 – Application procedure

### **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.

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).

- Applications for looked after children should be made by the relevant social worker. Applications for previously looked after children who are adopted should be supported by a copy of the adoption order and the new birth certificate.
- Applications for previously looked after children who become subject to a residence order – made under Section 8 of the Children Act 1989 should be supported by a letter from social services confirming the details of the arrangements for the child.
- Applications for previously looked after children who become subject to a special guardianship order - made under Section 14A of the Children Act 1989 (as amended by the Adoption and Children Act 2002) should be supported by a letter from social services confirming the details of the arrangements for the child.

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 a 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

### **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.

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 the Reception 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

Waiting lists are not held for any other year group.

### **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](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 all Year Groups and return to: -

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

Fabians Way-

Henfield

West Sussex

BN5 9PU

[Website:www.st-peters-henfield.w-sussex.sch.uk/admission-arrangements](http://www.st-peters-henfield.w-sussex.sch.uk/admission-arrangements)

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/](http://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 6 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 parishes of Henfield, 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 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** - A child who is registered as being in the care of the Local Authority or being provided with accommodation by the Local Authority (under Section 22 of the Children's Act 1989). An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence 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. 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).

**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.

**SEN** – A Statement of Special Educational Need is a statement made by the Local Authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child.

**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 admission authority 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@st-peters-henfield.w-sussex.sch.uk](mailto:office@st-peters-henfield.w-sussex.sch.uk)  
Website: [www.st-peters-henfield.w-sussex.sch.uk](http://www.st-peters-henfield.w-sussex.sch.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](mailto:admissions.south@westsussex.gov.uk)
- Tel: [033 301 42903](tel:03330142903)
- Fax: 01903 839214
- Address:

Centenary House  
Durrington Lane  
Worthing  
West Sussex  
BN13 2QB