Our Christian ethos underpins and surrounds all that we do. We believe that learning should be engaging, challenging and purposeful. We aim to equip every child with the skills they need for lifelong learning and effective citizenship. We provide a welcoming, safe and supportive environment and seek to build partnerships with our families. Our desire is to serve God and our community, both locally and globally.

Admissions Policy 2026-2027

MISSION STATEMENT: Growing Learners to Live in God's World *Matthew 13:31-32*

VISION

Our deeply Christian ethos inspires our service to God and our community. Empowering children with transferrable knowledge and skills, and excellence in learning through our ambitious curriculum, prepares them for future success in a global and digital world. Young minds are encouraged to collaborate, be curious and deepen their understanding through fun, purposeful and memorable learning experiences. Children feel happy, safe, included and valued; confident in self-management and expression. Local and global partnerships enrich and enhance children's opportunities, choice and experiences.

This mission is supported by the school's principles, which have their origins in the Bible:

The Spirit will make you wise and let you understand what it means to know God
Ephesians 1:17

God told me "My grace is enough; it's all you need"
2 Corinthians 12:9

"For I know the plans I have for you", declares the Lord… "plans to give you hope and a future"
Jeremiah 29:11

Date Approved by the Governing Body:
**Updated July 2021 to comply with the September 2021 Admissions Code*

Date for Full Implementation	September 2026
Date for Review	January 2027
Status	Statutory

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Purpose
The aim of this policy is to ensure clarity and transparency regarding the admissions procedures and decision-making processes when applying for school places at St Andrew's Church of England Primary School.

Relationship with other policies
This policy should be read in conjunction with the school prospectus

Who was consulted?
All staff, governors and parents were consulted during the production of this policy.

Roles and Responsibilities
The governing body will appoint an Admissions Committee who will meet annually to assess and discuss each application received, taking into account all relevant information in relation to the admissions criteria.

Arrangements for monitoring and evaluation
The full governing body will review and determine the admissions arrangements annually. Any proposed changes will be consulted on; where no changes are made, consultation is required at least once every seven years. A consultation was last held in the Summer/Autumn Term 2018.

The aim of the Governors of this school is to provide a school to serve both the Church and the community. Admission to this Church of England Voluntary Aided school is the responsibility of the Governing Body (the Governors). They have agreed, following local consultation, that the published admission number (PAN) for entry to Reception is 30. This is to comply with Government infant class size legislation for Key Stage 1 (KS1) classes to be no more than 30.
Admission to other year groups is considered in line with the criteria for Reception places and is managed with support from the Local Authority admissions team, who can be contacted by telephone (0333 014 2903) or by emailing admissions.north@westsussex.gov.uk

Children with an Education Health and Care Plan where parents/carers name the school are automatically given a place.

No child will be refused entry on the grounds of intellectual or other personal reasons, but when application numbers exceed the number of available places, the Governors will admit pupils according to the following criteria which are listed in order of priority:

1. Children Looked After (children in public care), previously Children Looked After

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and adopted children.

2. Children subject to a special guardianship order (SGO) who have not previously been in the care of the local authority.
3. Children of parents/carers who are regular (**) worshippers at Church of England churches of St. Andrew in Furnace Green, Holy Trinity in Tilgate, St. Mary in Southgate and Christ the Lord in Broadfield.
4. Children of parents/legal carers who are regular (**) worshippers at other (***) Christian churches.
5. Other children who have a full or half brother or sister or adoptive or foster brother or sister living in the same household and attending the school at the time of the proposed admission.
6. Children of parents who are staff members of St Andrew's CE Primary School.
7. Children who do not fit into the above categories but whose parents/carers seek places at St Andrew's.

NOTE: When deciding between applicants who have an equal entitlement under criteria (2) or (3) priority will be given to those who have full siblings or half, adoptive and foster siblings living in the same household and attending the school at the time of the proposed admission.

*A "child looked after" is a child who, at the time of application, is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England in the exercise of their social services functions.

**Regular is defined as attendance at worship by one parent at least once a month for a minimum of six months as confirmed by Clergy reference. For those recently moved into the area, evidence of attendance at a previous Church will be required.

***A Church that is a full member of Churches Together in Britain & Ireland, the Evangelical Alliance, or The Sussex Gospel Partnership together with the following named churches, which are not in either of those organisations but otherwise meet the requirements for recognition as a Christian church within the meaning of this Policy:

- The Vine
- Maidenbower Baptist
- Kingdom Faith
- Bewbush Elim

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

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worship.

The West Sussex Common Application Form should be completed online by **15 January 2027**. If you are unable to apply online, please telephone 0333 014 2903 to request a paper copy of the form.

If you are applying for a place under Criteria 2 or 3 you will also need to complete the St. Andrew's CE Primary School Supplementary Information Form including a church reference. This form is available from the school office and should be returned directly to the school by **15 January 2027** for main round admissions and at the same time as the application for a place for in year admissions. If the Supplementary Information Form is returned to the school **after** the closing date, this will not be considered under criteria 2 or 3. All applications will be considered, but late applications may be refused if no places remain.

Late applications

Local authorities must coordinate 'normal admission round' Foundation (reception) applications until **31 August 2027**. If an application form is submitted to the home local authority after the application deadline of **15 January 2027**, it will be considered as a 'late' application and will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the preferred school(s).

If, having applied the above criteria, there are children with equal entitlement, priority will be given to those children who live nearest to the school based on Ordnance Survey address point data between the home and the school from a central point in each building. If distance is equal, i.e. block of flats, random allocation will be used.

Right to Appeal: Parents/legal carers who are not offered a place for their child are entitled to appeal to an Independent Appeal Panel. Parents/legal carers wishing to appeal should do so in writing. Details of the procedure for an appeal are available at the school.

Reference to 'parents' includes legal guardians and includes either or both parents/legal carers or a sole parent/legal carer and where only one of the two parents/legal carers satisfies the criterion the application will be treated equally with applications where the criterion is satisfied by both parents/legal carers.

Oversubscription Procedure:

1. Children who are not given a place at the school will, at their parents'/legal carers' request, be placed on a waiting list for that academic year only.
2. If a vacancy occurs the admission criteria applicable at the time of the vacancy will be used to allocate the place. Length of time on the waiting list

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is **not** a factor.

3. Parents/legal carers must reapply for admission for their child at or after the beginning of the next academic year.

Children can start school in the September of the academic year in which they become five years old. The Admissions Code 2021 gives parents the right to choose whether their child attends part-time or full-time, providing that children are receiving full-time education by the term following their fifth birthday. We encourage a model that allows a gradual transition to full-time over a few weeks.

Delayed and Deferred Entry

Full or part time attendance

A parent may apply for his/her child to start school for the first time in the September following the fourth birthday and, where a place is offered, may choose for the child to start full time from day one, or to attend on a part time basis until statutory school age, which will occur during the term following the child's fifth birthday. If a parent wishes their child to attend on a part time basis they must meet first with the Headteacher to discuss their choice.

Deferred entry

While a child is below statutory school age, the parent may choose to defer his/her child's entry to school until later in the school year. However, parents cannot defer beyond the point at which the child reaches statutory school age, or beyond the start of the last term in the school year.

Applications submitted on behalf of summer born children (born 1 April – 31 August)

A parent of a 'summer born' child entitled to start school in September 2027, may choose to delay his/her entry to school until September 2028, where the parent considers this arrangement to be in the best educational interests of the child. The parent may also choose to apply for the reception year in September 2028 rather than Year 1. This will require the parent to make an application to the home local authority during the 2028 'normal admission round' and the child will not be considered for September 2027. Please note: Although the Admission Authority will agree to a 'delayed entry' application being submitted for a reception place in September 2028 there can be no indication given as to whether a place will be available until the 2028 local Authority 'normal admissions round' allocation exercise is complete.

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