



BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

Rectory Gardens
Worthing
West Sussex
BN14 7TQ

TEL 01903 235389

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Headteacher: Mrs N Simpson

www.broadwater.w-sussex.sch.uk

Admission to Broadwater Church of England Primary School 2021-2022

(Compliance change in relation to the determination decision made by the Office of the Schools Adjudicator on 21st October 2020.)

Turn your ear to wisdom and apply your heart to understanding (Proverbs 2:2)

Broadwater is a Christian School. We will enable children to become wise, confident, successful learners with the motivation, skills and responsibility to make a positive difference in God's world. Our vision is underpinned by the values we live by.

The Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. There is no law against these things! Galatians 5:22

It is this fruit that, in partnership with parents, we will instil in the children of our school.

Broadwater Church of England Primary School

Admissions Arrangements for 2021-2022

These Admissions Arrangements are designed to inform you of the process of applying for a place at Broadwater Church of England Primary School and reflect the statutory requirements of the Department for Education 2014 School Admission Code and the 2012 School Admissions Appeals Code.

Please contact the school Admissions Officer if you would like to discuss the admissions arrangements or your particular circumstances. The school Admissions Officer can be contacted at the School Office on 01903 235389 or emailed at office@broadwaterce.org.

Broadwater Church of England Primary School welcomes children between 4 and 11 years old. As a voluntary aided Church of England school, the Governing Body has responsibility for deciding pupil admissions in consultation with the Diocese of Chichester and West Sussex County Council.

The school aims to enable each child to thrive spiritually, morally, academically, physically and socially within our shared Christian faith.

The statutory Published Admission Number is 60, a figure that reflects the space available for teaching. This is the maximum number of children admitted to Reception and years 1 and 2. These places are normally all filled at reception age, but pupils can occasionally be admitted to other year groups if places become available. The same number has been set as a non-statutory limit for all other year groups. This may be adjusted from time to time according to the level of resources available at the school.

The school encourages visits by parents prior to applying, to find out more about us. Please contact the school office for an appointment.

Admissions Criteria

Places will be allocated on the basis of the criteria given below, in the order of priority shown.

Priority is then given to:

1. Looked after children/children in public care. (See notes 1, 3 and 7)
2. Children whose parent(s) show commitment to the life of the Parish of Broadwater by sustained regular worship at St. Mary's Church, Queen Street Church, St Stephen's Café Church or Worthing Chinese Christian Fellowship (see notes 2, 3 and 7).
3. Children whose parent(s) live within the Parish of Broadwater and are sustained, regular worshippers at another Christian church, Anglican or otherwise (see notes 2, 3, 4, 7 and 8).
4. Brothers and sisters of children who have attended the school from Reception onwards and are still attending when the younger child starts school (see note 3 and 6).
5. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds and whose parent(s) live within the Parish of Broadwater (see notes 3, 5 and 7).
6. Brothers and sisters of children who have been admitted to the school after Reception and are still attending when the younger child starts school (see note 3 and 6).

7. Any other children (see note 3).

Late applications are considered after all those applications received by the specified deadline.

Note 1. Looked after children and children in public care or previously looked after children who ceased to be so because they were adopted (or became subject to a residency order or special guardianship order), including those children 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; must have their application supported by details of circumstance and professional evidence.

Note 2. By 'sustained regular worship' the governors understand attendance for six months or more in church at least two Sundays each month before the published application deadline. All such applications based on church commitment will require personal verification by the relevant minister. If a family applies having moved into the parish within the previous six months, a letter to this effect from their previous minister must support their application. ***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.***

Note 3. In any category if there are more applicants than there are spaces available, governors will decide between them on the basis of proximity of home to school, the measurement to be carried out using the accepted Local Authority method. Priority will be given to applicants who live closest to the school.

Note 4. Such churches should be members of the Evangelical Alliance or Churches Together in Britain and Ireland, or their local equivalent.

Note 5. Under category 5, unless a child has a statement of SEN or an 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 attend this particular school.

Note 6. Brothers and sisters are defined as a full or half brother or sister permanently living in the same household, and adoptive or foster brother or sister.

Note 7. Parent includes legal guardian.

Note 8. A map of the Parish of Broadwater is held at the school office and is available for consultation by arrangement.

Children with a Statement of Special Educational Needs or Education Health and Care Plan

Admission of children in this category is administered by the Local Authority (LA). Priority will be given to any child with a Statement of Special Educational Needs or an Education Health and Care Plan that names Broadwater Church of England Primary School as the school the child must attend (as per section 324 of the Education Act 1996).

Supplementary Information Form (SIF)

A supplementary information form (SIF) must be completed in order for the school to confirm that criterion 1,2, 3 and 5 have been met. A completed SIF (which forms part of this document or is available from the school) should be submitted to the school at the earliest opportunity, if necessary separately from the school place application form and must be submitted before the published application deadline date.

Starting School

If your child's date of birth is between 01 September 2016 and 31 August 2017 your child would normally start school in September 2021.

Thank you for considering our school as a place for your child. We feel that our school is a fun, vibrant and exciting place to be. Please be aware, however, that places at our school are limited. In order to be completely fair about the places we offer, we adhere strictly to our admissions criteria. These admissions criteria are reviewed regularly by consultation with the local authority, the Diocese, the local churches, the wider community (through our newsletter and website) and with other local schools. The last review was in 2016.

Should you be considering an application for entry to our school under any church categories, it is important that you understand how the church will register your attendance. If you are unsure how to go about this, we suggest you make yourself known to your local church minister. Please ensure that you complete the **Supplementary Information for Admission** form and return this to the school before the West Sussex Admissions deadline.

Please also be aware that parents will need to apply online by visiting www.westsussex.gov.uk/admissions. The website provides information needed for completing your application including details of all the schools in West Sussex. It is important that you apply before the published closing date for West Sussex admissions for the year your child will start school.

Summer Born Children and Deferral or Delayed Entry into the Following Year

By law, children must start their full-time education in the term following their fifth birthday. When you have received the offer of a school place, you may wish to take the opportunity to discuss the school's induction arrangements and your child's start date with the school. You can defer admission until the start of the spring or summer term so long as your child has not reached compulsory school age. However, you must inform the school of this decision.

In practice, most parents opt to send their child full time from the Autumn Term following a short induction period. Should you choose to defer your child's start until the term following their fifth birthday; the school will hold your child's school place provided your child is still joining the school in the reception year. If your child was born between 01 April and 31 August, you can decide not to take up a school place until the following academic year; however, a place will not be held in a Reception class and in most cases your child may need to join Year 1 upon their admission to school.

Parents wishing to defer to Year 1 must apply for a place in the preceding summer term and should be aware that a place may not be available. In this case, your child will be placed on the waiting list. If you are considering this approach, you are also advised to contact the West Sussex Pupil Admission Team to consider other possible schools.

If your child is summer born (born between 01 April and 31 August) and you consider that they are too immature to start school before their 5th birthday, you have the right to discuss with the school, the option of your child being put in the younger year group. It is the school's view that children can be well-looked after in their normal year of admission and the majority of summer born children will join their normal year group. Every request to place a child in a year group below their chronological age (back class) is decided on the individual circumstances of the case.

Matters such as: your wishes; your child's academic, social and emotional development and medical history; and the preferred school's view, may be relevant.

Parents of children born between 01 April and 31 August who wish to delay entry into reception in this manner should still apply in the normal admission round, and indicate this on their preference form, attaching any evidence of the need for deferment from any associated professionals. Any application for delaying entry must be submitted before the closing date of **15th January 2021**. Applications or evidence submitted late will only be considered in exceptional circumstances and a decision will not be made until later in the summer term when any outstanding delayed entry requests are considered. In making its decision, the school will convene an Admissions Panel including governors, an Early Years education expert and the Headteacher. Parents will be invited to submit written evidence to support their request prior to this meeting. The Panel will consider the written evidence and reflect on the long-term impact of any decision made. They will balance this against the child's current needs. The decision made is a discretionary power of the school as the admissions authority. As the Local Authority act on the school's behalf to administer admissions for Early Years, the Panel's decision and its reasons will be sent to you by the Local Authority in a letter. This may be combined with decisions relating to other schools. There is no right of appeal if parents are offered a place at school but it is not their preferred year group.

Where delayed entry is agreed by the governors, then the place cannot be held open and the parents **will need to apply again** the next year in the normal way. The school will then treat and rank the application according to the criteria published in the admission arrangements along with all others received. Please be aware that although the delay may be agreed, **there is no guarantee of a place being available at the school for the following year.**

Follow this link for DfE advice:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

In-Year Admissions

Applications can be submitted at any time during the academic year by completing the school's in-year Application for Transfer Admission form and returning this directly to the school office. This form is available on request from the school office.

Where a place is available, the governors Admissions Committee will convene to consider the application.

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 admissions criteria in order to determine a priority for admission.

Waiting Lists

Waiting lists are held for each year group. Where an application is submitted and there is no place available in a particular year group, the child's name will be placed on a waiting list in agreement with the parents. Waiting lists are ranked in accordance with the admissions criteria. When a place becomes available, the governors Admissions Panel will convene in accordance with the In-Year Admissions details above.

A waiting list for the Reception year group is held until the 31st December. This waiting list holds the names of all children refused admission to the school for this year group and is ranked according to the admissions criteria. Additional children added to this list will also be ranked according to the admissions criteria.

Appeals Procedure

Whenever an application for a school place is refused, the legal right to appeal against the decision will be offered to the applicant. An appeal form may be submitted directly at any time following the issue of a decision letter during the academic year. Appellants should appeal using the West Sussex school appeals system. The details of your appeal can be completed online.

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/school-appeals-and-waiting-lists/>

On receipt of an appeal, the school will arrange for an appeal hearing to be convened. Appeals will not take place during school holidays and will only be processed in school term-time.



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SUPPLEMENTARY INFORMATION FOR ADMISSION (School Year 2021-22)

Child's Surname:	Child's First Name:
Date of Birth:	
Parent(s)/Guardian(s):	
Address:	
Postcode:	Home Telephone:
Mobile Phone:	Email:
If moving, future address:	

"Application for a School Place" must be registered and received (an online process) by the Education office by 15th January 2021. **This supplementary information form** must be completed and received directly by Broadwater C of E School office also by 15th January 2021, if you wish to apply under any of the Church attendance categories.

In the space below you are invited to give your reasons for applying to this school or matters that you wish considered. (Please indicate if you have any regular church involvement – see Governors' Admissions policy.)

Church Involvement (Tick or Cross)	
Name of church(es) attended:	

(Please continue on the back of this form if insufficient space)

Date:		Signed (parent/guardian):	
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For office use only

Dear

Child's Name:	
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Your Supplementary Information for the admission (under a church attendance category) of the child named above to this school is acknowledged. All applications for those children who become five years old between 1st September and 31st August will be considered by the Governors in the spring term before those born in September become five. You can expect to hear the Governors' decision sent out by County Admissions in April 2021.

(Headteacher/Admissions Officer)

**Please do let us know if there are any future changes with regard to your application.*
IN ADDITION, YOU MUST ENSURE YOU COMPLETE THE ON-LINE LOCAL AUTHORITY FORM.

Rectory Gardens
Worthing
West Sussex
BN14 7TQ
Tel: 01903 235389

APPLICATION FOR TRANSFER ADMISSION



Child's Christian name and surname: _____

Date of birth: _____ Parent(s)/Guardian(s): _____

Address: _____

Postcode: _____

Telephone No: _____ Email: _____

If moving, future address: _____

Child's present school/playgroup/nursery: _____

Other children in the family:

Name:	Date of Birth:	School:
_____	_____	_____
_____	_____	_____

**Separate applications must be made for each child at the appropriate time. The detail of other children is not an application. In the space below you are invited to give your reasons for applying to this school or matters that you wish considered. (Please indicate if you have any church involvement.)*

(Tick or Cross)

Name of church(es) attended:

(Please continue on the back if you require more space)

Date: _____ Signed (parent/guardian): _____

Note to Applicants: You will be informed as to whether a place is available at the time requested. If a place is not available, please put a tick in the box below if you would like your child's name to be placed on the waiting list. You are asked to contact the school each term if you wish your child's name to be retained.

Date you would like your child to start at this school: _____ Name on file?

Dear Parent of _____ (child's name)

For office use only.

I acknowledge receipt of your Transfer Admission Form for Broadwater C. E. School.

*There is currently a place available in your child's year group/ *there are currently no spaces available in your child's year group. You may appeal against a decision to refuse a place by contacting the Appeals Administrator, Legal Services, County Hall, Chichester West Sussex PO19 1RQ, Tel: 0330 222 2732. You can also appeal online at

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/school-appeals-and-waiting-lists/>

Yours sincerely, Mrs Elma Hargreaves (Admissions Officer)

Date:

Please note: We are not able to operate a waiting list. You are asked to contact the school each term if you wish your child's name to be retained on file.