

St Thomas à Becket Church of England Federation

Blackboys C.E. School  
School Lane  
Blackboys  
Uckfield  
East Sussex  
TN22 5LL



Framfield C.E. School  
The Street  
Framfield  
Uckfield  
East Sussex  
TN22 5NR

ADOPTED January 25, 2024

REVIEW Annually

FRAMFIELD CHURCH OF ENGLAND PRIMARY  
SCHOOL

**ADMISSIONS POLICY**  
**2025/2026**

*In our Church of England Federation, we take strength in collaboration, yet celebrate uniqueness. As schools, we may be small, but together we encourage children to be the best they can be so they are ready to make their mark on the world. We welcome the child yet embrace the whole family. We celebrate our rural environment yet aspire to look beyond our boundaries. We strive for knowledge and gratefully accept opportunities that come our way to enable us to live life in all its fullness. We all take a pride in our Federation as we follow in Jesus' example.*

Perseverance, Fellowship, Courage, Respect, Understanding, Thankfulness

## ADMISSIONS POLICY 2024/25

At Framfield Church of England Primary School our Christian ethos, vision and values underpin all we do; we are an inclusive school and strive to provide a firm foundation for pupils of all faiths and of no faith at all.

Framfield Church of England Primary School has a Published Admission Number (PAN) of 15. This is the number of children that can be admitted to Reception.

### How to apply for admission to our School

For the normal round into Reception parents apply for a place by completing the Common Application Form (CAF) that is issued by the Local Authority (LA) where the child lives. For residents of East Sussex, this is available at [Apply for a school place | East Sussex County Council](#) or by calling East Sussex County Council for a paper copy.

For children who are residents of another council area, parents must use the Common Application Form provided locally. This will be forwarded to East Sussex County Council.

### Pupils with a Statement of Special Educational Needs / Education Health Care Plan.

The Governing Board will admit any pupil whose final Statement of Special Educational Needs / Education Health Care Plan **names the School**. Where possible such children will be admitted within the PAN.

Please use the following link to see our parish boundary. [A Church Near You](#).

### Over-subscription Criteria

Where there are more applications for admission than the published admission number, the Governing Board will apply the following criteria in strict order of priority:

- I. Looked after children and previously looked after children. Looked after children or children who were 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.

- II. Children who live within the Parish of Framfield, Blackboys and Palehouse Common, who satisfy the Church qualification i.e. Children who live within the parish boundaries (civil and ecclesiastical) of Framfield, in areas traditionally served by the School, and whose family frequently (frequently means at least once a month over the last 12 months prior to the closing date for applications) worship at the Parish Church of St Thomas à Becket.
- III. Children with siblings at the School at the time of admission.
- IV. Children who live within the Parish of Framfield, Blackboys and Palehouse Common.
- V. Children of members of staff that have been employed at the School for two or more years at the time at which the application for admission to the School is made.
- VI. Children living in an adjoining Parish to the Parish of Framfield, but whose family worship frequently (frequently means at least once a month over the last 12 months prior to the closing date for applications) at St Thomas à Becket Church.
- VII. Children living outside the Parish of Framfield, whose family frequently (frequently means at least once a month over the last 12 months prior to the closing date for applications) worship in any Christian Churches.
- VIII. Other applicants (to include those pupils who may attend Framfield Pre-School).

**Definitions:**

**Looked after children or children who were previously looked after:**

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).

**Siblings:**

'Sibling' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, stepbrother or stepsister, 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.

### **Multiple Births:**

Where possible the governors will admit all the children of a multiple birth (i.e., twins, triplets etc.). This can mean going over infant class size limits as this is a permitted exception to the limits.

### **Notes**

The School's Admissions Panel strictly apply the criteria to each application as set out in this document. Allocation of children to school places is then carried out by the Local Authority.

To satisfy the Church qualification the family including the child/children must have attended Church at least once a month for the last 12 months prior to the closing date for applications. Parents wishing to apply under such a criterion must provide a written statement from the priest/minister confirming attendance. (Please see Appendix One for Clergy Reference for Admissions Application). In the event that during the period specified for attendance at worship the church has been without a vicar or minister, the school will accept a reference supplied by the Church Warden.

Distance: Children within each criterion will be ranked by distance from the home address. Distance will be measured in line with East Sussex County Council's process – **this is a straight line and not shortest walking distance.**

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.

## **Tie Breaker**

If two applications are tied for the last place, the place will be allocated by random allocation, i.e., the drawing of lots, overseen by a person independent of the School and Governing Board.

## **Late Applications**

Late applications: applications received after the closing date will be regarded as “late” and considered after those received on time.

## **Appealing**

Parents have a right of appeal to an Independent Appeal Panel if they are refused a place. Parents should contact the School directly for information on the Appeals Process.

## **In Year Admissions/Applications:**

Parents should contact the School directly for all ‘in year admission’ enquiries. The School’s In Year Admission Arrangements is available on the School’s Website, paper copies can be obtained by contacting the School.

## **Waiting Lists:**

- Framfield Church of England Primary School holds a waiting list for each year group. Only an Appeal Panel can exceed the admission number once fixed. Governors can exceed the number if they so wish, but only where there are significant changes of circumstances that can be seen as exceptional.
- The admission criteria determine a child’s position on the waiting list; and the **date of application has no bearing** on where the child is placed. Any places that become available will be allocated according to the criteria of the Admissions Policy with **no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round**. Fair Access admissions and school closure arrangements will take priority over the waiting list.
- The waiting list operates for one year and at the end of the year all names will automatically be removed unless parents/carers advise the School to the contrary.

- In Year Fair Access placements by the Local Authority. The Local Authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the Local Authority, or a Local Placement Panel acting on behalf of the Authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the Local Authority's In Year Fair Access Protocol. The Protocol is based on Legislation and Government Guidance.

### **Age on Admission:**

- Children can start on a full-time basis regardless of where their 5<sup>th</sup> birthday falls.
- Children do not reach compulsory school age until on or after their 5th birthday. For children who are under compulsory school age, once a school place has been accepted, parents may, if they wish, agree with the School a pattern of part time attendance or a deferred start until later in that school year (but not later than the beginning of the Summer Term). These arrangements should be discussed with the School.
- For Summer born children that is children whose birthday falls between 1<sup>st</sup> April and 31<sup>st</sup> August of the year of admission it is possible for parents/carers to apply for a deferral of a year and admission into Year R the **following September**. However, families should be aware of the following:

**The School will not be able to hold a place and the family will need to apply AGAIN, along with the general intake and follow the normal Admissions Procedure for that year. There is no guarantee that there will be a place available, and the usual over-subscription criterion will apply.**

### **Admission of children outside their normal age group**

Parents may apply to the Governing Board to seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Decisions for these requests will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the Headteacher will also be taken into account. When informing a parent of their decision on the year group the child should be admitted to, reasons for the decision will be clearly set out.

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.

### **Children of Service Personnel and Crown Servants**

For families of service personnel with a confirmed posting, or crown servants returning from overseas, we will allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, as long as evidence of their intended address is provided with the application, which includes a Unit or quartering address where a parent requests this be the child's home address for the purpose of the application for a place at our School.

## Appendix One

### SUPPLEMENTARY INFORMATION FORM CLERGY REFERENCE FOR ADMISSIONS APPLICATION

Application for a place/places for \_\_\_\_\_

Date of birth \_\_\_\_\_

If you are applying for a place(s) under criteria II, VII or VIII please ask the Vicar or the recognised representative to complete the section below and return with your form.

#### CRITERIA

Places at Framfield Church of England (Aided) Primary School are allocated in accordance with our published Admissions Policy. Where criterion II, VII or VIII applies, a reference from the Parish Priest is required to confirm that the criterion is satisfied. Applications will only be considered where this is met. This criterion is:

II and VII A child whose family frequently\* worship at St Thomas à Becket Church.

VIII A child whose family frequently\* worship at .....  
(insert name of Christian Church)

\* Frequently means at least once a month over the last 12 months prior to the closing date for applications.

**In the event that during the period specified for attendance at worship the church has been without a vicar or minister, the school will accept a reference supplied by the Church Warden.**

#### CLERGY REFERENCE

I confirm that \_\_\_\_\_ parent/guardian name(s)

worship(s) regularly at ..... and has attended at least once a month for the last 12 months prior to the closing date for applications, thereby satisfying the criterion under which they are applying for a place at the School.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Position in the Church \_\_\_\_\_ Date \_\_\_\_\_



