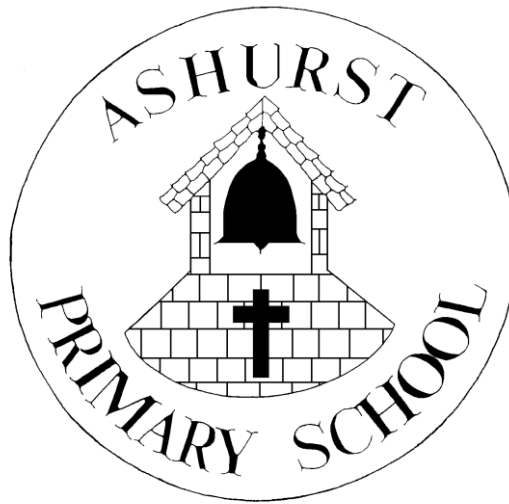


# ASHURST C E (AIDED) PRIMARY SCHOOL



## ADMISSIONS

### SUPPLEMENTARY INFORMATION

2025-2026

FULL NAME OF CHILD: .....

DATE OF BIRTH: .....

**ASHURST CE (AIDED) PRIMARY SCHOOL**

ASHURST, STEYNING, WEST SUSSEX, BN44 3AY

Telephone: 01403-710426

E-mail: [office@ashurstcofe-pri.w-sussex.sch.uk](mailto:office@ashurstcofe-pri.w-sussex.sch.uk)

Headteacher: Mrs S Smith

Dear Parents

Thank you very much for your interest in a place at Ashurst CE Aided Primary School.

Please apply to the LA for a formal Admissions Form if you wish to proceed with a placement for your child.

In the meantime, should you require any further information regarding the school, please do not hesitate to contact School Office.

Yours sincerely

Mrs S Smith

**Headteacher**

**Admission Arrangements:**

Ashurst is a small village Church of England (Aided) Primary School for pupils aged 4 - 11 years.

As an Aided school, admissions are decided by the Governing Body in accordance with arrangements made with West Sussex County Council (LA).

Parents seeking a placement for their child at Ashurst CE Aided Primary School must apply to the LA for a formal Application Form and to the school for a Supplementary Information Form.

The last date for completed Application Forms to be submitted to the LA is 15<sup>th</sup> January 2026.

The last date for completed Supplementary Information Forms to be returned to the school is 15<sup>th</sup> January 2026.

The Admissions Panel of the school's Governing Body meets in the Spring Term to consider all pupils formally registered by the LA for entry the following academic year, and to decide on the allocation of places in accordance with the criteria for admission stated in the school's Admission Policy.

Parents of all pupils formally registered as seeking a place at Ashurst CE Aided Primary School, are notified by the LA on/after 16<sup>th</sup> April 2026.

The school year consists of three terms: the Autumn Term which begins in September, the Spring Term which begins in January and the Summer Term which begins in April. Full-time educational provision in school normally begins at the start of the term of the pupil's 5th birthday.

Pupils offered a place at Ashurst Primary for the following academic year, are given a choice of starting school in a part-time capacity before the term of their 5th birthday. They are offered the choice of starting in a part-time capacity in September or January.

Prior to starting school, children are invited to meet their teacher and join in general activities for one morning during the half term before their enrolment.

**ASHURST CE AIDED PRIMARY SCHOOL**  
**GOVERNORS' ADMISSIONS POLICY**  
**FROM February 2024**

We welcome all applications to Ashurst C of E Aided Primary School, but in the event of over subscription the criterion order is as follows:

1a A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order \* including those who appear [to the admission authority] to have been in state care outside 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 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or guardians).*

1b Children with a statement of special educational needs (SEN) or an education, health and care plan (EHCP) that names the school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with an EHCP that have named the school. This is in accordance with requirements set out in section 324 Education Act 1996 and section 43 Children and Families Act 2014.

2. Children of UK Service Personnel and Crown Servants will be allocated a place in advance of the family living in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Applicants will not be refused a place solely because the family do not yet have an intended address, or do not yet live in the area. The Unit or quartering address will be used as the child/ren's home address where Parents request this.

3 Children who will have a brother or sister in the school at the time of admission.

4) Children of parents who reside within the West Sussex County Council boundaries of Ashurst and where at least one parent is a regular\* attendant at divine worship in a church as defined below.

5) Children of parents who reside within the West Sussex County Council boundaries of Ashurst.

6) Children of parents who do not reside within the West Sussex County Council boundaries of Ashurst and where at least one parent is a regular\* attendant at divine worship in a church as defined below.

7) Other children.

'Regular' is defined as attendance at a Sunday service once a month, over a period of one year prior to formal application. In the event of parents taking up residence in Ashurst Parish within the one-year qualifying period, the Governors will accept a reference from the Parish Priest where the parents were formerly resident.

~ Reference to parents includes: legal guardians, either or both parents or a sole parent.

### Distance from home to Ashurst CE Aided Primary School

In the event of applications being received under the same oversubscription criteria, then these shall be ranked according to distance from the application home address to 'Ashurst CE Aided Primary School as the crow flies' (the most direct path between two points, which is measured using the Local Authorities measuring system).

### Home Address

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

### Multiple Births

Where there are children whose twin or sibling have applied there is only one place left within the admission number, then the governing body may choose to admit, under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant size limit.

### **In Year Admissions:**

If your child needs to move from another school within the school year, you will need to apply for an in-year admission. You can apply for an in-year admission at any time of the year.

Applications need to be made through [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)

If you do not have access to the internet, please call: 03330 142 903

In addition, any parent wishing to apply for a place in any year group at Ashurst CE Aided Primary School, Ashurst should complete and return a supplementary information sheet and return to

Ashurst CE Aided primary School

School Lane

Ashurst

Nr Steyning

West Sussex BN17 3AY

### **Admission Appeal:**

When an application for a school place is refused because the school is oversubscribed, Parents have the right of appeal to an independent admissions appeal panel, under the provisions of the Education Act 2002. Parents wishing to appeal can access an online appeal form and details of the appeals process at:-

[www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/school-appeals/](http://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/school-appeals/)

**ASHURST CE AIDED PRIMARY SCHOOL  
GOVERNORS' ADMISSIONS POLICY**

**CONFIDENTIAL**

**APPLICATION FOR ADMISSION TO ASHURST CE (AIDED) SCHOOL**

Names & Address of \* Parent/s; Guardian/s; Person(s) having actual custody:

Post Code:

Telephone Number:

Names of brothers/sisters:

Date of Birth of brothers/sisters:

Please state which criterion and number you are applying under, according to the Admissions Policy, and supply any necessary supporting papers eg clergy reference (please see attached):

Signature of \*Parent(s)/Guardians/Person(s) having actual custody:

Date:

**Applications to be in by 15<sup>th</sup> January 2025.**

**The LA will inform parents of the Governors' allocation of places on/after 16<sup>th</sup> April 2025.**

Please note that for all of the above criteria, the postal address of the child will be that of the parent or parents with whom he resides.

\* Please delete where applicable.