

ST. NICOLAS C.E. PRIMARY SCHOOL, Locks Hill, Portslade, Brighton, BN41 2LA - Tel: 01273 418026
'Learning to live...together'

St. Nicolas is a successful, happy and thriving school built upon Christian values and providing an education based upon those values. We welcome families from all parts of the local community. It is not essential that families are practising Christians, but we expect all parents/carers applying for a place for their child/ren at our school to be willing to support the Christian values and ethos of St. Nicolas.

St. Nicolas has a published admission number (PAN) of 60 pupils for entry in Reception Year, without reference to ability or aptitude. All applicants will be admitted if 60 or fewer apply. If more applications are received than places available, Governors will allocate places using the Oversubscription Criteria detailed below.

For 2018/19 there are 64 places available in each of the Junior Year Groups (with the exception of the September 2018 Year 6 which has been capped at 32). The additional four places available in Year 3 for September 2018 will be allocated by Governors using the Oversubscription Criteria detailed below. Applications for Year 3 places will be treated as In Year Admissions (see below) using the Oversubscription Criteria below.

In Year Admissions

To apply for a school place in our current year groups, parents/carers should complete a school application form, available from the school office, and must also complete a Local Authority Preference Form available from their local authority. If a place becomes available, the place will be offered to those on the waiting list using the criteria listed below.

Please note:

- (a) If you are applying for a place at St. Nicolas for your child you must complete and return a **Local Authority Preference Form** available from and returnable to the **Local Authority in which you live** (see contact information at the end of this document).
- (b) If you are applying under Categories 1-6 of our Oversubscription Criteria, please also complete a **St Nicolas Supplementary Information Form**, available from the school office, and return the form to the school by the closing date, together with any requested documentation. This information will be needed if governors are to consider any application under Categories 1-6 below.

Both forms must be received by the closing date of **15th January 2018**.

Before the application of the Oversubscription Criteria, children with a Statement or an Education, Health and Care Plan which names St Nicolas will be allocated a place.

OVERSUBSCRIPTION CRITERIA
2018-19

1. A 'looked after child' in the care of a Local Authority or a child who was previously 'looked after', but ceased to be so because he/she became the subject of an Adoption Order, Child Arrangements Order or Special Guardianship Order (see Note a).
2. Children whose parents/carers are communicant members of or who worship at the Anglican churches in Portslade and Mile Oak (see Note b).
3. Children whose parents/carers are communicant members of or who worship at other Anglican churches (see Note b).
4. Children whose parents/carers are full members of or worship at other Christian churches (see Note b).
5. Children who have a sibling who is on the school roll at the time of admission (see Note d).
6. Children of staff working at the school. (see Note e)
7. Children who are living within the boundaries of the ecclesiastical parish of Portslade St. Nicolas and St. Andrew and Mile Oak The Good Shepherd. (see Notes c and f).
8. Other children.

NOTES

Please take time to read these notes - they will help you when applying for a place at St. Nicolas

- a. An Adoption Order is an order under Section 46 of the Adoption and Children Act 2002. 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. 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).
- b. "Communicant members of or worship at" means those who have for at least six months before application for admission (or for as long as they have lived in the area) shared in public worship in church on Sundays at least once a month. Proof of attendance will be required from the Minister/Priest. "Christian churches" refers to those churches that are full members of either Churches Together in Britain and Ireland or the Evangelical Alliance.
- c. A child's home address is that at which the child lives on the closing date for preference forms. If a child regularly lives at more than one address the Local Authority guidelines as outlined in Brighton & Hove's Primary Schools' Admissions Booklet will be followed.
- d. "Sibling" refers to another child living in the same household as your child (or blood brothers or sisters living at another address to your child) attending St. Nicolas **at the time of admission**. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. The sibling link is only taken into account if the sibling has already been allocated a place at the school. You may be asked to supply proof that your child has a sibling who attends the school.
- e. The word 'staff' includes all those employed by the Governors of the school on a permanent contract in any capacity. This category applies in the following instances:
 - (a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - (b) where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- f. A map of the ecclesiastical boundaries of the parish of Portslade St. Nicolas and St. Andrew and Mile Oak The Good Shepherd can be viewed at the school and on the school's website.

- g. When deciding between applicants who have equal entitlement under the above admission criteria priority will be given to those children who live nearest to the school. Home to school distance will be measured by the shortest walking route from the child's home to the main entrance gate of the school using the Local Authority's specialist School Admissions computer software based on Ordnance Survey and Postal Address data. This process is defined fully in Brighton & Hove's Primary Schools' Admissions Booklet. **Tie-breaker:** When the home addresses of two or more children are an equal distance from the school, and only one place remains available, the place will be allocated randomly to one of these children. This process will be independently verified.
- h. Reference to parents/carers includes legal guardians and includes either or both parents/carers or a sole parent/carer. Where only one of two parents/carers satisfies the criterion the application will be treated equally with other applications where the criterion is satisfied by both parents/carers.
- i. Late applications and changed preferences will be dealt with in line with Local Authority procedures as outlined in Brighton & Hove's Primary Schools' Admissions Booklet.

Deferred admission for infants

Places are offered to children for admission at the beginning of the September term after the fourth birthday; that is before they reach compulsory school age*. Parents/carers have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. The place that was offered would be held open for them at the school. We encourage parents/carers to discuss deferred or part-time admission with us and any other relevant professionals. Places cannot be deferred and held open beyond the beginning of the final term of the school year for which the offer was made. If you decide that admission will be deferred, you must tell us so that we know to hold the place open. Where a parent/carer doesn't tell us that admission is to be deferred and doesn't admit the child in September, it is possible that the place will be withdrawn and offered to another child.

* A child reaches compulsory school age in the term following his or her fifth birthday.

Summer Born Children: Requests for Delayed Entry to Reception for the following year

If you wish to request delayed entry to Reception for your child, you should make an application in the normal way through the Local Authority and the School **at the time when your child would normally be entering school**, and at the same time submit a request to the school for delayed entry to Reception for the following year.

St. Nicolas is a Voluntary Aided C.E. school, and is therefore its own admissions authority. Requests for delayed entry will be considered by the school governors' Admissions Committee in line with the revised School Admissions Code 2014, the Department for Education's Advice on the Admission of Summer Born Children and the Brighton & Hove Local Authority's Admissions Guidance. You should outline the reasons for your request and provide any supporting information you have which could include:

- Your child's academic, personal, social and emotional development;
- Where relevant, your child's medical history and the views of a medical professional;
- Whether or not your child has previously been educated out of his/her normal age group;
- Whether or not your child was born prematurely.

The Governors will review the evidence you supply, consult with the Headteacher and anyone else you identify in your evidence submission and then consider your request.

Please note that although a delayed entry may be agreed, a place cannot be held open and there is no guarantee of a place being available at the school the following year. You will still need to apply in the January before you wish your child to start Reception in the normal way. The application will then be considered by the school's admissions authority alongside all other applications, in line with the school's Oversubscription Criteria.

If you are considering making a request to delay your child's entry to Reception, we suggest that you discuss this with the Headteacher, Mr. Richbell.

Right of Appeal

There is a right of appeal to an independent panel against a decision of the governors. Parents wishing to exercise this right should write to the Chair of Governors at the School. Appeals should be received within 14 days of notification that a place has been refused.

Waiting List

Applicants who are unsuccessful in the allocation of places may ask to be placed on a Waiting List. If places become available they will be offered in accordance with the above criteria. Names will be kept on this Waiting List until 31st December.

Local Authority Contact details

Schools Admissions Team
Brighton & Hove City Council
Hove Town Hall
Norton Road
Hove
BN3 4AH

Tel: 01273 293653

Email: schooladmissions@brighton-hove.gov.uk

Worthing (South) Pupil Admissions Office,
Centenary House,
Durrington Lane,
Worthing,
BN13 2QB.

Tel: 033 301 42903

Email: admissions.south@westsussex.gov.uk