



# HEENE CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

## ADMISSIONS ARRANGEMENTS – 2024/2025

### - Starting School September 2024 + 2024/2025 In-Year Admissions

Arrangements for entering Reception class in September 2024 ('normal round' admissions) or joining a Year Group 'in-year' during 2024/25

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## **Introduction**

If you are a parent or carer considering sending your child to Heene Church of England (Aided) Primary School you should first contact the school office to find out about visits to the school and admission arrangements.

Each autumn term the school holds 'open days' where you will be able to meet the Head or Deputy Headteacher and have an opportunity to visit. You will be given a tour of the school and its facilities and be able to see classes taking place.

Before children start school at Heene they are invited to school with their parent or carer for taster sessions. We will introduce you and your child to the school building, and your child's teacher and teaching assistant.

To apply for a place at the school you will need to contact the Local Authority Admissions Office. For West Sussex (South) residents this office deals with admissions for all schools in the area:

Pupil Admissions Office  
Centenary House  
Durrington Lane  
Worthing BN13 2QB

Phone: 03330 142903

Fax: 01903 839214

Email: [admissions.south@westsussex.gov.uk](mailto:admissions.south@westsussex.gov.uk)

Alternatively go to the following link which contains all current admission arrangements and information for parents on how to apply online [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)

These Admission Arrangements reflect the statutory requirements of the Department for Education School Admissions Code 2021 and the School Admissions Appeals Code [school admissions code - Search - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/614422/school_admissions_code_-_search_-_gov_uk.pdf). The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998 [www.legislation.gov.uk/ukpga/1998/31/contents/enacted](http://www.legislation.gov.uk/ukpga/1998/31/contents/enacted)

The Admission Arrangements were compiled by the Governors and published on the school website following a public consultation.

The administrative practices described in these arrangements are designed to be fair and reasonable and the information provided is intended to explain:

- How to apply for a place at Heene Primary School
- How the Admissions Authority administers admission applications
- How to appeal against a decision to refuse admission

Please contact the school office if you would like to discuss these admission arrangements or your particular circumstances in more detail:

**School website:** [www.heeneprimary.co.uk](http://www.heeneprimary.co.uk)

**Admissions contact:** Admissions and Attendance Officer

**Telephone:** 01903 201386 **Email:** [admissions@heeneprimary.co.uk](mailto:admissions@heeneprimary.co.uk)

## **Part 1 - General information**

### **1.1 About our School**

Heene Church of England Voluntary Aided Primary School is a church school which West Sussex County Council volunteers to aid. In a voluntary aided school the Governors form the Admissions Authority.

The school capacity is now 420 pupils, with each year accommodating 60 children. For further information see the school website.

### **1.2 The Published Admission Number (PAN)**

A statutory Published Admission Number applies for the year of entry (Reception). This indicates the number of places that will be offered if sufficient applications are received. The Governors' Admissions Committee will consider all applications for Reception in accordance with these admission arrangements and places will be offered until the Published Admission Number is reached. All applications that would lead to admission of a pupil above the PAN will be refused.

The PAN set for the 2024/25 academic year is 60.

The same number has been set as a non-statutory admission limit for all other year groups.

### **1.3 Relevant Documents: Please read this information before applying for a school place**

Important documents published by every Local Authority are relevant to some areas of school admissions procedure. Applicants are strongly advised to contact their 'home' Local Authority (the area in which your child lives) or access the Local Authority website and ensure that they read and understand this information before proceeding with an application for a school place.

Related documents of particular importance are:

- The Composite Prospectus known locally as "Information for Parents Booklet"  
(This link will be updated once the 2024 booklet becomes available)  
<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/>
- The Local Authority Fair Access Protocol
- The Local Authority School Transport policy

For West Sussex:

[www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)

## **Part 2 – Entry to Reception in September 2024 (normal admission round)**

**2.1** The application process for a child to enter Reception in September 2024 must be coordinated by the Local Authority (the Local Authority responsible for the area in which the child subject to the application lives).

Before applying for a school place, applicants should refer to the 'Information for Parents Booklet' published by the Local Authority and relevant other information set out in section 1.3 of these arrangements.

**2.2** The application form (referred to as 'the common application form') is available from the Local Authority. This must be submitted to the Local Authority no later than 23.59 hours on 15 January.

**2.3** The Church Support Form is available for those families who are applying for consideration under criteria 3 or 4 of the Oversubscription criteria. This form should be completed and returned to The Governors (Admissions) at school no later than 23.59 hours on 15 January, in addition to applying to the Local Authority.

**2.4** The Local Authority (where this is not West Sussex) will forward details of applications submitted for West Sussex schools to West Sussex County Council. The Admissions Committee at Heene Primary School will consider all application forms that indicate a preference for the school and where necessary to do so, the committee will apply the oversubscription criteria in order to rank applications and determine a priority for admission. Applications submitted before the January 2024 deadline will be administered before the consideration of any later application.

**2.5** The Admissions Committee will notify West Sussex County Council of their provisional application decisions in accordance with the timetable set out in this authority's published 'Information for Parents Booklet'. Final decisions will be notified to applicants by letter, post or email, to be sent out in April 2024 by the Local Authority.

### **Part 3 - Admission to any year group during the 2024/25 academic year (in-year admission)**

**3.1** The application form (referred to as 'the common application form') is available from and must be submitted to the Local Authority. The governors will not consider any applications received during school holiday periods until school resumes. The application form is available to download from the Local Authority website, or a copy can be provided upon request at the school office. The Church Support Form can be completed if applicable and submitted in connection with the application (see section 2.3). This gives the opportunity to submit supporting information which the Governors consider when determining which oversubscription criterion is applicable.

Link to common application form: [www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/moving-school/#moving-to-or-within-west-sussex](http://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/moving-school/#moving-to-or-within-west-sussex) tab

**3.2** Where the request is for the child's chronological age year group and there is a place available, the decision made by the Governors Admissions Committee will be to admit the child concerned and applicants will be notified in writing by the Local Authority.

**3.3** Where the governors have more than one application to consider at any one time for the same year group, they may need to apply the published oversubscription criteria in order to determine a priority for admission (see Part 4 – Oversubscription Criteria).

**3.4** In-year decision letters are sent out from the Local Authority Admissions Office, following the decision being taken by the Admissions Committee. Applicants will be expected to make contact with school to confirm their individual admission arrangements and should be placed on roll within 10 days (2 school weeks) of the offer letter.

**3.5** The Governors support fair access to school for all children. Therefore, subject to the information provided on the application form and the circumstances at the school, the Admissions Committee may decide to refer an application that has been refused to West Sussex Local Authority where one or more of the criteria set out in this authority's Fair Access Protocol is satisfied. A referral would be made where a child is deemed to require a higher level of support than can reasonably be provided at the school. The Fair Access Protocol enables the local authority to engage directly with a family and so help identify a suitable educational placement as soon as possible. Applicants are advised to refer to the Local Authority Fair Access Protocol before submitting an in-year application form.

## **Part 4 - Oversubscription Criteria**

### **4.1 Introduction**

Where there are more applications than there are places available within the requested year group, the Admissions Committee will apply the following oversubscription criteria in order to rank every application received. This will identify a priority for admission within the admission number or limit set at that time.

Before applying the oversubscription criteria, a place will always be allocated for any child with an Education Health and Care Plan or a Statement of Special Educational Needs that names Heene Primary School as the school the child must attend. That child will count toward the total admission number of 60. Children with an Education Health and Care Plan or a Statement of Special Educational Needs are admitted to school in accordance with a separate process administered by the Local Authority in whose area the child lives.

### **4.2 The Oversubscription Criteria**

Within each category (Note a) applies, and see paragraph 4.4

- 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, this includes a child who was previously in state care outside of England and have ceased to be in state care due to 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 (section 22(1) of the Children Act 1989 applies). Evidence must be provided. (Note c)
- 2.** Children who need a place at the school on exceptional and compelling social, psychological, or medical grounds. Evidence must be provided (Note d)
- 3.** Children of families who are sustained, regular worshippers\* at St Botolph's – Heene, or St Matthew's – Worthing. (Note g)
- 4.** Children of families who are sustained, regular worshippers\* at another church (Anglican or other), whose home address is within the parish of St Botolph's – Heene, St Matthew's – Worthing or the Local Authority Catchment Area (Notes b, e, f, g and h).
- 5.** Children whose home address is located within the designated school catchment area at the time of application and remains so at the time of allocation. (Notes b and f)
- 6.** Children whose home address is located within the designated parishes of St Botolph's – Heene or St Matthew's – Worthing. (Notes b and e)
- 7.** Children not satisfying a higher criterion

### **4.3 Notes related to Oversubscription**

**a)** In each category brothers or sisters will have priority. Sibling status will only apply if children have a sibling attending school at the time of application who will still be on the roll at the time of admission. Siblings may be half or step siblings living permanently at the same address as their older brother or sister.

Additional note: Children who have a sibling in the school at the time they begin to attend and whose residence is in the local authority catchment area prior to September 2015 and who are still living in the same residence shall be treated as though they are in the post September 2015 Local Authority Catchment area.

**b)** For the definition of Home Address see paragraph 6.7

**c)** Evidence is required to support applications for children looked after or previous children looked after who ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Applications for children looked after should be made by the relevant social worker.

Applications for children who are adopted should be supported by a copy of the adoption order – made under the terms of the Adoption and Children Act 2002 (which came into force on 30 December 2005) – and the new birth certificate.

Applications for children who are 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 children who are 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.

**d)** Exceptional and compelling social, psychological, or medical grounds

Parents wishing to apply under this category must submit independent professional evidence with their application which explains clearly why it is essential for the child to attend the school named as their first preference. (This evidence should be posted to the Pupil Admissions Office by Recorded Delivery, to arrive no later than the County deadline for Starting school applications).

The supporting evidence from the qualified professional (i.e. medical consultant or a psychologist) must detail fully the child's needs and address the reason why these needs can only be met at the preferred school. Letters from parents alone are not sufficient nor are letters that do not address the question of which school the child must attend. Letters from teachers at the child's current school will not be taken into account. It is a parent's responsibility to send any evidence relating to the child to support the application. The application will not be considered under this category if you do not provide the supporting evidence.

The Governing Body will consider the supporting evidence and make a decision.

**e)** To find out which parish a home address is in, use <https://www.achurchnearyou.com/parishfinder.php>

**f)** For your Local Authority Catchment Area use [School catchment areas - West Sussex County Council](#)

**g)** Children of families who are \*sustained, regular worshippers ie. attends Church Services at least twice a month over a period of at least 6 months preceding the closing date for applications and whose application is supported by an appropriate Minister/Church Warden. If the Parent/Carer has moved churches in that period, confirmation will be required from all relevant ministers past and present. Parent/Carer(s) applying under criteria 3 + 4 will need to complete the Church Support Form available on the school's website or from the school office, in addition to the WSCC form. They will also need to ensure that their Minister/Church Warden (and where relevant, their former Minister/Church Warden) completes, and returns the form to the School Governors (Admissions) by the closing date for applications, to confirm that these criteria are met.

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 admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

**h)** Other church minister - a church affiliated to Churches Together in England and Wales, or to the Evangelical Alliance.

#### **4.4 Distance Measurement and Tiebreaker**

Where the Published Admission Number is reached part way through any criterion, a straight-line measurement between home and the school will be calculated for every child satisfying that criterion. All distances are measured by a straight line from the school to the child's home address, using Ordnance Survey address point data within the curtilage of the property. In the case of multi-level dwellings such as flats, each flat will be considered equidistant from the school. Places will be offered for those children living nearest to the school until all available places have been allocated.

Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two or more children's homes and the school are exactly the same. This process will involve the drawing of lots, which will be supervised by a person independent of the Admissions Authority.

### **Part 5 - Appeals Procedure**

**5.1** Whenever an application for a school place is refused, the legal right to appeal the decision will be offered to the applicant.

**5.2** An appeal timetable is published annually on the school website by 28<sup>th</sup> February. This sets out the timeframe for the various stages in the appeal process and includes statutory dates by which appeals must be heard.

Appeal forms relating to joining Reception at the beginning of September must be submitted in line with the instructions set out in the Composite Prospectus known locally as "Information for Parents Booklet".

Appeal forms must be submitted to the Appeal Administrator, Legal Services, County Hall, Chichester, West Sussex PO19 1RQ.

**5.3** The Appeal Form is available to download from the school website, Local Authority or can be collected from the School Office. This form must be used for all appeals in connection with decisions issued by the Governing Body.

**5.4** The Admissions Committee does not administer appeal hearings during school holidays. Appeal forms received when the school is closed will not be processed until the school resumes. If you appeal, you will receive advance notice of the hearing date. You will be invited to attend the Appeal. The Appeal will be heard by an Independent Panel and conducted as informally as possible. You will have the opportunity to put forward your case and ask questions. You will be informed of the panel's decision by the Legal Services Clerk the next school day, and in writing thereafter.

### **Part 6 – Definitions and Important Information**

#### **6.1 Waiting Lists**

In accordance with statutory requirement the governors will maintain a waiting list for Reception, and will do so until the last school day of the academic year. This will hold the names of all children refused admission to this year group, ranked according to the published oversubscription criteria.

Each child added to the waiting list will require the waiting list to be re-ranked. Waiting lists are also held for all other year groups.

## **6.2 Deferred, Delayed + Summer Born Admissions**

Since September 2011 parents of Reception aged children have the right to choose whether they wish their child to start school full-time or part-time. If after discussion with the school you decide to keep your child part-time, part-time will be mornings only. However, children must receive full-time education in the term following their fifth birthday. Parents have the right to defer entry to later in the academic year and, in such cases, a place offered in Reception will be held open for the child for that intake year. If your child is offered a place in Reception at this school, and you think you may want to defer, we will discuss with you your child's transition into school.

### **6.2a Deferred Admission**

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 of the school year for which the arrangement was made; and, where the parents wish, the child can attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age. If after discussion with the school you decide to keep your child part-time, part-time will be mornings only.

### **6.2b Delayed Admission/Summer born**

The parents of a summer born child (all children born from 1<sup>st</sup> April to 31<sup>st</sup> August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group – to Reception rather than Year 1.

Parents who make this request must apply in the normal round and submit a request to the school for delayed admission. If this is not successful, the child will be offered a place for the usual year of entry, subject to places being available, parents will then need to choose whether or not to accept it.

Parents should be aware that, although the delay in admission may be agreed, a place will not be held in a Reception class and there is no guarantee of a place being available at the school for the following year.

- School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age.
- Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.
- There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

The School Admissions Code states "It is uncommon for children to be educated outside of their chronological year group. Most parents are happy for their child to start school in September following their fourth birthday." Heene would consider the challenge of educating summer born children to be best addressed within the child's normal age group through personalised learning.

Decisions on delayed admissions will be taken by the governing body, which is the admission authority for the school. The decisions will be made in line with the non-statutory advice from the Department for Education.



### **6.3 Admission of Pupils outside their normal age range**

Parents may request that their child is admitted outside their normal age group. They should include a request with their application to the Local Authority, specifying why admission out of normal year group is being requested. The governors will decide based on the circumstances of the case and in the best interests of the child concerned. The governors ask parents to write with as much supporting evidence as they wish to provide why they are requesting admission outside the normal age group for their child.

The governors will consider:

- the parent's views;
- the views of the school's Headteacher;
- information about the child's academic, social and emotional development submitted by the parent;
- information about the child's medical history and the views of a relevant medical professionals submitted by the parent;
- whether the child has previously been educated out of their normal age group;
- whether the child may have fallen into a lower age group if it were not for being born prematurely.

Parents should consider the implications of a child being taught out of the normal age group. Any school the child later moves on to will not be obliged to continue to educate their child out of the normal age group.

The Governors will reach a decision on which Year Group is appropriate for the child. The Governors will then reach a decision whether a place can be offered as it would for any application in that Year Group.

### **6.4 Multiple birth Applications (for example twins)**

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

### **6.5 Children from Overseas**

The Governors will process admission applications for children living overseas who have European Economic Area (EEA) citizenship, are United Kingdom (UK) citizens living abroad, or who hold an appropriate Home Office Visa at the time of application. All overseas applications will be considered according to the child's home address at the time of submission unless proof of the child's future UK address is provided with the application (see 6.6 Home Address). The only exceptions are children of UK Service personnel and other Crown Servants (including Diplomats) returning to the UK with a confirmed posting within the area.

### **6.6 Parent**

A 'parent' in education law includes natural parents, whether they are married or not and a person other than the natural parent(s) who has parental responsibility or care of a child or young person. Having 'care' of a child or young person means that person who looks after the child and with whom the child lives, irrespective of what their relationship is with the child.

### **6.7 Home Address**

For the purposes of school admission, the governors' definition of a child's 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. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the admissions authority will determine the home address.

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.

Documentary evidence of house ownership or a minimum six-month rental agreement may be required, together with proof of the child's residence at the property concerned. Places will not be allocated on the basis of a future house move unless this can be confirmed through the exchange of contract or a signed formal lease agreement in place at the time of application. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. The Governors may withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.

### **6.8 Withdrawing the Offer of a Place**

The Governors will expect parents to confirm their acceptance of any place offered at the school. In the case of an in-year offer, the child must then be attending school within 10 days (2 school weeks) of the date of the offer letter. The Governors reserve the right to withdraw the offer of a place if these conditions are not met.