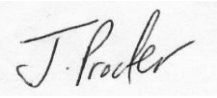




Admissions Criteria 2025 - 2026

Review cycle	1 / 2 / 3 years	Date: March 2024
Approved by	Full Governing Body / Executive Headteacher	
Changes made in this review cycle	Additions requested from Chichester Diocese and East Sussex County Council.	
Linked policies		
Signed		Date: March 2025
Position	Executive Headteacher	
Date of next Review	September 2026	

St Mary the Virgin CE School in Hartfield is a Church of England Voluntary **Aided** Primary School situated in a rural area. As an **Aided School**, the admission of pupils is made by the governors in accordance with arrangements agreed with the Local Authority and the Diocese of Chichester.

The school serves a dual role: it seeks to provide a place of Christian nurture for Church families while at the same time serving the local community. The planned admission numbers for each year group is 15. If more than that number applies for any year group, the admission of pupils will be subject to the following priorities in order set out:

1. **'Looked after' children** and children who were looked after, but ceased to be so because they were adopted (or subject to residence orders or special guardianship orders) immediately following being looked after. This is extended to children who appear to the admission authority to have been in state care outside of England, and were adopted.
2. Children with a **sibling** who is attending the school, at the time of admission
3. Children of **parents regularly worshipping** at St Mary the Virgin, Hartfield or Holy Trinity, Coleman's Hatch and living in the civil parish
4. Children living in the **civil parish**
5. Children **living with Christian parents** who regularly worship at a Christian church and live outside the civil parish
6. **Other children** -When deciding between applicants of equal entitlement, the governors will give priority to the applicants living closest to the school, **measured using surfaced passable routes** by the County Council's geographical formation system (GIS) from the child's home to the nearest gate used by children at the school. It must also be a public right of way.

NOTES:

- 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) being 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).
**An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). 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 as amended by Section 14 of the Children and Families Act 2014. 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).*
- 'Sibling' refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, step brother or step sister, foster siblings and includes children living as siblings in the same family unit. It will also be applied to situations where a full or half brother or sister are living at separate addresses. Criteria 2 and 5 include children who at the time of application for whom the offer of a place at the school has been accepted, even if the sibling is not yet attending.
- Twins and children from multiple births where the admission of both twins and all siblings from a multiple birth would cause the school to rise above its Planned Admission Number (PAN), both twins and all the siblings will be admitted.
- Regular worship is defined as attending a service at least once a month for a minimum of 12 months. In the event that during the period specified for attendance (at least once a month for a minimum of 12 months) the church has been closed for worship, and has not provided alternative premises for that worship, the

requirement 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.

- Parents applying under criterion 3 or 5 must complete a supplementary form (available on the website) countersigned by the priest or minister able to verify that the requirements of a particular criterion have been met.
- Reference to parents includes legal guardians and applies to either or both parents, or a sole parent.
- Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirements are met by two parents.
- Maps of the civil parish of Hartfield can be viewed at the school.
- A Christian Church is a Church that is a full member of Churches Together in Britain and Ireland or the Evangelical Alliance.
- 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 clerk to the governors *c/o* the school.
- Children refused a place can, at their parents' request, be put on a waiting list where priorities will also be determined by the admissions criteria set out above. Children are kept on this list for a maximum of 12 months.
- Late applications are considered after all those applications received by the specified deadline.
- All children can attend full time from the September after the fourth birthday, or part-time at the parents' request. Entry can be deferred at the parents' request.
- Parents should contact the school directly for in-year applications. For details on the process of in-year admissions, please visit the East Sussex admissions [website](#).

Timetable for organising and hearing admission appeals by 28 February each year

The deadline for lodging a written appeal is 20 school days from the date of notification that the application was unsuccessful to prepare and lodge their written appeal

Following a written appeal there will then be reasonable deadlines for the following:

- those making an appeal to submit additional evidence- 10 school days
- admission authorities to submit their evidence- 10 school days
- the clerk to send appeal papers to the panel and parties- 10 school days
- those making an appeal will receive at least 10 school days' notice of their appeal hearing
- decision letters will be sent within 5 school days of the hearing wherever possible



Supplementary Application to attend St Mary the Virgin CE Primary School, Hartfield

Criterion 3: Parents regularly worshipping at St Mary the Virgin, Hartfield or Holy Trinity, Coleman's Hatch and living in the civil parish

Criterion 5: Living with Christian parents who regularly worship at a Christian church and live outside the civil parish.

To seek application to attend St Mary the Virgin CE Primary School, under this criterion, it is necessary to provide evidence from a priest or minister, of regular attendance at a Christian Church, which is a Church that is a full member of Churches Together in Britain and Ireland or the Evangelical Alliance. Regular worship is defined as attending a service at least once a month for a minimum of 12 months. In the event that during the period specified for attendance (at least once a month for a minimum of 12 months) the church has been closed for worship, and has not provided alternative premises for that worship, the requirement 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.

Verification of regular attendance:

Name of Parents and child: _____

Name of church: _____

I confirm that the above named child/parent has attended a service at least once a month in the last 12 months.

Name of Priest/Minister: _____

Signed: _____

Date: _____