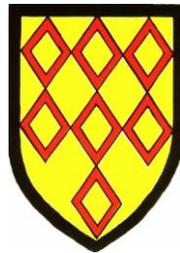


**West Sussex Education Authority**

# **Nyewood CE Infant School**

**"SMILING, CARING AND LEARNING TOGETHER ON A JOURNEY WITH  
GOD"**



## **Admission Arrangements 2019-2020**

**Approved by Governors:**

**Next Revision date: Annually November**

# **NYEWOOD CE INFANT SCHOOL**

## **Admission Arrangements 2019/2020**

These Admission Arrangements reflect the statutory requirements of the Department for Education 2014 School Admission Code and the 2012 School Admission Appeals Code. The administrative practices described in these arrangements are intended to be fair and reasonable and to explain the following

- How to apply for a place at Nyewood CE Infant School
- How the Admission Authority administers applications
- How to appeal against a decision to refuse admission

Please contact the School Business Manager if you would like to discuss these arrangements or any particular arrangements relating to an application for a place in more detail.

Telephone number 01243 823283

Email [office@nyewood-inf.w-sussex.sch.uk](mailto:office@nyewood-inf.w-sussex.sch.uk)

Nyewood CE Infant School is a voluntary aided Church of England School and as such the Governors are responsible for determining the admission of pupils. It serves both the local Christian community and the wider community of Aldwick, Bognor, Pagham and Bersted. Therefore parents, who seek for their children a primary education in a Church school, may be accommodated at Nyewood. By long standing agreement with the Local Authority, the school has a designated catchment area from which they may accept children. We welcome applications from all children within our community, seeking to embrace its diversity within a Christian environment.

The school has an agreed admission number of 90 pupils for entry into Year R. The school will accordingly admit up to 90 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 90 or fewer apply. If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

### **Oversubscription Criteria**

The following admission criteria are applied strictly in order and when making their application parents should state which number their application is based on.

- 1) Children who are children looked after (CLA) and all previously children looked after. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship order). (See note 1)
- 2) Children of parents or legal guardians with at least one parent who is a regular worshipper at the churches of • St Richard, Aldwick • St Wilfrid, Bognor • St Thomas A'Becket, Pagham • Holy Cross, North Bersted • St Mary Magdalene, South Bersted. (See note 2)
- 3) Children who have a sibling attending Nyewood CE Infant School at the time of admission. Sibling is defined in these arrangements as children who live as brother and sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. (See note 3)
- 4) Children who will have a sibling attending the linked Nyewood CE Junior School at the time of admission. Sibling is defined in these arrangements as children who live as brother and sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. (See note 4)
- 5) Children who need a place at the school on exceptional and compelling psychological or medical grounds. (See note 5)
- 6) Children resident within the local authority catchment area.
- 7) Children whose parents are regular worshippers at any other Christian church (See note 6)
- 8) Any other children by distance from the school, with priority for admission given to children who live nearest to the school as measured using Ordnance Survey data to plot an address in this system. Distances are measured from point data from a central point in the child's home and the school building.

Note 1, Under category 1. Evidence is required to support applications for Children Looked After or previously Children Looked After who ceased to be so because they were adopted (or became subject to a child arrangements 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 new birth certificate, adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

Note 2, Under category 2. 'Regular' is defined as attending Sunday service at least once a month for the past 12 months. If applying under this category, please ask your parish priest for a letter to attach to this application. If the applicant has moved from another place of worship on the preceding 12 months, we also need a supporting letter from the priest or minister from the previous place of worship.

Note 3, Under category 3. It is the parent's responsibility to tell the admissions team about sibling links at the time of application.

Note 4, Under category 4. It is the parent's responsibility to tell the admissions team about sibling links at the time of application.

Note 5, Under category 5. Unless a child has a statement of SEN or EHCP naming the school, parents must provide a letter from a qualified person (usually a doctor or social worker) stating clearly why it is essential that the child attends this particular school.

Note 6, Under category 7 (i.e. a church that is a full member of Churches Together in Britain and Ireland or of the Evangelical Alliance). If applying in this category. Please ask your priest for a letter to attach to this application and state which church.

When deciding between applicants who have equal entitlement within a category, priority is given to applicants who live nearest the school (measured by a straight line from schools to the child's home address, using Ordnance Survey address point data from a central point in each building) and where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent.

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

### **Admission Procedure**

The LEA and the school must receive applications for admission by the date published in the Admission Timetable in the year prior to starting school. Parents will be made aware about procedures from the Local Authority. Applications should be returned to the Local Authority and parents will be able to give up to three preferences for schools. The Local Authority will notify parents of the school place that is offered. As we are a Church Aided school, the Governors are the admission authority for allocating places and this is based strictly on the oversubscription criteria, which are detailed overleaf. These are only applied when the school is oversubscribed. In order to allocate places, parents will need to complete our Additional Information Form and return it to the school office. This is in addition to the Local Authority form. Please note that your application will be affected unless both forms have been submitted.

### **Appeals Procedure**

The Governors are not permitted to exceed 30 in a class under the Government's Infant Class Size legislations. Additional children may be admitted under limited exceptional circumstances as defined in the School Admission Code 2014. Parents who do not get a preferred place at the school have a 'Right of Appeal'. An independent panel hears all appeals. Parents wishing to exercise this right should write to the Clerk to Governors c/o the school within the following dates.

Parents will have 20 school days, following notification of refusal of a place, to lodge an appeal to an independent panel. Parents will receive at least 10 school days' notice of the appeal hearing;

For applications made in the normal admissions round, appeals will be heard within 40 school days of the deadline for lodging appeals;

For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged;

Parents wishing to appeal should write to the Clerk to the Governing Body c/o Nyewood CE Infant School, Brent Road, Bognor Regis, West Sussex, PO21 5NW or apply online at: <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/school-appeals/> or in writing to West Sussex County Council at the address detailed below.

The timescales are set out in the Appeals Timetable which is published on the school website [www.nyewood-inf.w-sussex.sch.uk](http://www.nyewood-inf.w-sussex.sch.uk).

Appeals Administrator  
Legal Services (School Admission Appeals)  
County Hall, Chichester  
West Sussex PO19 1RQ

Tel: 0330 222 2732

### **Important Information**

Those who are not successful in obtaining a place may, if they wish, have their application placed on a waiting list. As vacancies arise, applications on file, together with late applications, will be offered places in priority according to the admissions criteria and not according to the date of application or the date being entered onto the waiting list. Children looked after, previously looked after children and those allocated a place in accordance with a Fair Access Protocol will take precedence over those on the waiting list.

Following the offer of a place at our school, we shall write to you with more information and ask you to confirm your acceptance of a place in writing within 20 school days from the date on the letter.

- All children will be offered full time education in the September following their fourth birthday;
- A 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 it was made: and
- Where the parents wish, the child may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents may seek a place for their child outside of their normal age group. In addition parents of a child born between 1 April and 31 August (summer born) may choose not to send that child to school until the September following their fifth birthday and may request they are admitted out of their normal age group, which is to Year R instead of Year 1. Parents' requests should be received in writing at the time of application. Admissions for children coming from overseas will be treated in accordance with European law or Home office rules for non-European Economic Area nationals, Department for Education 2014 School Admission Code and the 2012 School Admission Appeals Code.