



**BROADWATER**  
CHURCH OF ENGLAND  
PRIMARY SCHOOL

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# Admission to Broadwater Church of England Primary School 2026-2027

(Compliance change in relation to the variation agreed in October 2020)  
(Revised in November 2021 in line with DfE changes to the Admissions Code 2021)

## **Turn your ear to wisdom and apply your heart to understanding (Proverbs 2:2)**

Broadwater is a Christian School. We will enable children to become wise, confident, successful learners with the motivation, skills and responsibility to make a positive difference in God's world. Our vision is underpinned by the values we live by.

*The Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. There is no law against these things! Galatians 5:22*

It is this fruit that, in partnership with parents, we will instil in the children of our school.

**Broadwater Church of England Primary School**

## Admissions Arrangements for 2026-2027

These Admissions Arrangements are designed to inform you of the process of applying for a place at Broadwater Church of England Primary School and reflect the statutory requirements of the Department for Education 2021 School Admission Code and the 2012 School Admissions Appeals Code.

Please contact the school Admissions Officer if you would like to discuss the admissions arrangements or your particular circumstances. The school Admissions Officer can be contacted at the School Office on 01903 235389 or emailed at [office@broadwaterce.org](mailto:office@broadwaterce.org).

Broadwater Church of England Primary School welcomes children between 4 and 11 years old. As a voluntary aided Church of England school, the Governing Body has responsibility for deciding pupil admissions in consultation with the Diocese of Chichester and West Sussex County Council.

The school aims to enable each child to thrive spiritually, morally, academically, physically and socially within our shared Christian faith.

The statutory Published Admission Number (PAN) is 60, a figure that reflects the space available for teaching. This is the maximum number of children admitted to Reception and years 1 and 2. These places are normally all filled at reception age, but pupils can occasionally be admitted to year groups if places become available. All other year groups (years 3-6) have a non-statutory limit (PAN) of 64. This may be adjusted from time to time according to the level of resources available at the school.

The school encourages visits by parents prior to applying, to find out more about us. Please contact the school office for an appointment.

### Admissions Criteria

Places will be allocated on the basis of the criteria given below, in the order of priority shown.

1. Looked after children/children in public care. (See notes 1, 3 and 7)
2. Children whose parent(s) show commitment to the life of the Parish of Broadwater by sustained regular worship at St. Mary's Church, Queen Street Church, St Stephen's Church or Worthing Chinese Christian Fellowship (see notes 2, 3 and 7).
3. Children whose parent(s) live within the Parish of Broadwater and are sustained, regular worshippers at another Christian church, Anglican or otherwise (see notes 2, 3, 4, 7 and 8).
4. All other children who will have a sibling at the school at the time of admission (see note 3 and 6)
5. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds and whose parent(s) live within the Parish of Broadwater (see notes 3, 5 and 7).
6. Any other children (see note 3).

### Children with an Education Health and Care Plan

Admission of children in this category is administered by the Local Authority (LA). Any child with an Education Health and Care Plan naming the school will automatically be admitted to that school, under Section 37 of the Children & Families Act 2014.

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out above.

Late applications are considered after all those applications received by the specified deadline.

Note 1. Looked after children and children in public care or previously looked after children who ceased to be so because they were adopted (or became subject to a residency order or special guardianship order), including those children 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; must have their application supported by details of circumstance and professional evidence.

Note 2. By 'sustained regular worship' the governors understand attendance for a minimum of six months or more in church at least two services each month before the published application deadline. All such applications based on church commitment will require personal verification by the relevant minister. If a family applies having moved into the parish within the previous six months, they will need a 'Church Support Form' from the minister/leader of their previous church confirming that the criteria of 'sustained regular worship' was met (**SEE CHURCH SUPPORT FORM**).

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

Note 3. In any category if there are more applicants than there are spaces available, governors will decide between them on the basis of proximity of home to school, the measurement to be carried out using the accepted Local Authority method. Priority will be given to applicants who live closest to the school.

Note 4. Such churches should be members of the Evangelical Alliance or Churches Together in Britain and Ireland, or their local equivalent.

Note 5. Under category 5, unless a child has a statement of SEN and D or an EHCP naming the school, parents must provide a letter from a qualified person (usually a doctor or social worker) stating clearly why it is essential that the child attend this particular school.

Note 6. Siblings may be full, half or stepsiblings or foster siblings permanently living at the same address.

Note 7. Parent includes legal guardian.

Note 8. A map of the Parish of Broadwater is held at the school office and is available for consultation by arrangement.

## Supplementary Information Form (SIF)

A supplementary information form (SIF) must be completed if you are applying under criteria 2, 3 or 5 of the Governors' Admissions policy. A completed SIF (which forms part of this document) should be submitted to the school by the published application deadline date along with the relevant supporting evidence (see Notes 2 & 5 above).

## Church Support Form

If you are applying under a church category (criteria 2 or 3) then you are required to arrange for the completion and submission of the **CHURCH SUPPORT FORM** which also forms part of this document. NB. The church records attendance up until the 15th January. (See note 2.) It is the responsibility of Parents/Carers to arrange for the completion of the Church Support Form and the return of the form to the school no later than the **31st January**.

## Starting School

**If your child's date of birth is between 01 September 2021 and 31 August 2022 your child would normally start school in September 2026**

Thank you for considering our school as a place for your child. We feel that our school is a fun, vibrant and exciting place to be. Please be aware, however, that places at our school are limited. In order to be completely fair about the places we offer, we adhere strictly to our admissions criteria. These admissions criteria are reviewed regularly by consultation with the local authority, the Diocese, the local churches, the wider community (through our newsletter and website) and with other local schools. The last review was in 2021 for the 2023 - 2024 Admissions Policy.

Should you be considering an application for entry to our school under any church categories, it is important that you understand how the church will register your attendance. If you are unsure how to go about this, we suggest you make yourself known to your local church minister. You will then need to complete the Church support form.

Please ensure that you complete the **Supplementary Information for Admission** form and return this to the school before the West Sussex Admissions deadline.

Please also be aware that parents will need to apply online by visiting [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions). The website provides information needed for completing your application including details of all the schools in West Sussex. It is important that you apply before the published closing date for West Sussex admissions for the year your child will start school.

## Summer Born Children and Deferral or Delayed Entry into the Following Year

By law, children must start their full-time education in the term following their fifth birthday. When you have received the offer of a school place, you may wish to take the opportunity to discuss the school's induction arrangements and your child's start date with the school. You can defer admission until the start of the spring or summer term so long as your child has not reached compulsory school age. However, you must inform the school of this decision.

In practice, most parents opt to send their child full time from the Autumn Term following a short induction period. Should you choose to defer your child's start until the term following their fifth birthday; the school will hold your child's school place provided your child is still joining the school in the reception year. If your child was born between 01 April and 31 August, you can decide not to take up a school place until the following academic year; however, a place will not be held in a Reception class and in most cases your child may need to join Year 1 upon their admission to school.

Parents wishing to defer to Year 1 must apply for a place in the preceding summer term and should be aware that a place may not be available. In this case, your child will be placed on the waiting list. If you are considering this approach, you are also advised to contact the West Sussex Pupil Admission Team to consider other possible schools.

If your child is summer born (born between 01 April and 31 August) and you consider that they are too immature to start school before their 5th birthday, you have the right to discuss with the school, the option of your child being put in the younger year group. It is the school's view that children can be well-looked after in their normal year of admission and the majority of summer born children will join their normal year group. Every request to place a child in a year group below their chronological age (back class) is decided on the individual circumstances of the case.

Matters such as: your wishes; your child's academic, social and emotional development and medical history; and the preferred school's view, may be relevant.

Parents of children born between 01 April and 31 August who wish to delay entry into reception in this manner should still apply in the normal admission round, and indicate this on their preference form, attaching any evidence of the need for deferment from any associated professionals. Any application for delaying entry must be submitted before the closing date of **15<sup>th</sup> January 2026**. Applications or evidence submitted late will only be considered in exceptional circumstances and a decision will not be made until later in the summer term when any outstanding delayed entry requests are considered. In making its decision, the school will convene an Admissions Panel including governors, an Early Years education expert and the Headteacher. Parents will be invited to submit written evidence to support their request prior to this meeting. The Panel will consider the written evidence and reflect on the long-term impact of any decision made. They will balance this against the child's current needs. The decision made is a discretionary power of the school as the admissions authority. As the Local Authority act on the school's behalf to administer admissions for Early Years, the Panel's decision and its reasons will be sent to you by the Local Authority in a letter. This may be combined with decisions relating to other schools. There is no right of appeal if parents are offered a place at school but it is not their preferred year group.

Where delayed entry is agreed by the governors, then the place cannot be held open and the parents **will need to apply again** the next year in the normal way. The school will then treat and rank the application according to the criteria published in the admission arrangements along with all others received. Please be aware that although the delay may be agreed, **there is no guarantee of a place being available at the school for the following year**.

Follow this link for DfE advice:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

## Admission of children outside their normal age group

Parents may apply to the Governing Body 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 Head 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.

## In-Year Admissions

Applications can be submitted at any time during the academic year by completing the school's in-year Application for Transfer Admission form and returning this directly to the school office. This form is available on request from the school office.

Where a place is available, the Governors' Admissions Committee will convene to consider the application.

Where the governors have more than one application to consider at any one time for the same year group, they may need to apply the published admissions criteria in order to determine a priority for admission.

## Overseas Admissions

Applications from parents/carers moving from another country/returning to the UK will be processed according to the school's admissions criteria.

### **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.

## 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. 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 Breakers and flats** – If the applicants for the last place are tied on all other criteria, the place will be allocated by random allocation, that is, drawing of lots overseen by an independent person.

Any applications from children living in a block of flats will be considered as equidistant from the school for the purpose of allocating places.

## Waiting Lists

Waiting lists are held for each year group. Where an application is submitted and there is no place available in a particular year group, the child's name will be placed on a waiting list in agreement with the parents. Waiting lists are ranked in accordance with the admissions criteria. When a place becomes available, the governors Admissions Panel will convene in accordance with the In-Year Admissions details above.

A waiting list for the Reception year group is held until the 31<sup>st</sup> December. This waiting list holds the names of all children refused admission to the school for this year group and is ranked according to the admissions criteria. Additional children added to this list will also be ranked according to the admissions criteria.

## Appeals Procedure

Whenever an application for a school place is refused, the legal right to appeal against the decision will be offered to the applicant. An appeal form may be submitted directly at any time following the issue of a decision letter during the academic year. Appellants should appeal using the West Sussex school appeals system. The details of your appeal can be completed online.

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/school-appeals-and-waiting-lists/>

On receipt of an appeal, the school will arrange for an appeal hearing to be convened. Appeals will not take place during school holidays and will only be processed in school term-time.

*\*\*Please also refer to the Fair Access Protocol.*

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**CONFIDENTIAL**

**CHURCH SUPPORT FORM**  
**(FOR IN-YEAR TRANSFER ONLY)**

It is the responsibility of Parents/Carers to arrange for the completion and return of the Church Support Form.

*For the attention of the Governors c/o The Admissions Officer, Broadwater C of E Primary School, Rectory Gardens, Worthing, BN14 7TQ*

**PART 1 - TO BE COMPLETED BY PARENT(S)/CARER(S)**

Parent/Carer Name(s) .....

Full Name of Child ..... Date of Birth .....

Address .....

.....

Telephone No: ..... Email address: .....

Church .....

Name and Address of Minister or Church Leader: .....

..... Post Code ..... Tel No .....

**PART 2 - TO THE MINISTER OR CHURCH LEADER**

*The Governors give places to the children of a Parent(s)/Carer(s) who fulfil the criteria as set out in the Admissions Policy.*

**This section is to be completed by the Minister or Church Leader of children of families who claim to worship regularly in your church. PLEASE COMPLETE IN YOUR OWN HANDWRITING.**

*In the event of a formal appeal by the Parent(s)/Carer(s) against the Admission Committee's decision this form will be photocopied and sent to the Parent(s)/Carer(s).*

The Parent(s)/Carer(s) have stated that they are a Church family regularly worshipping at your church.

*\*\*By 'sustained regular worship' the governors understand attendance for six months or more in church at least two Church services each month before the published application deadline. All such applications based on church commitment will require personal verification by the relevant minister. If a family applies, having moved into the parish within the previous six months, they will need a 'Church Support Form' from the minister/leader of their previous church confirming that the criteria of 'sustained regular worship' was met.*

Could you please confirm that this is the case? ☐ YES ☐ NO

Please confirm whether your church is affiliated to:

Churches Together in Britain and Ireland ☐ YES ☐ NO

OR

Evangelical Alliance ☐ YES ☐ NO

Signed (Minister or Church Leader) .....

Name (in capitals) ..... Date .....

(Blank)

# APPLICATION FORM FOR IN-YEAR TRANSFER ADMISSION

Child's full name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Parent/Carer names: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

If moving, future address: \_\_\_\_\_

Child's present school/playgroup/nursery: \_\_\_\_\_

**Other children in the family:**

**Name:**

**Date of Birth:**

**School:**

*\*Separate applications must be made for each child at the appropriate time. The detail of other children is not an application. In the space below you are invited to give your reasons for applying to this school or matters that you wish considered. (Please indicate if you have any church involvement.)*

☐ **YES** ☐ **NO** **Name of church(es) attended:**  
(Please continue on the back if you require more space)

Date: \_\_\_\_\_ Signed (parent/carers): \_\_\_\_\_

**Note to Applicants:** You will be informed as to whether a place is available at the time requested. If a place is not available, please put a tick in the box below if you would like your child's name to be placed on the waiting list. **You are asked to contact the school each term if you wish your child's name to be retained.**

Date you would like your child to start at this school: \_\_\_\_\_

Name to be kept on file? ☐ **YES** ☐ **NO**

**Please note: We are not able to operate a waiting list. You are asked to contact the school each term if you wish your child's name to be retained on file.**