

Admissions Policy

Bury CE Primary School is a Church of England Voluntary Aided Primary School in the Diocese of Chichester. The school provides a distinctively Christian education for children aged 4 to 11 years. Historically, the majority of Church of England schools were established to provide an education for the children of the local parish in accordance with the principles of the Church of England. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the school's admission criteria.

As Bury School is a Voluntary Aided Primary School, as such the Governing Body is the Admission Authority responsible for admissions. This duty is discharged following the requirements of the law, the school's trust deed, advice from the Chichester Diocesan Board of Education and its duty to the local community.

The published admission number (PAN) for 2025/2026 is 10.

Please contact the school office on 01798 831502 or email office@bury.school if you require assistance or a Supplementary Information Form.

Bury CE Primary School,
Westburton Lane
Bury
Pulborough
West Sussex
RH20 1HB

Making an Application

All applications must be made by completing a Local Authority Common Application Form. You can find details at <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places> or by calling 03330 142 903.

In addition to the Local Authority form you are asked to complete a Supplementary Information Form (SIF) if applying under criteria 2 and 6. This is not an application form for admission to school but will be used by the governors when applying the admissions criteria. The Supplementary Information Forms are available on line from our website <http://www.bury.w-sussex.sch.uk> and from the school office. Without this being submitted to the school by the closing date for applications, an application cannot be considered under the above categories.

Oversubscription Criteria

Where there are more applications for admission than the published admission number, the Governing Body will apply the following criteria in strict order of priority. Children with an EHCP naming the school will be admitted within the PAN if the application is received in the normal round, and above it if received after all places have been allocated.

1. Looked After Children or previously Looked After Children.

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).*

LIVING WITHIN THE PARISH OF BURY, COLDWALTHAM, HARDHAM AND HOUGHTON:

2. Children who reside in the Parish of Bury, Coldwaltham, Hardham and Houghton and whose parents regularly attend one of those Parish Churches.
3. Children who reside in the Parish of Bury, Coldwaltham, Hardham and Houghton and who have an elder sibling who will be attending the school at the time of anticipated admission.
4. Children who reside in the Parish of Bury, Coldwaltham, Hardham and Houghton who do not qualify under one of the criteria above.

LIVING OUTSIDE THE PARISH OF BURY, COLDWALTHAM, HARDHAM AND HOUGHTON:

5. Children who reside outside the Parish of Bury, Coldwaltham, Hardham and Houghton and who have an elder sibling who will be attending the school at the time of anticipated admission.
6. Children who reside outside the Parish of Bury, Coldwaltham, Hardham and Houghton and whose parents regularly attend a Christian denomination participating in 'Churches Together in England'.
7. All other children.

Should the admission number be reached mid-category, applications in that category will be prioritised on the shortest distance measured in a straight line from the child's home address to the front of the school, using OS maps, with those living closer to the school receiving higher priority.

In the event of two or more children living equidistant from the school being tied for the last place, the place will be decided by drawing lots. The first name drawn will be offered the place.

Deferred and part-time admissions

The School admits children to the reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) Parents/carers applying for a place in the reception class may request to defer entry to the reception class until the beginning of the term after their child is five years old, but cannot defer entry beyond the end of the school year. Parents/carers may also request that their child attends part-time until their child reaches compulsory school age.

Summer born children and delayed admission

Parents of summer born (1 April to 31 August) children may request a delayed admission, i.e. admission into reception class a year later. If such a request is agreed, a fresh application needs to be made for entry into reception for the following year. The application for a reception place will then be considered with all others received, there is no guarantee that a place will be available in the following admission year.

For each request, we will make a decision on the basis of the circumstances of the case and in the

best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

We will ask parents to say in writing, with as much supporting evidence as they wish to provide, why they are requesting admission outside the normal age group for a child. We will consider this evidence and reach a decision in the child's best interests. This decision will take into account:

- the parent's views;
- the views of the Headteacher of this school;
- information about the child's academic, social and emotional development submitted by the parent;
- information about the child's medical history and the views of a relevant medical professional submitted by the parent;
- whether the child has previously been educated out of their normal age group;
- guidance from the Department for Education on the admission of summer-born children to Reception;
- whether the child may have fallen into a lower age group if it were not for being born prematurely.

Parents who make a request should consider the implications of a child being taught out of the normal age group. Any school the child later moves on to will not be obliged to continue to educate their child out of the normal age group.

Applications for children to enter a year group other than their chronological age

The Governors will consider applications on a case by case basis for 'deferred', 'delayed' or 'accelerated' entry in circumstances where parents would like their child to be admitted to a year group either side of the chronological age year group. The reasons for the request must be fully explained in writing and included with the application form. It is highly recommended that in this case parents speak to the Head Teacher to discuss this before making an application to the school.

Notes and definitions

Looked After Children and previously Looked After Children

A looked after child is a child in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order)."

Children with a Statement of Special Educational Needs or EHCP

Children with an EHCP are admitted to school in accordance with a separate process administered by the Local Authority (LA) in whose area the child lives. The Governors must always admit a child whose EHCP names Bury C of E (Aided) Primary School.

Parish of Bury, Coldwaltham, Hardham and Houghton

The ecclesiastical Parish of Bury, Coldwaltham, Hardham and Houghton. A map of the parish boundary may be viewed at the school office.

Place of residence

The child's ordinary place of residence will normally be a residential property at which the parent or person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will normally be the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week.

Parent

Any person who has parental responsibility or care of the child.

Regular Church Attendance

Regular church attendance by parents is defined as attendance at a church service at least twice a month over the past 6 months. It is sufficient for just one parent to attend. This must be confirmed by a member of clergy using the SIF.

Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's partner, and in every case, the child should be living in the same family unit at the same address. Wherever possible the governors will endeavour to keep siblings together.

Multiple Births

Where possible the governors will admit all the children of a multiple birth (i.e. twins, triplets etc.).

Late Applications

Applications received after the deadline set by the Local Education Authority will be considered after places have been allocated to those applications received on time.

Waiting List

Children refused a place can, at their parent's request, be placed on a waiting list.

The waiting list is maintained until the end of December of the year of application for main round applications and determined according to the Governing Body's priority of admission over-subscription criteria. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Withdrawing an allocated place

The Governors will expect parents to confirm by post or email within 20 school days, their acceptance of any place offered at the school. The Governors reserve the right to withdraw the offer of a place if these conditions are not met and to reallocate the place to the highest ranked child on a waiting list, or to a new applicant where no waiting list exists.

Supplementary Information Form (SIF)

The SIF is available on the school's website or upon request from the school office. Applicants must ensure that the vicar, priest, minister or pastor of their Church completes the SIF for any applications under criteria 2 and 6. Parents/carers must return the form to the school by the published application deadline for the application to be considered under these criteria.

Appeals against the Governing Body's decision to refuse admission

Parents have a right of appeal to an independent panel against the decision of the Governing Body to refuse application for a school place. Details of the appeals procedure are sent out with all refusal letters. And an appeals timetable is available on the school's website.

False Information

- Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
- Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
- Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

In Year Applications

All applications outside the normal admissions round must be made by completing a Local Authority Common Application Form (CAF) and the Supplementary Information Form (SIF) if applying under oversubscription criteria 2 and 6. The CAF must be sent to the Local Authority, who will deal with the application in accordance with the Local Authority Scheme and the SIF must be returned to the school.