Admissions Policy
(For the academic year 2025 – 2026)

Approved by: Governors Approved on: Jan 2025

STA Contact: Headteacher Revision due: January 2026

1. Admissions Policy for 2025-2026

St Andrew's is a Church of England, Voluntary Aided Co-Education School and admissions are decided by the Governing Body - as the Admissions Authority - in consultation with the Diocesan Board of Education and West Sussex County Council - the Local Authority - as the Schools Adjudicator.

This policy is written in accordance with the provisions of the School Admissions Code December 2014. It is the responsibility of Admissions Authority to ensure that admission arrangements are compliant with this Code.

The Local Authority coordinates transfer admissions for children in year 6 in Primary schools to year 7 at High Schools, and all parents or carers must complete the Local Authority application form.

Under the Equal Preference System (DfE School Admissions Code (Dec 2014), all listed preferences are ranked against the published admissions criteria. The School Admissions Code prohibits schools from being told the rank order of parent or carer's preferences and West Sussex County Council Pupil Admissions Team is expressly forbidden from passing on this information to a school in order to enable them to rank an application; neither can a school lawfully ask a parent or carer to confirm this information.

Further information is available from:-

https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/schoolplaces/secondary-school-places/

The Published Admission Number (PAN) to St Andrew's for Year 7 for this school year is 180.

Any child with an Education Health and Care Plan (or a Statement of Special Educational Needs) naming the school will automatically be admitted to that school, under Section 37 of the Children & Families Act 2014.

If more applications are made to St Andrew's than there are places available, the offer of a place will be determined through the application of oversubscription criteria in order of precedence. In applying the oversubscription criteria, the Admissions Authority must ensure that their arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other policies around school uniform or school trips do not discourage parents from applying for a place for their child.

2. Oversubscription Criteria

a. Children We Care For (children in public care) and children who were previously looked after who leave care under a special guardianship, child arrangement or adoption order. [1]

Evidence is required to support applications for looked after children or previously looked after children who cease to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). Applications should be made by the relevant Social Worker. Applications for children who are adopted should be supported by a copy of the Adoption Order – made under the terms of the

[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) 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).*

Adoptions and Children's Act 2002 (which came into force in 2005 – and a new birth certificate). Applications for children who are subject to a child arrangement order – made under Section 8 of the Children's Act 1989 should be supported by a letter from Social Services confirming the details of the arrangements of the child. Applications for children who are subject to a Guardianship order - made under section 14A of the Children's Act 1989 (as amended by the Adoption Children's Act 2002) should be supported by a letter from social services confirming the details of the arrangements for the child.

b. Pupils who need a place at the school on exceptional and compelling social, psychological or medical grounds.

Parents or carers must provide written supporting evidence from an appropriately qualified person (i.e. medical doctor or social worker.) The evidence should clearly state why the chosen school is the only one that can meet the child's needs in order for the Admissions Panel to reach a decision. Letters from parents or carers are not normally considered sufficient evidence. Parents or carers must provide the evidence themselves as the Pupil Admissions Panel is unable to obtain evidence from the appropriate authorities on their behalf. We request that parent/carers notify the school of their intention to apply under this criterion by filling in the Supplementary Information Form.

c. Pupils who will still have a sibling in the school both at the time of application and when the child starts at St Andrew's.

Siblings may be half or step-siblings (by marriage or co-habitation) or foster siblings but must be living permanently at the same address.

d. Pupils resident in the Borough of Worthing with the pupil or their parent(s) or carer(s) regular worshippers at a Christian church recognised by the CTBI or the Evangelical Alliance (a map is available in Appendix 1).

e. Pupils resident in Adur or Arun with the pupil or their parent(s) or carer(s) regular worshippers at a Christian church recognised by CTBI or the Evangelical Alliance (a map is available in Appendix 1).

Regular worship is defined as attendance at least monthly at a Sunday service for the past two years. A Christian church is defined to be one which is in association with Churches Together in Britain and Ireland or The Evangelical Alliance.

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 arrangements in relation to attendance will only apply to the period when the or alternative premises have been available for public worship

A Supplementary Information Form, available from the school, must be completed and returned to the school by the closing date for applications if the pupil or their parent(s) or carer(s) are regular worshippers at a Christian church. The form requests the name and address of a priest or minister and Church. The parent/carer must ask the minister or priest to sign the form before the form is returned to the school.

f. Pupils resident in the Borough of Worthing (a map is available in Appendix 1).

g. Pupils living elsewhere

Any further priority within the above categories will be determined by distance from the home address to school, which will be measured in a straight-line, as the crow flies, using ordnance survey data and Local Authority guidelines. The nearest will be given priority. In the event of two places being tied at an equal

distance then the decision (the tie breaker) will be made by random allocation, overseen by a person independent to the school and the admissions process.

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. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the admissions authority will determine the home address. 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.

The Local Authority publishes a closing date for applications. Late applications will not be considered until all other applications have been considered. Parent(s) or carer(s) who are not offered a place for their child may ask for their child's name to be added to the waiting list and may put their case to an independent appeal panel.

Waiting lists are maintained in the order of the oversubscription criteria. Waiting lists are maintained until 31 December of each school year of admission and thereafter are reviewed at the end of each term. Parents are asked to indicate if they wish their child's name to remain on the list.

3. In year Admissions

St Andrew's operates its own in-year admissions although the Local Authority remains informed of applications received and places offered or not offered. The school manages its own in-year waiting lists.

An "in-year" admission is defined as a request made for a place at St Andrew's CE High School for the stated academic year or if at the start of the academic year (i.e. for start in September) for entry to a year group other than year 7. In 2025/26 pupils will be admitted in Year 7 to 11.

Students who are designated Children Looked After (CLA), have an Education Health & Care Plan (EHCP) or qualify for consideration under the Local Authority Fair Access Protocol will therefore receive priority over those on the waiting list.

4. Admission of Pupils outside their normal age range

Parents may request that their child is admitted outside their normal age group. They should include a request with their application, specifying why admission out of normal year group is being requested. We will decide based on the circumstances of the case and in the best interests of the child concerned.

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:

- the parent's views
- the views of the school's head teacher
- 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
- whether the child may have fallen into a lower age group if it were not for being born prematurely

Parents 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.

We will reach a decision on which Year Group is appropriate for the child. We will then reach a decision whether a place can be offered as it would for any application in that Year Group.

Should a place not be offered (for example because the year group is already full) then the student's name will, unless requested otherwise, be added to the relevant year group's waiting list. A student's position on the waiting list for the relevant year group will be determined solely in accordance with the school's oversubscription criteria. If a place does become available it will be offered to the student who is next in line according to the oversubscription criteria (after any necessary re-ranking of the waiting list has taken place). As new applications are received the order of the waiting list may change. As a consequence of this the school will not automatically share information on the position of any particular student on the waiting list.

The school will make reasonable attempts to contact the applicant to which the place is offered. However, if there is no response within 10 school days of the date of the offer letter, the parent(s) or carer(s) will be warned that the offer will be withdrawn and place offered to the next ranked student. Details of who to contact to make the necessary arrangements will be in the offer letter.

5. Appeals

A decision on whether a place can be offered is for the Admission Authority to determine. In accordance with the School Admissions Code and the powers delegated by the Admission Authority, the decision will be made by a panel of Governors, supported by senior staff, by applying the oversubscription criteria in the order they are listed until all places are filled.

When an Admission Authority informs a parent of a decision to refuse their child a place at a school for which they have applied, it must include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal in order for it to be heard on time and the contact details for making an appeal. Parents must be informed that, if they wish to appeal, they must set out their grounds for appeal in writing. Admission Authorities must not limit the grounds on which appeals can be made.

2025-2026 Admissions
Supplementary information

Any parent who believes that their child should be given priority according to the admissions policy should provide details using this supplementary information form. This form does not replace the application form provided by West Sussex (which **must** also be submitted by the applications deadline of 31 October of the previous academic year).

If you have any admissions queries please contact the Admissions Manager, on 01903 820676 ext 204.

Admission to Year 7 ☐

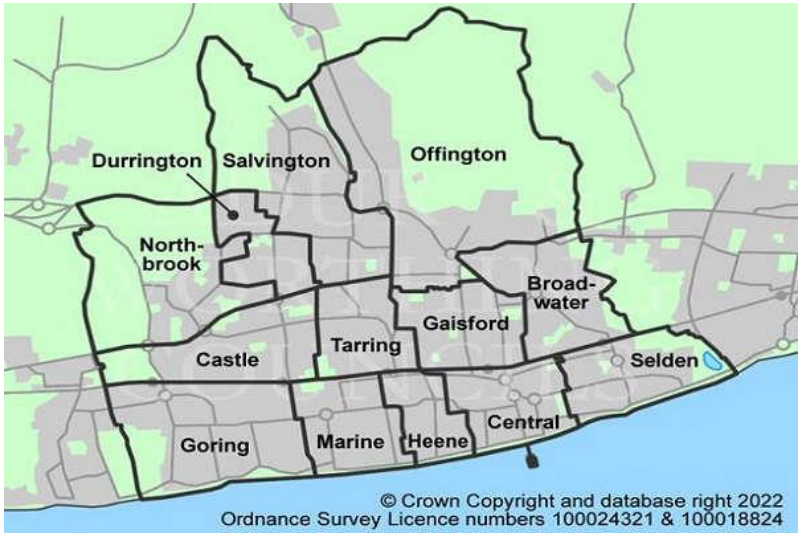
Name of child		
Name and address of parent		
Current school		
The pupil or one parent attends church at least monthly	☐	Name of regular worshipper: Name and address of priest or minister: I _____ (name of Priest/Minister) confirm that the pupil/parents/carers of the student named on this form has attended _____ (Name of Church) at least monthly for the last 2 years. Signed: _____ (Priest/Minister) *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 arrangements in relation to attendance will only apply to the period when the or alternative premises have been available for public worship*
Exceptional & compelling social, psychological or medical reasons	☐	You must provide evidence from an appropriate **professional**

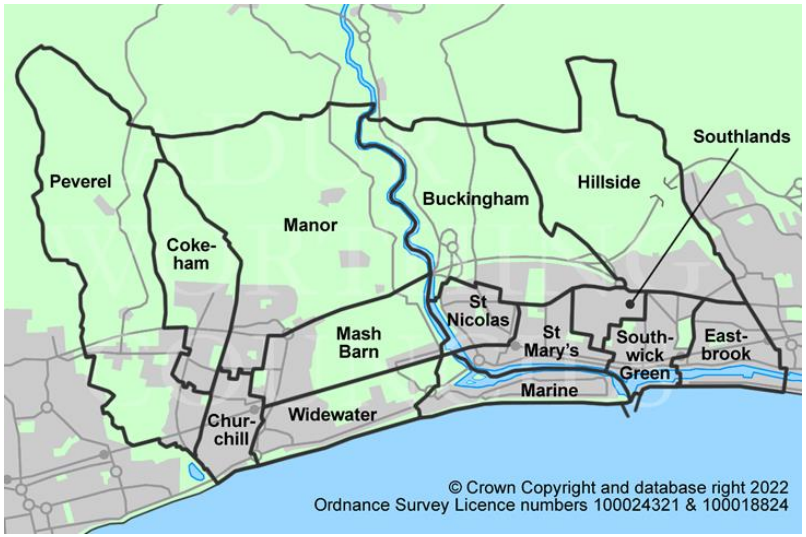
Supplementary information should be sent to St Andrew's school by the published closing date for applications: 31 October.

2025-2026 Admissions Supplementary information

Appendix 1

Map of Worthing Boroughs



Map of Arun District

Map of Adur District: