



Issued by the Governors of St Mary's CE School, Clymping
Draft Admissions Policy for 2027 to 2028

<i>Review Schedule</i>	<i>Annually</i>
<i>Last Revised</i>	<i>December 2025</i>
<i>Next Approval Date</i>	<i>November 2026</i>

Vision Statement

Being part of our tight-knit, vibrant community means many things but mostly discovering the joy of learning. We champion immersive and impactful experiences that transcend the traditional classroom setting and leave pupils with memories to last a lifetime. Together we dream big and aim high.

Be strong and let your heart take courage, all you who hope in the Lord

– Psalm 31:24

The Governing Body is responsible for the admission of pupils to St Mary's Church of England Primary School Clymping and admits 15 pupils to Reception each September. This published admission number (PAN) has been agreed by the Governing Body and

applies to the year 2027-2028. We typically have 105 pupils on roll in an academic year. The classes arranged annually with the current model being the Reception cohort on their own and all other year groups in mixed age classes.

St Mary's is a Church of England School with Voluntary Aided (VA) status, within West Sussex Local Authority. It is a co-educational school for children aged 4+ to 11 years of age.

We ask all parents applying for a place to respect our Christian ethos and its importance to the school community. This does not, however, affect the rights of parents who are not of the faith of this school to apply for an be considered for a place here.

St Mary's is a VA School with a reputation for high academic standards and a caring Christian ethos, where every child is valued. Education is very much a partnership between home and school, so parents are encouraged to be actively involved in their child's education.

We rely heavily on the cultural capital of the school location. We are close to the beach, the River Arun, we have access to rural farmland, our orchard and wild meadow as well as close bus and rail links. We have used all of these to create a curriculum that reflects the vision and values of the school.

The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities. The school is however on a level site, and all the accommodation is on one floor except for some administration rooms; the school hall is slightly elevated but has a disability ramp for access; there are also ramps at the main entrance and at the entrance to the playground. All classrooms may be entered without steps from an internal route, and we have portable ramps to help access from rear fire exits. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

Admission Arrangements

The Local Authority (LA) operates an agreed co-ordinated admissions scheme for the normal admission round [for entry to Reception], in line with government legislation. The LA will manage the process on behalf of the school according to the scheme published each year. The Governing Body, as the Admission Authority, will allocate the available places in line with this policy.

Applicants must apply to their home LA (the LA where the child lives). The closing date for admission application forms to be received by the home LA is Wednesday Information for West Sussex residents on completing the online application and notification dates of admission decisions are published at [School places - West Sussex County Council](#). All

applications must be made on the home Local Authority Common Application Form (CAF).

Parents/carers applying under criteria 4 and 5 are requested to complete our Supplementary Information Form (SIF) and return it to the school office by the closing date for applications. A SIF only needs to be completed if the information, which enables governors to rank applications fairly, is not obtainable through the CAF.

The Governing Body is required to abide by the maximum limits for infant classes (5-, 6- and 7-year-olds), i.e. 30 pupils per class

All successful applicants who have reached their 4th birthday before the first day of September 2027 are entitled to a full-time place. However, please note the following:

- (a) Where parents so wish, a child may attend part-time until the child reaches compulsory school age
- (b) Parents offered a Reception place for their child may defer the date of their child's admission until later in the year, or until the child reaches compulsory school age (or the start of the summer term, if earlier). Summer born children (born 1 April – 31 August) do not reach compulsory school age until 31st August following their 5th birthday but must still take up an offer of a Reception place by the start of the summer term
- (c) If parents do not take up the offered place by the deadline described in paragraph (e) then a new, in-year application will be required for a place in Year 1.

Education of children outside normal age group

Children are normally be educated in their chronological age group. However, a request may be made that a child should be educated outside their normal age group. Such requests must be made in writing to the Governing Body (by letter addressed to the Governing Body, c/o the school office, accompanied by any evidence the parents wish the Governing Body to consider in support of the application). The Governing Body will consider the request and will make a decision based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parents' views, the child's academic, social and emotional development; (where relevant) their medical history and the views of a medical professional; whether the child has previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Governing Body will also take into account the views of the head teacher. The Governing Body will set out the reasons for its decision when informing parents of its decision about the year group the child should be admitted to.

If the Governing Body agrees to the request for out-of-year-group education, then an application must still be made for a place for the child in the school. Approval of an out-

of-year-group education request does not automatically mean that a place will be available in the preferred year group.

There is no right of appeal where a child is offered a place at the school but not in their parent's/carer's preferred age group.

Deferred entry to Reception for summer-born children

A parent of a summer-born child who wishes their child to start school in the autumn term following their 5th birthday and to be educated 'out of year group' (i.e. in the Reception Year rather than Year 1) should contact the school to discuss their situation at the earliest possible opportunity.

All such parents are advised to apply for a Reception place in their child's normal age group at the usual time and submit a request for admission out of the normal age group at the same time. However, all applications will be considered. The Governing Body will consider each application, taking account of the factors described above.

If the recommended procedure is followed, the Governing Body will respond to the request before any offer of a Reception place is made for the child's normal age group. If the request is agreed, the application for a place in the child's normal age group can be withdrawn.

If the request is refused but the child is offered a place at the school in their normal age group, parents may decide whether to accept the offer of that place or refuse it and make an in-year application for admission into Y1 for the September following the child's 5th birthday.

Where a parent's request for out-of-year-group education for their summer-born child has been agreed, they must make a new application for a Reception place at the school as part of the main admissions round the following year.

Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

The Governors will admit any pupil with an Education, Health and Care plan (EHCP) which names the school, before any oversubscription criteria are applied.

All applicants will be admitted if there are sufficient places available. When there are more applications than there are available places, the Governors will admit pupils according to the following criteria in order of priority.

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)

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. The child resides in the civil or ecclesiastical parishes of Clymping (see map in Appendix)
3. The child already has a sibling who is attending St Mary's School Clymping at the time of application.
4. A parent of the child is a regular attendee of St Mary's Church at Clymping.
5. Children at least one of whose parents/carers has attended an act of public worship at any Christian Church at least once in every month for at least a year immediately before the date of application. Applicants under this criterion must complete a SIF confirming their attendance and have this countersigned by their priest or minister.
6. There is exceptional reason, i.e. medical or social (with written professional support) for admission to this school.
7. Other children

Explanatory notes

Criterion 1 Children in public care (Looked after children)

Looked After Children and all previously looked-after children, including those who appear (to the Governors) to have been in state care outside England, and who ceased to be in state care because 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 (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under criterion 1. Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Criterion 1.

Children who were not 'looked after' immediately before being adopted or made the subject of a child arrangements order or special guardianship order will not be prioritised under criterion 1.

A 'child arrangements order' is an order regulating the arrangements for where, when and with whom a child is to live (section 8 of the Children Act 1989 (as amended by the Children and Families Act 2014)).

A 'special guardianship order' is an order made under section 14A of The Children Act 1989, appointing one or more individuals to be a child's 'special guardian' (or guardians)'.

Children adopted who but appear (to the Governing Body) to have been in state care outside England. A child is regarded as having been in state care outside of England if they were in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

The Local Authority's 'Virtual School Head' will be asked to verify all such applications. All applications are considered individually but a successful application should include evidence that the child was previously cared for by the state outside England because he or she would not otherwise have been cared for adequately and has been subsequently adopted.

Criterion 3 Sibling

A sibling includes a brother or sister, half-brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent /carer or partner, children looked after or previously looked after. In every case, the sibling must be living permanently at the same home address as the applicant as part of the same family household, at the time of application. A sibling link will not be recognised for children temporarily living in the same house, for example, a child who usually lives with one parent but has temporarily moved or a looked after child in a short-term foster or bridging placement. Where the applicant lives at more than one address, the sibling must also reside at the same address for most of the school week.

A sibling must be on the roll of the named school at the time of application (or have been offered and accepted a place) and be expected to still be on roll at the time of admission.

Criterion 4 'Christian Church' definition

'Christian church' means [e.g. any church which is a member of the Anglican Communion, Churches Together in England, the Evangelical Alliance or Affinity.]

[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.]

Criterion 6 On very exceptional social or medical grounds

Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

All schools can support children with a wide range of social and medical needs.

An application made under Criterion 3 must clearly demonstrate why St Mary's CE Primary School, Clymping is the only one that can meet your child's need in a way that no other school can and should include recent independent objective evidence, for example from a doctor, psychologist, social worker, or other professional involved with your child, which describes your child's specific need, whether medical or social (for example, exceptional family circumstances).

If St Mary's CE Primary School, Clymping is not the nearest school to your child's home address, the application must clearly explain why closer schools will not meet your child's need.

All evidence must relate specifically to St Mary's CE Primary School, Clymping.

A Governors' admission panel will decide whether the evidence provided is enough to meet the requirements for this criterion.

Tie breaker

In the case of oversubscription in any category, priority is given to applicants who live nearest the school (measured by a straight line from school to the child's home address, using Ordnance Survey address point data from a central point in each building as provided by the Local Authority). Where two applications are the same distance from the school, a tie breaker will be used, and the place will be determined by the independently supervised drawing of lots. A head teacher – independent of our school – will be asked to fulfil this role.

The address provided must be the child's permanent home address at the time of application. If a child lives at more than one address (for example due to a separation) the address used must be the one where the child lives for most of the time. If a child lives at two addresses equally then parents/carers should make a single joint application naming one address. Evidence will be required to establish a child's home address for admission purposes.

Twins and multiple births

Where a twin or multiple birth sibling is offered a place at the school then the other twin or multiple birth sibling(s) will also be offered a place, even if this means that the school's published admission number is exceeded.

Waiting List/Late Applications

In the event of more applications than available places the Governors will maintain a waiting list. This list will be re-ranked in accordance with the published oversubscription criteria each time that a name is added to or removed from the list. If a place becomes available in the school, it will be offered to the child that best meets the published admission rules at the time. Parents/carers are requested to inform the Governing Body if they wish to remove their child's name from the list. The school will maintain this waiting list for a maximum period of twelve months. This will be reviewed at the end of each academic year.

In-year admissions

Applications can be made at any time for places in any year group outside the normal admissions round.

The school is part of its local authority's coordinated in-year scheme and all in-year applications must be made online to [West Sussex Local Authority](#).

Fair Access Protocol

The Governors co-operate with the LA's Fair Access Protocol for children who are hard to place, and these children will be admitted even if the school is full (and over PAN if necessary) and ahead of any children on the waiting list. Parents of a child who is eligible for consideration under the Fair Access Protocol may still make an application for an in-year place at the school in line with this policy.

Right to Appeal

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel.

Full details of the right to appeal will be included in the letter confirming the Governors' decision not to offer a place.

The West Sussex County Council appeal timetable is published annually on the school website by the 28th February. This sets out the timeframe for the various stages in the appeal process and includes statutory dates by which the appeals must be heard.

An appeal form relating to an in-year application decision may be submitted directly to the school office at any time following the issue of the decision letter, during the academic year.

The appeal form is available to download from the school website or can be collected or sent out from the School Office. This form must be used for all appeals in connection with decisions issued by the Admissions Committee.

The Admissions Committee does not administer appeal hearings during the school holidays. Appeal forms received when the school is closed will not be processed until the school resumes.

Catchment Map

A more detailed map is available from the school office.

