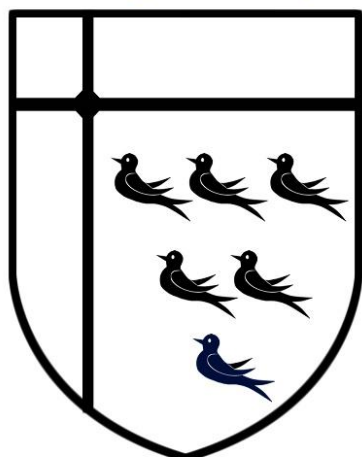


**St Wilfrid's**  
Church of England Primary School



**Growing Success  
Rooted in Faith**



**St Wilfrid's Church of England Primary  
School  
Haywards Heath**

**Admissions Policy 2024/2025**

# St Wilfrid's Church of England Primary School

## Growing Success, Rooted in Faith

### Admissions Policy

St. Wilfrid's Church of England Primary is school with a distinctive Christian ethos in the Diocese of Chichester. It is an academy and part of Hurst Education Trust. Education at St. Wilfrid's Church of England Primary School in Haywards Heath is organised on a Primary School basis (4-11 years) with children transferring to Secondary School at the age of 11 plus (end of year 6). The Published Admission Number for each year group is 60 (30 pupils per class). Total number for the school is 420 pupils. Admission arrangements are determined and managed by the Local Governing Body.

Prospective parents/guardians are warmly welcomed in school. Please telephone to make an appointment with the Headteacher. Open Days are held in the Autumn Term for Starting School (Reception) parents.

In the Autumn Term, parents/guardians of children who are due to start school or transfer between schools (Secondary) the following September are invited to express three preferences and state their reasons for these. There is a six-week preference period during which time parents may consider their options and visit schools. West Sussex County Council tries to ensure that all parents of children due to move from state primary school in September, receive information on how to apply for a place at Secondary School. However, the responsibility for obtaining information and making an application before the deadline rests solely with the parents/guardians.

Parents/guardians are also responsible for obtaining information and completing an application before the deadline for Starting School (Reception).

- All applications must be submitted on the Common Application Form available on the Local Authority website [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions) or if you require a paper application form telephone: 03330 142903.
- Deadline for Secondary School transfer application is 31 October 2023.
- Deadline for Starting School (Reception) application is 15 January 2024.
- Paper Common Application Forms should be returned to the school office.
- Parents/Guardians should also complete a St. Wilfrid's School Supplementary Information Form if applying under Criterion 3 or 4 of the Oversubscription Criteria. The top part of the Clergy Form should be completed and passed to your Vicar/Minister for completion. Where people are moving into the area, the Clergy Form completed by your vicar or minister prior to moving will be welcomed. These forms are available from the school office and the school website. For the application to be considered under criterion 3 or 4, the Supplementary Information Form and Clergy Form should be returned to the school office by the Local Authority closing date of 15 January 2024.
- All applications received after the closing dates are considered as late and are dealt with after all those received on time.
- Allocation takes place in March for Secondary transfer.
- Allocation takes place in April for Starting School places.
- When the Starting School application deadline has closed, the Local Authority provides the Governing Body with a list of all applicants who have applied to the school. The Governing Body ranks the applications with the Supplementary Information Forms and Clergy Forms

(if applicable) in strict accordance with its published oversubscription criteria and provides the Local Authority with the ranked list. The Local Authority is responsible for co-ordinating the allocation of places in its area, offering individual places to parents on behalf of the school's Governing Body on the Common Offer date in April.

- Children refused a place can, at their parents'/guardians' request, be put on a waiting list where priorities will also be determined by the oversubscription criteria. No account is taken of length of time on the waiting list. When a place becomes available offers will be made in accordance with the oversubscription criteria. Children's details will be kept on the list for a maximum of 12 months but at least until the end of December. Should you wish to keep your child's name on the list for a longer period of time please contact the school office.
- If a place is not offered, parents/guardians have the legal right of appeal to an independent panel. Contact The Schools Appeals Administrator, Legal Services, County Hall, Chichester, PO19 1RQ or Telephone: 03302 222732; Fax: 01243 777721; email: [appealsadministrator@westsussex.gov.uk](mailto:appealsadministrator@westsussex.gov.uk)
- In compliance with the School Admission Appeals Code appeals should be lodged at least 20 school days from the refusal being received in order to be heard on time. Please see the appeal timetable and process on our website for more details.

## **STARTING SCHOOL RECEPTION**

Most children will enter school at the beginning of the academic year in which they become five. Children reach statutory school age at the start of the term following their fifth birthday. After this time children educated in the state sector must be in school full time for the 190 days of the academic year (i.e. morning and afternoons = 380 sessions)

Children will be able to start on a full time basis, but parents/guardians may choose to send their child part-time until the child reaches statutory school age. Parents/guardians have the right to defer entry to the start of the Spring or Summer Term. The parents of a summer born child (April-August) may choose not to send the child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Parents wishing to apply for enhanced deferment (known as delayed entry) must apply in writing 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 applications. This is not carried forward to the next academic year.

New entrants will have the opportunity to spend introductory sessions in school. New entrant parents/guardians will be invited to a series of meetings to support their child's induction in the summer term prior to starting and in the following autumn term.

## **EDUCATION OUT OF NORMAL (CHRONOLOGICAL) AGE GROUP**

Children are educated in school with others of their age group. However, in exceptional circumstances parents/guardians may choose to seek places outside of their child's chronological year group. Decisions will be made on the basis of the circumstances of each case. Parents/guardians must state clearly why they feel admission to a different year groups is in the child's best interest and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

## **MULTIPLE BIRTH APPLICATIONS**

For example twins or triplets

In the case of multiple birth applications, the published admission number or admission limit will be increased at the point of allocation or exceeded to ensure that multiple birth siblings can be allocated places at the same school (sibling definition still applies).

## **IN YEAR ADMISSIONS**

An in-year application is an application for a place during the academic year or for entry to a year group which is outside the normal starting school process. You can apply at any time of the year.

You may wish to visit the school before applying, please contact the school office to make an appointment. You should complete an in-year application form which is available to download from our website or if you require a paper application form please phone 01444 413707. The form should be returned to the school office.

The oversubscription admission criteria apply to all applications. If there is a waiting list and you wish to apply on church grounds (Criteria 3 or 4) please also complete the In-Year Supplementary Information Form and request that your Vicar/Minister (or Church Officer during a vacancy) completes the Clergy Form included. These should be returned to the school office. Applications from Armed Forces and Crown Servants will be dealt with according to the Admissions Code and the school's oversubscription criteria.

Where people are moving into the area, we would require written confirmation of contract exchange or tenancy agreement before offering a place.

We do not accept applications more than 4 weeks in advance, and children must start within 10 school days of the date of the letter offering a place. Applications for September entry (apart from Reception) will be accepted from 20<sup>th</sup> May and will be processed from 1<sup>st</sup> June.

The school will notify the Local Authority of the application.

## **STATEMENT of SEND/EHCP**

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. An Education, Health and Care Plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. Children with a SEN statement or an EHCP naming St Wilfrid's Church of England Primary School must be admitted.

## OVERSUBSCRIPTION CRITERIA 2024/2025

When there are more than 60 applications, the Governors administer the Oversubscription Criteria in the following priority order:

1. 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 admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). \*
2. Children whose brothers or sisters are already on the school roll at the proposed time of entry.\*\*
3. Children whose parent(s) / legal guardian(s) / carer(s) are involved in the regular worship at the Churches of St. Wilfrid, The Presentation, The Ascension or St. Richard, Haywards Heath and whose application is supported by a Clergy Form signed by their Parish Priest or Minister (or Church Officer during a vacancy). \*\*\*
4. Children whose parent(s) / legal guardian(s) / carer(s) are involved in the regular worship of a Christian Church in membership of Churches Together in England and Wales, The Evangelical Alliance or Sussex Gospel Partnership; and whose application is supported by a Clergy Form signed by their Parish Priest or Minister (or Church Officer during a vacancy). \*\*\*
5. Children who do not qualify in any of the above categories.

### Tie Breaker

In the event that two applications for the last place are tied in all respects, the place will be allocated by random allocation, i.e. the drawing of lots, overseen by a person independent of the school and the admissions authority.

- In the event of oversubscription to any one category, the determining factor will be the closeness of the school to the child's home address, measured in a straight line using Ordnance Survey data within the curtilage of the property.
- Waiting lists are kept for each year group. When a vacancy arises, places are allocated subject to the priority order outlined in the oversubscription criteria.
- If a place is not offered, parents/guardians have the legal right of appeal to an independent panel. Contact The School Appeals Administrator, Legal Services, County Hall, Chichester, PO19 1RQ; Telephone: 03302 222732 [appealsadministrator@westsussex.gov.uk](mailto:appealsadministrator@westsussex.gov.uk)

*\*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 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).*

*\*\*includes half-siblings, step-siblings, adoptive siblings, foster siblings and other children living permanently at the same address.*

*\*\*\*regular worship – at least an average of once per month over the last twelve months.*

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.

**Document History:**

<b>Admissions Policy</b>	
Policy Type:	Statutory
Policy Source:	Own Policy and Criteria
Approval By:	FGB
Review period:	Annual

<b>Date Reviewed</b>	<b>Amendments Made</b>	<b>Date Approved</b>	<b>Approved By</b>	<b>Next Review Due</b>
Nov 2018	Dates updated for next admissions year	14/12/18	FGB	Sep 2019
Sep 2019	Added 'Education out of normal age group'; included Sussex Gospel Partnership in oversubscription criteria 4; amended distance criteria wording to reflect WSCC criteria; added Church Officer as option to sign letter in criteria 4; addition of Clergy Form	23/9/19	FGB	Sep 2020
July 2020	Added COVID variation statement to clarify how attendance at worship will be calculated	14/7/2020	Admissions Panel (Authority delegated at FGB 7/7/2020)	Sep 2020
Sep 2020	Dates updated for next admissions year	21/9/2020	FGB	Sep 2021
Jan 2021	Reference to appeals timetable and update In-Year Admissions; 'Oversubscription Criteria' removed from title	25/2/2021	FGB Approvals Form	Sep 2021
Jul 2021	Updated to take account of new Admissions Code 1/9/2021	9/7/2021	FGB	Sep 2021
Oct 2021	Dates updated for next admissions year; branding updated	10/12/2021	FGB	Sep 2022
Oct 2022	Dates updated for next admissions year; change from VA school to MAT	9/12/2022	FGB	Sep 2023