



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

ADOPTED January 2025

Reviewed Annually

FRAMFIELD CHURCH OF ENGLAND PRIMARY SCHOOL

IN YEAR ADMISSION ARRANGEMENTS

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

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.

In Year Admissions/Applications:

In year admissions are those relating to children whose parents are seeking admission outside the normal timescale, which means after the first day of the first term of Reception.

Below sets out the process for seeking admission outside the normal timescale:

- **Parents should contact the School directly with all ‘in year admission’ enquiries.**
- The School will inform parents whether a place is available within the required year group. Unless the parent specifies otherwise, in year admissions will be assumed to be for the child’s chronological age group.
- The School will arrange for the parents and child/children to visit the School.
- Parents complete the Application Form for admission. Parents should contact the School for the Application Form. For reference the Application Form is attached as Appendix One.

• Following receipt of the Application Form, the Headteacher will notify the parents of the outcome of their application in writing within 10 school days. Where an application is refused, the reason for refusal and information about the right of appeal will be stated in the letter.

Where the Admission Authority is dealing with multiple in year admissions and do not have sufficient places for every child who has applied for one, places will be allocated on the basis of the Over-subscription Criteria set out in Framfield Church of England Primary School’s Admissions Policy.

Should a place not be offered:

- Parents are able to join the School’s waiting list.
- 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.

Where an applicant is offered a school place following an in year application (and the offer is accepted), arrangements will then be made to agree a start date for the child/children, and all necessary administration documentation completed. An application via East Sussex County Council’s SAM (Schools Admission Module) portal (<https://new.eastsussex.gov.uk/education-learning/schools/admissions/apply-in-year>) must be made which will feed back into the Schools’ registration system. At this stage, requests for documentation from previous Schools will be made.



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APPENDIX 1 IN YEAR ADMISSION APPLICATION FORM

1. Child's details (please write in block capitals (except email address)			
Child's Current Year Group:			
Child's Date of Birth:			
Legal Surname:		Known as (if different)	
First names:			
Current Address:			
		Post Code:	
Name of your child's present/previous school :			
2. Parent/Carer Details			
Mr/Mrs/Ms/Miss/Other:		Relationship to Child:	
Surname:		First Name:	
Tel:		Email:	
Address same as child above?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3. Other Information			
Does the above child have an Educational, Health and Care Plan? (EHCP)		Yes/No	
Is the above child a "looked after child" or a previously "looked after child"?		Yes/No	
If Yes, please give the name of the local authority:			

Supplementary Information Form Attached (Clergy Reference Form)	Yes/No
Signature of Parent/Carer:	Date:

I confirm that all the information on this form is correct and that I have parental responsibility for the child named in section 1 “Child’s details”. I understand that the admissions authority reserves the right to check the information I have supplied and that any offer of a place based on fraudulent information may be withdrawn. I have read and understood the admission arrangement for Framfield CEP School.

If you are moving home, please tell us your proposed address and the date you are expecting to move.
