



Infant, junior & primary

School admissions in Brighton & Hove

2021-22

**Closing date for
applications**
15 January 2021

A guide for parents and carers

- Starting school
- Transferring to junior school
- Moving into the area



The aim of this booklet is to help parents obtain a place in school for their child. It explains the procedure to follow, the timescales and what to do if there are any problems or difficulties.

If a translation is needed, please fill in the form at the back of the booklet and post it.



本小册子的目的是帮助父母为他们的孩子取得一个学校的名额。它解释了要遵循的程序和时间表，以及当有任何的问题或困难时该如何处理。如需一份完整的翻译版本，请填写本小册子背面的表格，并将它寄到注明之地址。

Šī bukleta mērķis ir palīdzēt vecākiem iekārtot savu bērnu skolā. Tas izskaidro kāda ir procedūra un termiņi ir jāievēro, un kas jā dara, ja rodas kādas problēmas vai grūtības. Lai saņemtu pilnu informācijas tulkojumu, lūdzu, aizpildiet veidlapu, kas atrodas bukleta aizmugurē, un nosūtiet to uz norādīto adresi.

Celem niniejszej broszury jest udzielenie pomocy rodzicom w uzyskaniu miejsca dla ich dziecka w szkole. W broszurze wyjaśnione zostały procedury oraz ramy czasowe, których należy przestrzegać; zawiera ona także informacje mówiące o tym, co należy zrobić w przypadku jakichkolwiek problemów lub trudności. Aby otrzymać pełne tłumaczenie niniejszej broszury, proszę wypełnić formularz znajdujący się na ostatniej stronie i wysłać go na wskazany adres.

El propósito de este folleto es ayudar a los padres a obtener una plaza escolar para sus hijos. Se explica el procedimiento que es necesario seguir, los plazos y lo que debe hacerse en caso de que hubiese cualquier problema. Para obtener una traducción completa, puede rellenar el formulario que se incluye en la última página del folleto y enviarlo por correo a la dirección que se indica.

يهدف هذا الكتيب إلى مساعدة أولياء الأمور في الحصول على مكان لأطفالهم بالمدرسة. حيث يوضح الإجراءات والجدول الزمنية الواجب اتباعها وما الحل إذا واجهتهم أية مشاكل أو صعوبات. للحصول على الترجمة الكاملة؛ يُرجى تعبئة الاستمارة الموجودة في آخر هذا الكتيب وإرسالها إلى العنوان المُشار إليه.

O objetivo deste livreto é ajudar os pais na obtenção de uma vaga escolar para o seu filho. Encontram-se nele explicações sobre o procedimento a ser seguido, os cronogramas e o que fazer em caso de problemas ou dificuldades. Para obter uma tradução completa, preencha o formulário no verso do livreto e envie-o para o endereço indicado.

Privacy Notice

The Council is the data controller for purposes of the Data Protection Act (2018) and The General Data Protection Regulation (EU) 2016/679 ("GDPR") and is registered as a data controller with the Information Commissioner's Office (ICO) under registration number Z5840053.

Brighton & Hove City Council is committed to protecting your personal information. As a data controller we have a responsibility to make sure you know why and how your personal information is being collected in accordance with relevant data protection law.

Purposes & Lawful basis of processing

- We are collecting your data for the purpose of making arrangements for school admissions and home to school transport, to establish pupil records to assist schools in administrative matters, track pupil progress, assess pupil entitlement to various benefits and services, and not least, plan future school places and services.
- The information you provide may be verified against information held by other council departments and used in the prevention of fraud.
- We have a legal basis for processing your information because we are performing a task carried out in the public interest or official authority.
- We may also collect special category data, such as physical, mental health needs and our lawful basis is substantial public interest.

Who we will Share your Data with

- Your data may be shared with schools, other council departments and public health.
- Your data may be shared with CACI international who are the software suppliers of the city council's admissions software. This will be purely for the purposes of system development and it will not be disclosed by them to any third party.
- The data that you provide will also be shared with the Department for Education.

How Long we will Hold your Data (Retention)

- We will hold your data on council systems until your child reaches the age of 26.
- If your child receives transport assistance, we will hold your data for 6 years after your child has ceased to be transported.
- After this time your data will be securely destroyed.

Your information rights

- Under GDPR you have certain rights concerning your information.
- For further information on your rights visit www.brighton-hove.gov.uk/content/about-website/privacy-and-cookies

Further information

- If you would like to discuss this further please contact our Information Governance Team on 01273 295959 or data.protection@brighton-hove.gov.uk
- Further information is also available on the council's website.

Contact information

If you want more information about the school admissions process, or if you want to comment about this booklet or the admission arrangements, please write to:

**School Admissions Team
Brighton & Hove City Council,
Hove Town Hall,
Norton Road, Hove, BN3 3BQ**

If you need a translated, large print, or audio copy of this booklet, or if you have difficulty reading and writing, please email

schooladmissions@brighton-hove.gov.uk
or phone the school admissions team on
01273 293653.

Telephone opening hours:

During these are uncertain times the admissions team will be available on the phone between **8:30 – 1pm, Monday to Friday** but may only be operating a call back service.

If this situation changes updates will be available on the council's website.



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A school place for your child in September 2021

Starting school is a momentous and exciting time in a child's life. It can be a time when both children and their parents/carers need support, advice and information about the admissions process. This booklet helps you make an application and understand how the application process works. It provides a profile of all of Brighton & Hove Infant, Primary and Junior schools alongside information about admission arrangements.

Covid-19 will impact upon the usual school open days/evenings. Further details of the new arrangement will be updated on school websites in September 2020.

Brighton & Hove City Council's website is the easiest way to make your application. You will get automatic acknowledgement of receipt of your application and you will also receive immediate notification of the decision on your application by e-mail on National Offer Day – 16 April 2021.

Please note that parents/carers have the right to express a preference rather than choose a school. When there are more applications for a school than there are places available, the admission priorities described in sections 4 and 5 of this booklet will be used.

Your first, second and third preferences will be considered together and your child will be offered a place at the highest ranked preference available. If the council cannot meet any of your preferences, we will offer your child a place at the nearest school with places available, but this may not be your nearest school.

In Brighton & Hove we believe all children should have the opportunity, encouragement and guidance to thrive and fulfil their true potential. The quality and diversity of our schools is something we are very proud of. In addition to their educational offer, the city's schools offer a wide range of activities, including the chance to participate in musical and sporting activities, as well as opportunities to make new friends.

Whichever school you decide to apply for, please make your application through the Brighton & Hove City Council website, visiting www.brighton-hove.gov.uk/schooladmissions to make your application. Once you have read this booklet, if you have further questions, our school admissions team is ready to assist on tel: 01273 293653 or by e-mail at schooladmissions@brighton-hove.gov.uk

Please note: the closing date for applications is **15 January 2021**.

We very much look forward to welcoming your child to one of our schools in September 2021.



Deb Austin
Interim Executive
Director
Families, Children
& Learning



Cllr Hannah Clare
Chair of Children,
Young People and
Skills Committee

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Before you make your application



DO talk to your child about school preferences



DON'T be influenced by others. The right school for other children is not necessarily the right school for your child.



Visit schools

Ensure that you are entirely happy with your expressed preferences before submitting an application.

Visit the schools website or call the school for details about opportunities to visit. Contact details are on pages 24-25 of this booklet



Look at the school's prospectus

You can get this information from the school. It will give you an idea of the school's ethos and character, national curriculum test results.



Look to see how many places each school has available

This is called the published admission number or PAN. This number is set to take into account the number of pupils each school site can accommodate and how many places are needed in the local area.

The admission number for each school is listed under each school's entry on pages 24-31.



Read Ofsted reports

You can view reports at www.ofsted.gov.uk



Consider how likely it is that your child will be offered a place at your preferred schools

Read the admissions criteria for each school and look to see which criteria apply to your child. The admissions criteria for Brighton & Hove schools are listed in sections 4 and 5. Look at allocation information from previous years which is available on the council's website



Consider how your child will travel to and from school



Use your three preferences

Select three different schools. Do not list the same school three times

Key dates in the admissions process

For children born between **1 September 2016** and **31 August 2017**

September 2020

Application process for starting in Reception or Year 3 in a junior school* begins. Opportunity for parents/carers to visit individual schools. Prospectuses available from schools.

15 January 2021
Closing date

Closing date for completed online applications or paper forms to be received by the school admissions team. We strongly recommend that you do not delay your application until the last minute in case of technical problems. If you choose to apply on a paper form **it is your responsibility** to ensure that the form arrives at its destination on time.

8 March 2021

Applications received late **with good reason** up to this date will be considered as on time. **You must** provide independent supporting evidence of the good reason or your application will be treated as late.

February / March / April

Applications analysed.

16 April 2021

National Offer Day

- Parents who applied online or provided an email address on their application form will be notified by email of the outcome of their application.
- Letters will be sent by first class post to notify other parents of the outcome of their application.

April 2021

Waiting lists established.

1 May 2021

Closing date for parents to either accept or refuse the school place offered. If the parent does not reply, the offer may be withdrawn.

June 2021 onwards

Independent appeal panels meet to consider appeals from parents/carers who are unhappy with their school allocation.

September 2021

Children start school full or part time. If you wish, you can defer admission (see page 10) .

School term dates 2021/22

Autumn term 2021

Friday 3 September - Friday 17 December

Autumn half-term

Monday 25 October - Friday 29 October

Spring term 2022

Tuesday 4 January - Friday 8 April

Spring half-term

Monday 14 February - Friday 18 February

Summer term 2022

Monday 25 April - Friday 22 July

Summer half-term

Monday 30 May - Friday 3 June



Regardless of how you applied, you can also email **schooladmissions@brighton-hove.gov.uk** to accept a place, refuse a place or request to be in a reallocation pool and for any other queries.

Maximise your chances

All applications will be subject to the published admissions priorities

Apply on time



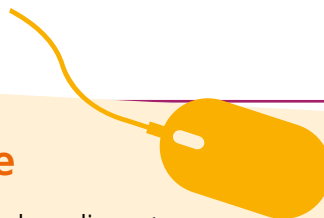
- The closing date is **15 January 2021**
- Any applications received after this will be processed after the majority of places have been allocated unless considered late with good reason
- A late application therefore means you are much less likely to get what you want
- Notifications of the places offered will be made on **16 April 2021** (unless your application is late)

Use all three preferences

1
2
3

- You could disadvantage yourself if you don't use your opportunity to express a preference for three schools
- Each preference is considered in its own right, so give yourself three separate chances
- We only look at your order of preference (1st, 2nd or 3rd) if we are able to offer you a place at more than one of your preferences

Apply online



- You can only apply online at www.brighton-hove.gov.uk/schooladmissions from **September 2020**
- You will be able to view your application and change your preferences up until the closing date
- Communication with you will be quicker
- You will receive email confirmation of receipt of your application.
- The school allocation decision will arrive by email on 16 April 2021 (rather than having to wait for the post to arrive)

Choose wisely

- Consider the school's oversubscription criteria
- Don't assume you will be allocated a place at your closest school. If you want to be considered for a place at your closest school, you need to put it as one of your preferences.
- Don't assume your child will get priority because they attend a nursery school within the area of the primary school.

Applying for a school place

There are two ways to make your application for a school place if you are a Brighton & Hove resident and your child is due to start at infant, primary or junior school* in September 2021 or if you are applying for a school place during the year.

It can be done either:

- online via our website www.brighton-hove.gov.uk/schooladmissions
- or if you don't have Internet access:
- on a paper application. Copies are available from the school admissions team on 01273 293653 or email schooladmissions@brighton-hove.gov.uk

If you are applying online for a church voluntary aided school, most of the schools require completion of a **supplementary information form (SIF)**. This enables governors to rank applications correctly against the school's admissions criteria.

Remember to send the SIF and any other required documents to the school by the closing date.

If you are applying online to a community school but are providing supporting documents



about exceptional circumstances, those documents should be submitted with your application or sent to the school admissions team (see section 4) .

If you decide to apply online we strongly recommend that you do not leave it until the last minute. Whilst our technical systems are robust, high demand could make it difficult for you to access the system if many other parents are trying to log in at the same time.

You can access the website:

- At home
- At an internet café
- At a library Once you have signed up, you can use the WIFI within the library for free, from your own device. Alternatively, you can join the library to use the computers available
- On your phone or tablet

If you have any problems accessing or using our online school admissions site, please email us at schooladmissions@brighton-hove.gov.uk

A graphic of a computer monitor with a black frame. The screen is white and displays the text 'Apply online!' in a large, stylized font. 'Apply' is in red with a hand-drawn texture, and 'online!' is in black with a blue shadow. Below the text is the website URL 'www.brighton-hove.gov.uk/schooladmissions' in orange. A black computer mouse is connected to the bottom right of the monitor by a grey cord.

Apply online!

www.brighton-hove.gov.uk/schooladmissions

In September 2020 round of admissions **97.7%** of parents applied online. **The benefits of applying online** include the following:

- It's quick, safe and secure
- There is no risk of your application getting lost or delayed in the post
- If you want to change your application, it's easier and quicker to do it online until midnight on the closing date of **15 January 2021**
- The online facility is available 24 hours a day, seven days a week from September 2020
- You will receive email confirmation that we have received your application. Paper applications are not acknowledged
- Your decision will be sent to you by email on National Offer Day, 16 April 2021
- There are links to other websites that can provide you with useful information about schools

When should my child start school?

- Children start school in the school year during which they have their fifth birthday.
- The school year runs from September to August, so any child who reaches their fifth birthday between **1 September 2021** and **31 August 2021** should start school in September 2021.
- Your allocated school will tell you the starting date.
- Children are allowed to start full-time in September or defer admission until they reach compulsory school age (or until the start of the summer term if this is earlier). Your child can also attend part-time initially, but you will need to discuss this with the school at which your child has been offered a place.

Please use the table below to see what options are available to you

Child's birthday	Options
1 September – 31 December (autumn born)	Child can attend full or part-time from September or defer admission until January.
1 January – 31 March (spring born)	Child can attend full or part-time from September or defer admission until January or start of summer term.
1 April – 31 August (summer born)	Child can attend full or part-time from September or defer admission until January or start of summer term.

Your child can also attend part-time initially, but you will need to discuss this with the school at which your child has been offered a place.



How do I defer admission to an infant or primary school?

If you decide to defer admission, you must inform your allocated school when you accept the place. Where a place is deferred it will not be given to another child but your child must enter the school by the beginning of the school term following their fifth birthday and within the school year that the offer was made.

If your child's fifth birthday falls between 1 September 2021 and 31 December 2021 they would normally start school in September 2021. However, you may defer until January 2021.

If your child's fifth birthday falls between 1 January 2021 and 31 August 2021, you can ask to defer admission until the beginning of January 2021, or until the start of the summer term.

If your child's fifth birthday falls between 1 April 2021 and 31 August 2021 and you choose not to send your child to school until the September following their fifth birthday, an application under the 2021-22 admissions policy will be required and will normally be considered for Year 1 rather than a Reception class.

In exceptional circumstances, children may be admitted to school in a different year group. This is usually due to concerns in relation to a child's development.

If you would like to request for your 'summer born' child to start school outside of their normal age group, and be admitted to reception rather than Year 1, please follow the process on the following page.

Admission to a year group outside the normal age group (for summer born children only)

The process for requesting admission outside the normal age group for summer born pupil's application to reception rather than Year 1 is as follows:

You should apply for the 'normal' year for your child's admission by the closing date of 15 January. The 'normal' year for reception applications, is the academic year when your child will be five years old – between 1 September and 31 August. When you apply, you should also complete the additional form which is available on the council's website to request that your child is educated out of year group, please also discuss your request with the headteachers of your preferred schools.

You should explain on this form why you would like your child admitted out of the normal year group. For summer born pupils due to start reception, this is the reasons why they should be admitted into reception rather than year 1 in the September after their fifth birthday.

You should also include any evidence to support your case.

Evidence could include:

- Whether your child is summer born
- Information about your child's personal, social, emotional development and academic development
- If relevant, medical history and views of a medical professional
- Whether your child was born prematurely.

The council and the school, if it is its own admission authority, will consider each case on its merits and consider whether, after reaching compulsory school age, it would be in your child's best interest to start in reception or in year one. Where the council is the admission authority, we will consult the headteacher of each preferred school before a decision is taken.

If there are exceptional reasons why you cannot make your request by the closing date, late requests will be accepted up until **8 March** but requests made after this date will not be considered.

We will ensure that you are aware of whether your request for admission out of year group has been agreed before national offer day in April and the reasons for the decision will be shared with you.

If your request is **agreed**, your application for reception in September 2021 will be withdrawn and you will need to apply again for a reception school place in September 2022. Please note that it is the admission authority's decision, so if you apply for different schools the following year that are their own admission authority you will need to request again for your child to be admitted out of year group.

If your request is **refused**, we will continue with your application for a reception place in September 2021 and you will need to decide whether to accept the place (see also How to defer admission to an Infant or Primary School on Page 10) or apply for a year 1 place for September 2022.

If you are applying for admission into a different year group or are requesting an accelerated admission, the same process will be applied however you should apply for a school place at the same time that other families are applying for this cohort. In considering these requests the admission authority will also take into account whether your child has previously been educated out of year group.

We do not expect that children and young people will need to repeat a school year as a consequence of Covid-19. Schools will continue to make sure all children and young people get the support they need to continue their education and to make up for any time spent out of school.

How do I get a Year 3 place for my child at a primary school?

If you want to move your child from an infant school* to a primary school rather than a junior school* you will need to follow the steps in the box below.

- 1) Apply online or complete and return a **junior** application form expressing a preference for a **junior school*** and return it to your child's current school by 15 January 2021. This will ensure that your child has a junior school* place in case it is not possible to offer a place at the primary school you prefer. If you list a preference for a **primary** school on your junior application it will not be processed.
- 2) You will then be offered a junior school* place in April.
- 3) When you have been notified of your child's junior school* place, you should apply online for the primary school(s) you prefer using the in-year primary round or request an **in-year application form*** from the school admissions team, and return this to the team before Summer half-term 2021.
- 4) We will then check whether it is possible to offer your child a place at the primary school you prefer. If we are able to offer a place at the primary school, we will do so and take away the junior school* place. You will get a decision in the second half of the summer term.

If your child is not currently attending a Brighton & Hove school, please return your form to the school admissions team by the same deadline.



School Meals in Brighton & Hove

...tasty, healthy,
social and fun

- Locally supplied fruit & vegetables
- **Fresh seasonal ingredients**
- Meals cooked on site
- **Meat from the UK**
- Silver Food for Life Accredited Menu

For information about Free School Meals call 01273 293497

Apply online: www.brighton-hove.gov.uk/onlinefreeschoolmeals

Primary School Menus can be viewed at
www.brighton-hove.gov.uk/schoolmeals



2

Making an application

Always use the online facility or preference form* provided by Brighton & Hove City Council if you are a resident of Brighton & Hove. If you live anywhere else you must use the preference form* or the online admissions facility provided by your local council even if you would like your child to attend a school in Brighton & Hove



Decide which schools you prefer

You should decide which schools you would prefer your child to attend and then complete a form or an online application listing up to three different preferences.

You do not have to express three preferences but if you only give one preference and are not offered a place at that school, you will be offered a place at the nearest school with an available space after everyone else's three preferences have been considered.

This may mean that by the time we look at allocating a place for your child, your local schools may be full and your child may have to travel some distance to get to school.

Please remember that each of your preferences will be considered equally and separately. Listing second and third preferences will not affect your chance of being offered your first preference.

Your first preference will only be considered above your second or third preference if we can offer your child a place at more than one of your preferred schools.

In that case we will offer you the highest ranked one we can, so please make sure you like your first preference more than your second preference and your second preference more than your third.

The following examples are provided to illustrate what may happen.

Please note: these are only possible scenarios. They are in no way a guide to oversubscription* levels. Please do not assume that if your situation is the same as one of these examples, your application will inevitably have the same outcome.

Example 1) Mohammed lives in Hangleton

His parents are keen for him to attend a local school. They express the following preferences:

1. Goldstone Primary
2. West Blatchington Primary
3. Hangleton Primary

Goldstone is oversubscribed with first, second and third preferences. Mohammed does not live close enough to Goldstone to be offered a place there. However, he can be offered a place at both West Blatchington and Hangleton.

Because West Blatchington was higher on his preference list than Hangleton he is offered a place at West Blatchington.

Example 2) Agatha lives in central Brighton

Her parents express the following preferences:

1. Middle Street Primary
2. St Paul's CE Primary
3. St Mary Magdalen Catholic Primary

All three schools are oversubscribed. Agatha lives further away from Middle Street than the 30th child who could be given a place at the school so she cannot be offered a place at Middle Street.

Although Agatha does not meet the religious priorities for either St Paul's or St Mary Magdalen she is considered by the governors under their other children criteria.

Agatha does not live close enough to St Paul's to be offered a place but the governors of St Mary Magdalen do have a space for Agatha.

Agatha's parents receive an offer of a place at St Mary Magdalen.



Example 3) Elijah lives in Hanover

His parents are not sure whether they live nearer to St Luke's Primary or Elm Grove Primary but they would like him to attend Elm Grove as his cousins go to this school. They list the following preferences:

1. Elm Grove Primary
2. Fairlight Primary
3. St Luke's Primary

All three schools are oversubscribed. Although Elijah lives closer to Elm Grove than St Luke's he still lives further away than 60 of the other children whose parents have applied for a place there so it is not possible to offer Elijah a place at Elm Grove.

However, he does live close enough to St Luke's to be offered a place, even though it is slightly further from his home than Elm Grove. Elijah also lives close enough to Fairlight to be offered a place at this school.

Elijah is allocated a place at Fairlight because his parents have ranked Fairlight higher than St Luke's on their application.

Coordinated admissions

Schools that are their own admission authority*

The council coordinates admission arrangements with church voluntary aided schools, free schools* and academies in the city by using the same preference form* or online application for these schools as for the community schools*. Church voluntary aided schools, free schools* and academies are still responsible for offering places in their schools (see Section 5 to find out how they will make decisions about this).

City Academy Whitehawk uses the Brighton & Hove admission priorities in Section 4. The council will let parents know the schools' decisions. If your child is not offered a place at your preferred school, the council will offer an alternative place, where possible using your other listed preferences. The council values this joint working with own-admission-authority schools*. It means that all parents will receive one offer of a school place because information about applications is shared.

Other areas

We also share admissions information with neighbouring local authorities. If you live in the city, any applications for schools in the area of another local authority* should be made on a Brighton & Hove application*.

You are entitled to apply to academies, church voluntary aided, free and community schools* in other local authorities, but you must do this through Brighton & Hove City Council if you are a Brighton & Hove resident.

How do I apply to own-admission-authority schools*?

- Church voluntary aided and free schools* have their own admission priorities*. Church voluntary aided schools often give higher priority to children of the faith. These are set out in Section 5. You should check with the school to see if you fulfil their priorities if you have any doubts. If applying to a church voluntary aided or free school or academy you must still apply online to the council or use the preference form*. City Academy Whitehawk uses the council's admission priorities* listed in Section 4.
- If one of your preferences is a church voluntary aided school you may also be asked to complete

a supplementary information form (SIF) or provide other information*.

- Where you are required to complete a supplementary information form or provide other information to a church voluntary aided or free school, you should provide it to the school by the closing date of 15 January 2021.

Please note that if you are applying for more than one church voluntary aided or free school, you will need to provide the information to each school separately. If the same information is required by different schools, check whether they will accept a photocopy.

Special educational needs or Disability (SEND)

A child or young person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them.

In most cases support for special educational needs can be met in mainstream schools. Brighton & Hove City Council is committed to this approach wherever it is practical. Many children have difficulties at some stage in their school career, and often the problem is temporary and can be dealt with by the school.

You can access information about support for children with a special educational need or disability on Brighton and Hove's SEND Local Offer which you can access at www.brighton-hove.gov.uk/content/children-and-education/local-offer

If you think your child may have special educational needs, please speak with your child's current school/nursery and the schools you are considering.

If you need to contact someone in the Local Authority about special educational needs, please get in touch with the council's special educational needs team on SEN.Team@brighton-hove.gov.uk or 01273 293552.

How do I apply for a school place in another local authority* area?

- If you apply to schools in other local authorities, you must do so on your Brighton & Hove application. We will then forward your application to that admission authority* for a decision and will let you know along with all the other parents who have applied for Brighton & Hove schools.
- If you are applying online you should use the Brighton & Hove online facility if you live within Brighton & Hove even if you are applying for schools outside the city. We will ensure that your application is forwarded to the relevant admission authority*.
- If you apply to an 'out-of-city' school that has been oversubscribed, the further away you live the less likely you are to obtain a place. Check this with the relevant admission authority* before applying.
- If you are resident in the city and do not apply online or return a preference form* to Brighton & Hove City Council you will not be allocated a place at a city school. **If you are not sure whether you live within the boundary of Brighton & Hove City Council, please contact the school admissions team on schooladmissions@brighton-hove.gov.uk for clarification.**

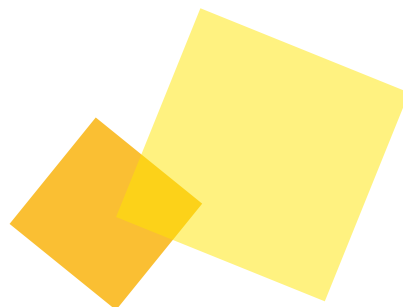
The addresses of the local authorities adjoining Brighton & Hove are:

West Sussex County Council

County Hall
West Street
Chichester
West Sussex
PO19 1RF
033301 42903
www.westsussex.gov.uk

East Sussex County Council

Admissions and Transport team
County Hall
St Anne's Crescent
Lewes
East Sussex BN7 1UE
0300 330 9472
www.eastsussex.gov.uk



What do I do with my completed application?

Apply online or return the preference form* to your first preference school by 15 January 2021.

Applications to primary schools at junior transfer (Year 3) See page 11

Apply online or return a junior application as above. Then submit an in-year application to the school admissions team by summer half term.

It is your responsibility to ensure that your application arrives on time.

Please remember that proof of posting is not proof of delivery. In all cases, when you return the form to the school, please hand it to a member of staff. If you need a receipt, please ask for one at the time.

We strongly recommend that forms are completed online, returned to schools or delivered by hand to Hove Town Hall wherever possible.

What happens if my application is late?

If your online application or paper preference form* is returned after the closing date without good reason it will be considered after all the on-time preferences have been dealt with and school places allocated to them.

This means there is a much greater chance that you will not get a place at your preferred school as the places may already have been given to other children. It will also mean our response to you is delayed. **This is the case even if you already have older children attending the school.**

If you have a good reason for your application being late, e.g. you have just moved to Brighton & Hove, your application will be considered if it is received by 8 March 2021. You must supply independent supporting evidence of why it is late (e.g. solicitor's letter confirming exchange of contracts). This evidence must also be received by 8 March 2021.

If we agree that this is late with good reason your application will be treated as if it were submitted on time. If we do not agree, it will be a late application.

If we receive no independent supporting evidence with the form we will assume that you do not have a good reason and your application will be treated as a late application. If you are moving within Brighton & Hove you must still make your application by 15 January 2021 and then provide

your revised application and proof of your new address by 8 March 2021. Not knowing about the closing date, forgetting to hand the form in or leaving it in the wrong place are not good reasons for your application being late.

Even if your child has a sibling* at the school you need to complete an application in the usual way.

Please note: Church voluntary aided, free schools and out-of-city schools may not accept these forms as on time. Please check with the school concerned.

Applications submitted after the closing date listing revised preferences will only be considered from July 2021 onwards **unless** there has been a house move. This is to make sure that parents and carers who do this do not gain an unfair advantage over others by having the opportunity to list more than three preferences.

Late applications received for oversubscribed schools* will be placed on a waiting list for that school as soon as possible after the initial school allocations have been made. In the meantime children will be allocated to schools where places are available.

Please note: The school admissions team cannot accept responsibility for delays resulting from late applications, or late receipt of related papers. If forms are returned by post to schools or the school admissions team and received after the closing date they will be regarded as late applications.

We strongly recommend that if returning a preference form* you deliver it to a school as recommended above. Online admissions will be treated as late if submitted after the closing date (15 January 2021) .

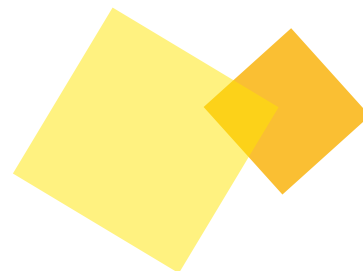


3 How your application is processed

Please note: where a church voluntary aided or free school is listed as a preference, it will be considered by the governors who will apply that school's admission priorities

Preferences considered equally

- On-time applications will be dealt with using the published admission priorities* listed in Section 4. Late applications with good reason received by 8 March 2021 will be treated in the same way.
- Late applications without good reason will be dealt with using the published admission priorities* listed in Section 4 after the on-time preferences have been processed.
- All preferences will be considered equally regardless of whether you have listed them as first, second or third. If we can offer you a place at more than one of your preferred schools, we will offer a place at the one which features highest in your list of preferences.
- Sometimes we will not be able to offer a place at any of your preferred schools. If this happens we will offer a place at the nearest school to your home that has a place available.
- If the nearest school to your home address is a church voluntary aided school, academy or free school we may contact its governors to see whether they have places available. **If you do not want us to consider allocating a particular type of school* you should let us know on your application. Please bear in mind that this may mean your child has to travel further to attend school.**
- If you are unhappy with your allocated school or with the preferences you listed on your original application, you can submit a revised application listing different preferences. However, new applications will only be considered from July 2021 onwards, unless there has been a house move. This is to ensure that parents who change their minds are not given an unfair advantage by being allowed to list more than three preferences.
- Priority for on-time applications will cease after the initial allocation of school places has been made. Late applications for schools which are full will be added to the waiting list.



School Admissions computer allocation process:

People have rights about automated decision making under the new EU General Data Protection Regulation (GDPR). The use of a computer allocation system could be considered to be an example of automated decision making as school allocation decisions are made using a computer algorithm.

Below is an explanation about how this process works:

Applications are submitted online or paper forms are received and imported into the admissions computer system. The computer system will then calculate the home to school distance from every pupil's address to each of the three preference schools. Admission officers then manually assess all applications and set the correct admission priority for each pupil based upon the council's admission arrangements (Section 4) .

For schools that have their own admission arrangements (see Section 5), it is the school governors who list the pupils according to that school's admission arrangements and this is replicated on the council's admissions computer system.

The computer will list all of the pupils for each school in admission priority order and within each priority it uses the distance to order the list of pupils (closest at the top, furthest at the bottom) .

1. The allocation algorithm works down every school list simultaneously, offering places until the admission number for each school is met or there are no more un-allocated preferences.
2. The computer then finds every pupil with more than one school offer and withdraws the offer for the lower ranked preference.
3. Processes 1 and 2 are repeated until every pupil who could be offered a school of preference has only one school place allocated.

The final part of the automated allocation process involves pupils who could not be offered any of their school preferences. For these pupils, the computer calculates the distance from each address to all of the schools that still have available space. The computer then allocates the nearest pupils to each of these schools until all pupils have been given a school place.

Following this automated process, admission officers perform a number of checks on a random sample of pupils to ensure that school places have been allocated correctly.



4 Admission priorities for community schools

Please read the following information carefully. It will help you to decide whether your child has a good chance of being offered a place at your preferred school

Where there are more applications received for a community school than there are places available, we will use the five admission priorities* listed below to decide who will be given a place.

Children with education, health and care plans (EHCPs) will be entitled to a place at the school named in the EHCP. If the child for whom you are responsible has an EHCP, please ensure that you indicate on your application that this is the case.

Please note: We do not take into account your child's nursery place or current school place, your childminding arrangements or workplace address. We do not consider a child's academic achievements or abilities. The council may contact you at any stage in the process to request proof of your address. All allocations are based on the following priorities.

1. Children in the care of a local authority* (looked after children) and previously looked after children

This priority applies to Children in the care of a local authority (looked after children), and children who were looked after in England or elsewhere but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

You will need to supply proof of your child's status. This could be a copy of the original adoption certificate or order or a letter from the local authority, agency or department that last looked after the child confirming the he or she was looked after immediately prior to that order being made. If you are not sure what to provide, please contact the school admissions team at schooladmissions@brighton-hove.gov.uk

2. Compelling medical or other exceptional reasons to attend the school

This priority applies to pupils with a specific need that can only be met by one school rather than any other. If there are medical reasons or other diagnosed conditions that make it essential for your child to attend a particular school, you must provide supporting information from a doctor or other professional together with any other supporting information when you make your application.

This must make a compelling case as to why your child's needs can only be met at the preferred school, as a medical condition or diagnosis in itself will not automatically result in priority being given. If you want a place at a specific school for other exceptional reasons, you must provide independent evidence from a professional who is supporting your family. This should also demonstrate that it is essential for your child to attend the preferred school and no other.

For this reason, allocations against this priority are rare. It is not essential for the supporting information to name the school in question, but the evidence should explain exactly what your child's needs are and what specialist support and/or facilities your child requires. Advice may be sought from the community consultant paediatrician or other relevant professionals where necessary to determine whether or not the evidence you have provided is sufficiently compelling to qualify under this category.

The supporting evidence you provide needs to set out the particular reasons why the school in question is the most suitable, and the difficulties that would be caused if your child had to attend another school. It is not essential for the professionals supporting your family to have in depth knowledge of your preferred school but the evidence should explain exactly what your child needs and what specialist support and/or facilities your child requires.

It is **vital** that you supply any supporting evidence for compelling medical or other exceptional reasons for admission **by the closing date**. It is up to you to provide this evidence.

The school admissions team will **not** seek information about your child or telephone people on your behalf. The decision will be based solely on the information you send in.

If the evidence you supply is not considered compelling enough to be included in this priority, your application will be considered under priority 3, 4 or 5 as appropriate.

All correspondence will be treated as private and confidential.

If you do not want your preferred school to see your supporting medical or other evidence, online applicants can upload supporting documents through the online admissions system. Alternatively attach supporting documents to your paper application. You can send supporting documents

by post to the school admissions team or provide scanned copies to schooladmissions@brighton-hove.gov.uk with a covering email giving your child's full name and date of birth.

If we do not receive this information by the closing date, 15 January 2021, we will not be able to consider your child under this priority. If there has been a change of circumstances (such as a new diagnosis) which has occurred since the closing date, information will be considered if it is received by 8 March.

3. Sibling link*

This will apply if there is another child living in the same household as your child who in September 2021 will be attending your preferred school.

Where separate junior and infant schools* are linked (see priority 4), the sibling may be at either school and may be older or younger.

If you have two children, of whom one is due to start junior school* and the other infant school* in September 2021, the junior school* child's allocation will be done first and a sibling link* will count for the infant child.

A sibling link* is only taken into account if children live at the same main address and the sibling has been allocated a place at the school by 8 March. Twins or multiple births do not qualify for the sibling link* unless one child has already been offered a place.

Where a sibling attends a nursery class on the same school site, it will not be counted as a link for admissions purposes.

You may be asked to supply proof that your child has a sibling at the same address who attends the school.

4. Children transferring between a linked infant and junior school (see list)

Children who are attending or have been offered a place at an infant school* in the list below will have priority for places at the linked junior school* providing the allocation took place by 8 March 2021.

Downs Infant	↔	Downs Junior
Hertford Infant	↔	Hertford Junior
Patcham Infant	↔	Patcham Junior
Stanford Infant	↔	Stanford Junior
West Hove Infant Portland Road	↔	Hove Junior** Portland Road
West Hove Infant Connaught Road	↔	Hove Junior** Holland Road

Please note there is no link* between West Hove Infant Connaught Road and Hove Junior Portland Road, or between West Hove Infant Portland Road and Hove Junior Holland Road.

5. Other children

Please note: the council does not use catchment areas for infant, junior or primary schools.

Once all the children in priorities 1, 2, 3 and 4 have been offered places at the school, the remaining places (up to the admission number*) will be offered to other children.

Tie-break

If there are more children applying than places available in any given priority, the available places will be offered to those children living closest to the school up to the published admission number*. Home to school distance will be measured by the shortest route from the child's home to the nearest of the school's gates.

This will be measured by specialist computer software based on Ordnance Survey data. It measures using the road network supplied by Ordnance Survey and some other public rights of way which are paved and lit.

You can check your home to school distance measurement and the route used on our website www.brighton-hove.gov.uk/schooladmissions

If you would like us to consider adding a footpath, or would like to query a route you will need to request this by emailing schooladmissions@brighton-hove.gov.uk before the closing date. Late requests for footpaths will not be accepted.

Routes across public parks or open spaces will not be accepted.

When using roads for measurement purposes the computer measures along the middle of the road. It measures from the address point in your property to the nearest point on the road network and from there to the nearest of the school's gates to the child's home. No other measurement systems will be used for school admissions decisions.

Where the home addresses of two or more children are an equal distance from the school (eg. two children living in the same block of flats) and only one place remains available at the school in question, the place will be allocated randomly to one of these children.

Children who live on boats / traveller children

If you and your child live on a boat or a traveller site and there is no Ordnance Survey / postal address data for your home, we will measure the distance to the site or marina.

Home addresses:

- The school admissions team will allocate school places using the address at which a child lives on the closing date for applications (15 January) although late changes of address will be considered if we receive proof of address by 8 March.
- The admissions team can only use one address for admission purposes. If your child regularly stays with another parent or relative and therefore has more than one address, the school place will be allocated based on the address at which your child is registered with a doctor – so this is the address that you should use on your application.

We may ask for evidence to confirm the address given.

Please note: it is an offence to give a false address. If we offer your child a school place based on information which then turns out to be false or misleading, we reserve the right to withdraw the offer and your application will be re-considered based on the correct facts. This may apply even if your child has started at the school offered.

Proof of address

To ensure that offers of school places are made fairly, the council is committed to following strict address verification procedures.

The address on your online or paper application will be checked against council tax records.

After the closing date, if the school that you have applied for is oversubscribed*, you may be asked to provide further proof of address.

If you have **recently moved into Brighton & Hove** from overseas or another part of the UK and have not yet registered for council tax in Brighton & Hove, you will need to supply one of the following:

1. A copy of a current tenancy agreement signed by all parties and arranged through a letting / estate agency, or solicitor's letter showing exchange of contracts, if you have just moved house.
2. A copy of a recent utility bill for your home address, showing usage - gas, electricity, water, telephone (not mobile phones)
3. A copy of your driving licence
4. A copy of your house insurance policy
5. HMRC Tax notification documentation
6. TV licence (valid for the current year) with your name and address

We will also require proof that the child you are applying for lives with you. Therefore, please provide a letter from your child's GP, dentist, hospital, optician; NHS medical card; child trust fund document, your most recent family tax credit letter which clearly states your child's name and address.

If you do not provide the above proofs by the date asked, we will assume your child lives further away than all the other children applying for the same school. Even if you prove that you live at the address yourself, we still need proof that your child (or children if you are claiming a sibling link) live there as well.

Please note: providing proof of address does not guarantee your child a place at your preferred school.

Twins / multiple births (or siblings* within the same year group applying for the same school)

No special priority is given for the admission of these children. If it is possible to offer a place at the preferred school to one of the children because it is the last place remaining, both (or all) children will be offered a place. Please indicate clearly on each child's application if they have a twin or other same year sibling also applying.

Remember...

The council uses an 'equal preference system'. This means that all the preferences for each school are considered at the same time. However, you do need to list your preferred schools in order of preference as we will only offer you a place at one school. If it is possible to offer you a place at more than one school, we will allocate the one that is highest on your list of preferences.

Checks are made on information provided by parents / carers.* If a parent / carer* is found to have supplied false or misleading information to gain a place at a particular school, the council reserves the right to withdraw the place, even if the child has started at the school. An example of false information would be the use of an address that is not the child's normal residence.

Please note: it is an offence to give false information to obtain a place at a school. The council will investigate allegations about false information and will consider prosecution in any such case.

Primary and infant schools* in Brighton & Hove

This is a list of all schools in the city (excluding private schools)

Details of opportunities to visit the schools are available on the schools website or call the school for details of arrangements.

Please note: there are two West Hove Infant schools.
Please make sure you ask for the one you want

School	Headteacher	Maximum no. on roll	Preferences 2020-21	How many places offered in each priority 2020-21	Published admission no.
Aldrington CE Primary* Eridge Road, Hove, BN3 7QD www.aldrington.org 01273 542656	Miss V Coates	429	1) 59 2) 53 3) 49	Information available from the school governors	60
Balfour Primary Balfour Road, Brighton, BN1 6NE www.balfourprimary.co.uk 01273 507722	Mr S Davies	820	1) 89 2) 73 3) 103	All preferences allocated unless offered a higher preference	120
Benfield Primary 255 Old Shoreham Road, Portslade, BN41 1XS www.benfield.brighton-hove.sch.uk 01273 294950	Mrs G Chumnansin	226	1) 28 2) 28 3) 35	All preferences allocated unless offered a higher preference	60
Bevendean Primary Heath Hill Avenue, Brighton, BN2 4JP bevendean.eschools.co.uk 01273 681292	Mr M Giddens	350	1) 39 2) 16 3) 14	All preferences allocated unless offered a higher preference	60
Bilingual Primary - Brighton & Hove* The Droveway, Hove, BN3 7QA www.bilingualprimaryschool.org.uk 01273 916212	Mr S King	570	1) 111 2) 107 3) 74	Information available from the school governors	90
Brackenbury Primary Locks Hill, Portslade, BN41 2LA www.brackenburyprimary.co.uk 01273 418850	Miss L Mullarky	170	1) 8 2) 22 3) 19	All preferences allocated unless offered a higher preference	30

School	Headteacher	Maximum no. on roll	Preferences 2020-21	How many places offered in each priority 2020-21	Published admission no.
Brunswick Primary Somerhill Road, Hove, BN3 1RP www.brunswick.brighton-hove.sch.uk 01273 711816	Mr S Collins	892	1) 117 2) 77 3) 60	1)0 2)0 3)35 4)N/A 5)85 Furthest child in Priority 5) lived 1393.37 metres from the school	120
Carden Primary (NC) County Oak Avenue, Brighton BN1 8LU www.carden.brighton-hove.sch.uk 01273 293677	Mrs H Longton-Howorth	355	1) 41 2) 31 3) 33	All preferences allocated unless offered a higher preference	60
Carlton Hill Primary Sussex Street, Brighton, BN2 9HS www.carltonhill.brighton-hove.sch.uk 01273 604966	Ms T Beer	218	1) 41 2) 40 3) 53	1)1 2)2 3)14 4)N/A 5)13 Furthest child in Priority 5) lived 429.11 metres from the school	30
City Academy Whitehawk Whitehawk Road, Brighton BN2 5FL www.caw.brighton-hove.sch.uk 01273 681377	Mr M Church	377	1) 43 2) 7 3) 9	All preferences allocated unless offered a higher preference	60
Coldean Primary (NC) 12 Kenwards, Coldean, BN1 9EN www.coldean.brighton-hove.sch.uk 01273 294914	Mr S McConnachie	356	1) 32 2) 21 3) 10	All preferences allocated unless offered a higher preference	60
Coombe Road Primary Milner Road, Brighton BN2 4BP www.coomberoad.brighton-hove.sch.uk 01273 291188	Mrs V Phillips	164	1) 21 2) 25 3) 35	All preferences allocated unless offered a higher preference	30
Cottesmore St Mary's Catholic Primary* The Upper Drive, Hove, BN3 8NB www.cottesmore.brighton-hove.sch.uk 01273 555811	Mrs R Breen	427	1) 67 2) 57 3) 38	Information available from the school governors	60
Downs Infant Ditchling Road, Brighton BN1 6JA www.downsinf.brighton-hove.sch.uk 01273 296868	Dr. H Mitchell	360	1) 132 2) 96 3) 75	SEN 1 1)0 2)1 3)49 4)N/A 5)69 Furthest child in Priority 5) lived 994.88 metres from the school	120

School	Headteacher	Maximum no. on roll	Preferences 2020-21	How many places offered in each priority 2020-21	Published admission no.
Elm Grove Primary Elm Grove, Brighton BN2 3ES www.elmgrove.brighton-hove.sch.uk 01273 708004	Mrs L Willard	417	1) 78 2) 115 3) 81	1)2 2)0 3)30 4)N/A 5)28 Furthest child in Priority 5) lived 480.92 metres from the school	60
Fairlight Primary (NC) St Leonards Road, Brighton BN2 3AJ www.fairlight.brighton-hove.sch.uk 01273 601270	Mr D Jordan	391	1) 45 2) 47 3) 54	1)1 2)0 3)19 4)N/A 5)40 Furthest child in priority 5) lived 3416.7 metres from the school	60
Goldstone Primary (NC) Laburnum Avenue, Hove, BN3 7JW www.goldstoneprimary.co.uk 01273 294851	Mr C Pearson	680	1) 84 2) 69 3) 76	SEN 1 1)1 2)0 3)44 4)N/A 5)44 Furthest child in Priority 5) lived 1888.18 metres from the school	90
Hangleton Primary Dale View, Hove, BN3 8LF www.hangleton.brighton-hove.sch.uk 01273 294874	Executive Head: Mrs Emma Lake Head of school: Miss Anna Keene	560	1) 41 2) 58 3) 38	All preferences allocated unless offered a higher preference	60
Hertford Infant (NC) Hertford Road, Brighton BN1 7GF www.hertfordinf.brighton-hove.sch.uk 01273 552931	Ms Z McGuigan	152	1) 38 2) 48 3) 49	All preferences allocated unless offered a higher preference	60
Middle Street Primary Middle Street, Brighton, BN1 1AL www.middlestreet.brighton-hove.sch.uk 01273 323184	Mr R Cooper	206	1) 18 2) 23 3) 39	All preferences allocated unless offered a higher preference	30
Mile Oak Primary Graham Avenue, Portslade, BN41 2WN www.mileoakschool.co.uk 01273 294880	Mr L Lording	500	1) 47 2) 12 3) 13	All preferences allocated unless offered a higher preference	60

School	Headteacher	Maximum no. on roll	Preferences 2020-21	How many places offered in each priority 2020-21	
Moulsecoomb Primary (NC) The Highway, Brighton, BN2 4PA www.moulsecoomb.brighton-hove.sch.uk 01273 605700	Mr A Sutton	269	1)22 2)10 3)12	All preferences allocated unless offered a higher preference	60
Our Lady of Lourdes Catholic Primary* The Green, Rottingdean, BN2 7HA www.ourladyoflourdesprimaryschool.co.uk 01273 306980	Mr P Barber	195	1) 45 2) 43 3) 32	information available from the school governors	30
Patcham Infant (NC) Highview Avenue South, Patcham, Brighton, BN1 8WW www.patchaminf.brighton-hove.sch.uk 01273 509766	Mr C Taylor	247	1) 101 2) 79 3) 26	SEN 1 1)1 2)0 3)35 4)N/A 5)53 Furthest child in Priority 5) lived 1479.5 metres from the school	90
Peter Gladwin Primary Drove Road, Portslade, BN41 2PA www.petergladwinschool.co.uk 01273 294959	Ms K Harrison	194	1) 47 2) 43 3) 33	SEN 1 1)0 2)1 3)13 4)N/A 5)15 Furthest child in Priority 5) lived 693.07 metres from the school	30
Queens Park Primary Park Street, Brighton, BN2 0BN www.queenspark.brighton-hove.sch.uk 01273 686822	Mrs A Cox	246	1) 29 2) 38 3) 59	All preferences allocated unless offered a higher preference	60
Rudyard Kipling Primary (NC) Chalkland Rise, Woodingdean, BN2 6RH www.rudyardkiplingprimary.co.uk 01273 303328	Mrs J Smith	367	1) 44 2) 24 3) 7	All preferences allocated unless offered a higher preference	60
St Andrew's CE Primary* Belfast Street, Hove, BN3 3YT www.st-andrews.brighton-hove.sch.uk 01273 770082	Mrs S Thomas	597	1) 125 2) 87 3) 75	information available from the school governors	90

School	Headteacher	Maximum no. on roll	Preferences 2020-21	How many places offered in each priority 2020-21	Published admission no.
St Bartholomew's CE Primary* Ann Street, Brighton, BN1 4GP www.st-bartholomews.brighton-hove.sch.uk 01273 692463	Mrs K Blood	152	1)14 2)10 3)10	Information available from the school governors	30
St Bernadette's Catholic Primary* Preston Road, Brighton, BN1 6UT www.stberns.com 01273 553813	Mrs J Lance	218	1)31 2)21 3)41	Information available from the school governors	30
St John the Baptist Catholic Primary* Whitehawk Hill Road, Brighton, BN2 0AH www.stjohn.brighton-hove.sch.uk 01273 607924	Ms C Hughes	210	1)23 2)23 3)11	Information available from the school governors	30
St Joseph's Catholic Primary* Davey Drive, Brighton, BN1 7BF www.st-josephs.brighton-hove.sch.uk 01273 556607	Ms G Foan	114	1)17 2)23 3)14	Information available from the school governors	30
St Luke's Primary Queens Park Rise, Brighton, BN2 9ZF www.stlukes.brighton-hove.sch.uk 01273 675080	Mr J Cooper	630	1)119 2)87 3)60	1)1 2)0 3)33 4)N/A 5)56 Furthest child in Priority 5) lived 724.42 metres from the school	90
St Margaret's CE Primary* Whiteway Lane, Rottingdean, BN2 7HB www.stmargaretscofeprimary.co.uk 01273 303109	Mrs R Kershaw	200	1)30 2)37 3)25	Information available from the school governors	30
St Mark's CE Primary* Manor Road, Brighton, BN2 5EA www.stmarks.brighton-hove.sch.uk 01273 605588	Mrs J Fendley	165	1)14 2)13 3)10	Information available from the school governors	30

School	Headteacher	Maximum no. on roll	Preferences 2020-21	How many places offered in each priority 2020-21	Published admission no.
St Martin's CE Primary* (NC) Hartington Road, Brighton, BN2 3LJ www.stmartins.brighton-hove.sch.uk 01273 707114	Mr A Wingham	210	1)36 2)25 3)31	information available from the school governors	30
St Mary Magdalen's Catholic Primary* (NC) Spring Street, Brighton. BN1 3EF www.stmarymags.brighton-hove.sch.uk 01273 327533	Mrs A Wilson	217	1)21 2)15 3)12	information available from the school governors	30
St Mary's Catholic Primary* Church Road, Portslade, BN41 1LB www.stmarys.brighton-hove.sch.uk 01273 418416	Mrs S Clayton	218	1)32 2)28 3)24	information available from the school governors	30
St Nicolas CE Primary* Locks Hill, Portslade, BN41 2LA www.stnicolas.brighton-hove.sch.uk 01273 418026	Mr A Richbell	400	1)54 2)47 3)45	information available from the school governors	60
St Paul's CE Primary* (NC) St Nicholas Road, Brighton, BN1 3LP www.Stpaulsbrighton.co.uk 01273 721001	Mrs L Dupret	207	1)28 2)28 3)36	information available from the school governors	30
St Peter's Community Primary (NC) St. Peter's Road, Portslade, BN41 1LS www.stpeters.brighton-hove.sch.uk 01273 296712	Mrs M Lawrie	181	1)17 2)22 3)23	All preferences allocated unless offered a higher preference	30
Saltdean Primary Chiltington Way, Saltdean, Brighton, BN2 8HB www.saltdeanprimary.org.uk 01273 303358	Mr J Maxwell	620	1)96 2)19 3)23	All preferences allocated unless offered a higher preference	90

School	Headteacher	Maximum no. on roll	Preferences 2020-21	How many places offered in each priority 2020-21	Published admission no.
Stanford Infant Highcroft Villas, Brighton, BN1 5PS www.stanfordinfants.co.uk 01273 555240	Miss M Denyer	264	1)58 2)85 3)82	All preferences allocated unless offered a higher preference	90
West Blatchington Primary (NC) Hangleton Way, Hove, BN3 8BN www.westblatchingtonprimary.co.uk 01273 770777	Ms R Simmonds	250	1)34 2)24 3)21	All preferences allocated unless offered a higher preference	60
West Hove Infant# – Connaught Annexe Connaught Road, Hove, BN3 3WB www.WestHoveInfants.co.uk 01273 733386 option 2	Mrs W Harkness	240	1)30 2)116 3)102	All preferences allocated unless offered a higher preference	60
West Hove Infant# – Portland Road Portland Road, Hove, BN3 5JA www.WestHoveInfants.co.uk 01273 733386 option 1	Mrs W Harkness	360	1)114 2)72 3)71	1)0 2)0 3)55 4)N/A 5)65 Furthest child in Priority 5) lived 1580.41 metres from the school	120
Westdene Primary (NC) Bankside, Brighton, BN1 5GN www.westdeneprimary.co.uk 01273 294900	Mrs D Crossingham	659	1)78 2)67 3)54	SEN 1 1)0 2)0 3)37 4)N/A 5)22 Furthest child in Priority 5) lived 1013.36 metres from the school	60
Woodingdean Primary Warren Road, Woodingdean, Brighton, BN2 6BB www.woodingdean.brighton-hove.sch.uk 01273 680811	Mr J Whitfield	389	1)49 2)39 3)18	All preferences allocated unless offered a higher preference	60

#Please note: There are two West Hove Infant schools. Please make sure you ask for the one you want

(NC) = School has a nursery class

This is a list of all Brighton & Hove junior schools (excluding private schools)
Details of opportunities to visit the schools are available on the schools website or call the school for details of arrangements.

There are two Hove Junior Schools: please make sure you ask for the one you want

Junior schools* in Brighton & Hove

School	Headteacher	Maximum no. on roll	Preferences 2020-21	How many places offered in each priority 2020-21	Published admission no.
Downs Junior Rugby Road, Brighton, BN1 6ED www.downsjuniorschool.co.uk 01273 558422	Mr G Franceschi	512	1)120 2)89 3)19	All preferences allocated unless offered a higher preference	128
Hertford Junior Lynchet Close, Brighton, BN1 7FP www.hertfordjun.brighton-hove.sch.uk 01273 557341	Ms Z McGuigan	190	1)30 2)25 3)38	All preferences allocated unless offered a higher preference	60
Hove Junior# Holland Road Holland Road, Hove, BN3 1JY www.hovejuniorschool.co.uk 01273 294333	Mrs M Southern	351	1)51 2)83 3)26	All preferences allocated unless offered a higher preference	128
Hove Junior# Portland Road Portland Road, Hove, BN3 5JA www.hovejuniorschool.co.uk 01273 295484	Mrs M Southern	512	1)120 2)32 3)5	SEN 1 1)2 2)0 3)48 4)69 5)8 Furthest child in Priority 5) lived 1228.64 metres from the school	128
Patcham Junior Ladies Mile Road, Patcham, BN1 8TA www.patchamjun.org.uk 01273 087513	Mr A Sutherland	370	1)93 2)6 3)6	All preferences allocated unless offered a higher preference	96
Stanford Junior Stanford Road, Brighton, BN1 5PR www.stanfordjun.brighton-hove.sch.uk 01273 565570	Mr P Davis	384	1)81 2)39 3)89	All preferences allocated unless offered a higher preference	96

5 Admission priorities for own-admission-authority schools*



This section sets out the list of priorities adopted by the governors of each own admission authority school in Brighton & Hove.

City Academy Whitehawk will be using the Brighton & Hove City Council admission priorities* which can be found in Section 4

In the case of church voluntary aided schools you will need to complete the school's supplementary information form and return it to the school by the closing date.

You will also need to supply a copy of your child's baptismal certificate if they have been baptised. If you want to know more, please contact the school.

If you wish to apply for more than one church voluntary aided school* you will need to supply this information to all such schools for which you apply.

Please contact the schools if you are in any doubt about this.

When a church voluntary aided school* is oversubscribed the governors normally give the highest priority for places to children whose parents / carers can demonstrate a commitment to the religious faith of the school, and then to those belonging to and practicing within another denomination.

Please remember that if you list a church voluntary aided school* as a preference and you cannot meet the most important criterion established by the governors, admission to the school may be refused if it is oversubscribed.

Admission arrangements have been edited in some cases for reasons of space. All essential information regarding admission priorities* has been retained.

Full versions and supplementary information forms are available from each school or at www.brighton-hove.gov.uk/schooladmissions

Aldrington CE Primary School

Aldrington Church of England Primary School is a voluntary aided school in the Diocese of Chichester. It is founded upon a lively and evangelical Christian faith in which the educational and spiritual needs of each child are pre-eminent. Up until September 2013, Aldrington School was a one form entry primary school. Since September 2013 it has started to become a two form entry school – it is expanding by admitting two Reception classes per year, so by 2021 there will be two classes in each year group.

Oversubscription criteria:

If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admission Authority will assess every application against the oversubscription criteria set out below in order to rank these applications in priority order, before any places are offered. The oversubscription criteria will also be applied in order to rank children's names on a waiting list.

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. A looked after child is a child who, at the time of application, 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 (section 22 (1) of the Children Act 1989 applies). In order to be offered a place under this priority the parent will need to supply proof of the child's status. This could be a copy of the order or adoption certificate.
2. Children whose parents are regularly* involved in the work and worship of Bishop Hannington, or its daughter Church, Holy Cross, or its Church Plant, (Goldstone Church), or St Peter's Church, West Blatchington, and who will have a sibling at the school at the time of admission.
3. Children whose parents are regularly* involved in the work and worship of any other Christian church and who will have a sibling at the school at the time of admission.
4. Children who have a sibling in the school at the time of admission but do not satisfy the criteria set out in 2. and 3. regarding work and worship.
5. Children whose parents are regularly* involved in the work and worship of Bishop Hannington Church, or its daughter Church, Holy Cross, or its Church plant (Goldstone Church) or St Peter's Church West Blatchington.
6. Children whose parents are regularly* involved in the work and worship of any other Christian Church.
7. Children with known special educational, medical or social needs who would benefit from a place at the school. Documentary evidence from a doctor, social worker, educational psychologist, or other relevant professional, should be submitted with the application.
8. Children whose parents wish them to receive a Christian education and where the parents have either:
Committed themselves to a foundation course to investigate the claims of Jesus prior to the date of application. (This must be verified by the Minister on section B of the Governors' form).
Or
Are attending a Christian Church but the evidence provided by their minister does not support an application under criteria 2,3,5 or 6 above.
9. Other children.

* 'Regularly involved in the work and worship' means:

- Attendance by at least one parent at a minimum of two services per month at a Christian Church over a period of at least eighteen months immediately preceding the closing date for applications. (If the parent has moved churches in that period, confirmation will be required from all relevant ministers) , and
- Involvement of at least one parent in any other aspect of the work and worship of the Church other than as a regular worshipper.

In the event of oversubscription (more applications received than places available), the admission application ranking exercise (described in section 4.1) may indicate that the Admission Number/limit is reached part way through a particular criterion. In these circumstances, priority will be given to those children who live closest to the school. This will be measured digitally by the Local Authority, using the specialist software used to measure home to school distance for community schools and referred to in the Authority's primary admissions booklet. Measurement will be to a minimum of three decimal places accuracy. In the case of a multi-dwelling building, such as a block of flats, the same distance will apply for all occupants.

Where two or more distances are exactly the same and it proves necessary to rank the relevant applications, a priority for admission will be determined by the drawing of lots. This activity will take place at the school and be supervised by a person entirely independent of the Admissions Authority and the school.

A Supplementary Information Form (SIF) is provided on the school website (Appendix A). This is used to collect information required in order to evidence that a child qualifies against oversubscription criterion 1-8. The SIF must be completed and submitted by the closing date for applications and in accordance with the instructions set out in the SIF if the parent wishes qualifying information to be taken into account, should it prove necessary for the oversubscription to be applied in order to prioritise applications. In some cases, a member of the Admission Authority, or an appointed agent, may need to contact the parent to discuss the information submitted on the SIF.

Please read the full notes and definitions in the full policy available from the school or at www.brighton-hove.gov.uk/schooladmissions
The School's supplementary information form is also available here.

Bilingual Primary School

The Governors at the Bilingual Primary School are the admissions authority for the school and Brighton & Hove City Council's School Admissions Team coordinate the process on their behalf. Parents must apply for Reception age children through the Council for admission to the school. The school has an admission number of 90 at Reception age for September 2021.

Oversubscription criteria

When the school is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order:

Priority 1:

Children in the care of a local authority (looked after children) and previously looked after children.

Priority 2:

Children with a medical need requiring admission to this school only (see supplementary information).

Priority 3:

Children of a member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Priority 4:

Children with a sibling at the school. A sibling link is only taken into account if the sibling has already been allocated a place at the school (see Supplementary Information notes).

Other children – Random allocation will apply thereafter as a tie-breaker for children living in the postcodes: BN1, all BN2 codes, BN3 and BN41. Places will only be allocated by ballot to children living outside these postcodes if there are still places remaining when all the children living within them have been awarded a place.

Being a Spanish speaker will not be a criterion for admission.

Please read the full notes and definitions in the full policy available from the school or at www.brighton-hove.gov.uk/schooladmissions



Cottesmore St Mary's Catholic Primary School

Cottesmore St Mary Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with the trust deed of the Diocese of Arundel & Brighton, its instrument of government, and seeks at all times to be a witness to Jesus Christ.

As a Catholic school, the governors aim to provide a Catholic education for all pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. The governors ask all parents applying for a place to respect this ethos and its importance to the school community.

Although Catholic children have priority of admission, this does not affect the right of an applicant who is not Catholic to apply for a place for their child at the school. The school welcomes applications from those of other denominations and faiths, or of none. The school was set up primarily to serve the Catholic community in the parishes of St George, Sacred Heart and St Peter, all in Hove, East Sussex. (parish maps are available with the full version of these arrangements).

Oversubscription criteria:

1. Catholic looked after children or previously looked after children (see note b & c)
2. Catholic children with a brother or sister (see note f) at the school at the time of admission, resident in the parishes of St George, Sacred Heart or St Peter, Hove (see note h) whose parent / carer attends Sunday Mass at least once a month (see note k) ***
3. Catholic children with a brother or sister (see note f) at the school at the time of admission, who are not resident in the parishes of St George, Sacred Heart or St Peter, Hove (see note h) whose parent / carer attends Sunday Mass at least once a month (see note k) ***
4. Catholic children without a brother or sister (see note f) at the school at the time of admission, resident in the parishes of St George, Sacred Heart or St Peter, Hove (see note h), whose parent / carer attends Sunday Mass at least once a month (see note k) ***
5. Catholic children without a brother or sister (see note f) at the school at the time of admission, who are not resident in the parishes of St George, Sacred Heart or St Peter, Hove (see note h) whose parent / carer attends Sunday Mass at least once a month (see note k) ***
6. Other Catholic children (see note c)
7. Other looked after children or previously looked after children (see note b)
8. Catechumens, Candidates for Reception into the Church and children who are members of an Orthodox Church (see note d & e)
9. Other children with a brother or sister (see note f) at the school at the time of admission

10. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note l)
11. Children of other faiths whose membership is evidenced by a religious leader (see note m)
12. Any other children.

*** Attendance at Sunday Mass at least once a month means that frequency of attendance by the parent / carer over at least one year prior to the closing date for applications (see note k) Sunday Mass includes the Saturday evening vigil Mass

Final Tie-breaker:

Random allocation will be used as a tiebreak to decide who has the highest priority for admission when two applications cannot otherwise be separated. The random allocation shall be conducted in such a way that all applications have an equal chance and the identities of the applicants are not known to those carrying out the random allocation. The random allocation will be witnessed by an independent observer and minuted.

The school's **supplementary information form (SIF)** is available from the school and the school website and allows the governors to put all applicants in order of priority for admission in line with the published admission policy.

If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you need to complete the SIF.

If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.

For a Reception Year admission in the normal admissions round for the year 2021-22, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2021**. Note: If the school receives an incomplete SIF, this might affect your child's chance of being offered a place.

Please read the full notes and definitions in the full policy available from the school or at www.brighton-hove.gov.uk/schooladmissions. The School's supplementary information form is also available here.



Our Lady of Lourdes Catholic Primary School

Our Lady of Lourdes Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with the trust deed of the Diocese of Arundel & Brighton, its instrument of government, and seeks at all times to be a witness to Jesus Christ.

As a Catholic school, the governors aim to provide a Catholic education for all pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. The governors ask all parents applying for a place to respect this ethos and its importance to the school community.

Although Catholic children have priority of admission, this does not affect the right of an applicant who is not Catholic to apply for a place for their child at the school. The school welcomes applications from those of other denominations and faiths, or of none. The school was set up primarily to serve the Catholic community in the parishes of Rottingdean with Woodingdean and Peacehaven with Newhaven. (Parish maps are available with the full version of these arrangements).

Oversubscription criteria

At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic looked after children or previously looked after children (see note b & c)
2. Catholic children with a brother or sister (see note f) at the school at the time of admission, resident in the parishes of Rottingdean with Woodingdean or Peacehaven with Newhaven (see note h)
3. Catholic children with a brother or sister (see note f) at the school at the time of admission, who are not resident in the parishes of Rottingdean with Woodingdean or Peacehaven with Newhaven (see note h)
4. Catholic children without a brother or sister (see note f) at the school at the time of admission, resident in the parishes of Rottingdean with Woodingdean or Peacehaven with Newhaven (see note h)
5. Catholic children without a brother or sister (see note f) at the school at the time of admission, who are not resident in the parishes of Rottingdean with Woodingdean or Peacehaven with Newhaven (see note h)
6. Other Catholic children (see note c)
7. Other looked after children or previously looked after children (see note b)
8. Catechumens, Candidates for Reception into the Church and children who are members of an Orthodox Church (see note d & e)
9. Other children with a brother or sister (see note f) at the school at the time of admission.
10. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note k)
11. Children of other faiths whose membership is evidenced by a religious leader.
12. Any other children.

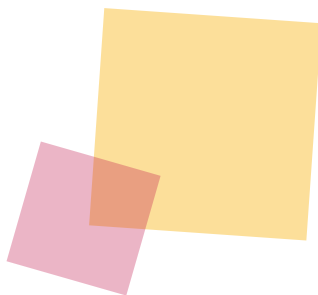
Final tie-breaker:

Priority will be given to children living closest to the school determined by the shortest distance (see note j).

The school's **Supplementary Information Form (SIF)**

This is available from the school and the school website and allows the governors to put all applicants in order of priority for admission in line with the published admission policy. If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you need to complete the SIF. If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.

Please read the full notes and definitions in the full policy available from the school or at www.brighton-hove.gov.uk/schooladmissions. The School's supplementary information form is also available here.



St Andrew's CE Primary School

St Andrew's is a Church of England Voluntary Aided primary school that aims to provide an education based on Christian principles. We ask that all parents/carers applying for a place for their child acknowledge and respect the school's Christian ethos and values. We are proud that we are an inclusive school that welcomes children from a wide range of faiths or no faith, abilities and social backgrounds. The diversity of our school community is a strength and something we celebrate.

In order to maintain the diversity and inclusiveness of our school community, the governing body has allocated 50% of places each year as Foundation places (criteria 3-4) and 50% of places as Community places (criteria 5).

Please note: The 50:50 allocation is applied after places have been allocated under criteria 1 and 2.

In the event there are fewer applicants than the designated number in either category, any unfilled places will become additional places in the other category. If it is not possible to allocate a Foundation place to anyone applying for a Foundation place (because, for example, the church attendance criteria have not been met), the application will be considered for a Community place according to the criteria for Community places.

Please note: Parents/carers applying for a Foundation place (criteria 3-4) must complete a St Andrew's Supplementary Information Form and Church Reference Form in addition to the Brighton & Hove preference form. An admission pack is available from the school. Both forms must be received by the closing date.

Oversubscription criteria

1. A 'looked after child' or a child who was previously 'looked after', but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) (see xiv)
2. Children who have a *sibling at the school at the time of admission.

Foundation (50%)

3. Children whose parents/carers are **regular worshippers at St. Andrew's (Old Church) Hove.
4. Children whose parents/carers are **regular worshippers at another Anglican Church or ***a Christian denomination other than the Church of England.

Community (50%)

5. All other children in the community

All applications for Foundation places (Criteria 3-4) must be accompanied by the Supplementary Information Form and Church Reference Form which should be given to your minister / leader of worshipping community with a request that he/she completes it as soon as possible and return it to St. Andrew's School.

When deciding between applicants who have equal entitlement under the above admission criteria, priority will be given to those children who live closest to the school as measured by the Local Authority. Details can be found on the Brighton and Hove School Admissions website. Where two or more distances are identical, then the priority for admissions will be determined by drawing lots. This will take place at the school and will be supervised by a person independent of the school and of the Admissions Authority.

Please read the full notes and definitions in the full policy available from the school or at www.brighton-hove.gov.uk/schooladmissions. The School's supplementary information form is also available here.



St Bartholomew's CE Primary School

St Bartholomew's is a Church of England Voluntary Aided primary school which admits children in the school year they become 5. They will leave in the July of the year in which they become 11. We are an inclusive school that welcomes children from all backgrounds and abilities whilst promoting the values and ethos of a Christian community. We would expect families applying for a place at St Bartholomew's CE Primary School to support the Christian ethos and values of the school.

Oversubscription criteria:

In the event of there being more than 30 applications the following criteria will apply:

- A. Children in the care of the Local Authority and looked after children or previously looked after children¹ (those who at the time of application were adopted or subject to a child arrangement order or residence order² or special guardianship order³). In order to offer a place under this priority you will need to supply proof of the child's status. This could be a copy of the order or adoption certificate.
- B. Children whose parents are regular* worshippers at St Bartholomew's Church.
- C. Sibling link.
This will apply if there is another child living in the same household as your child who in September 2021 will be attending your preferred school. You may be asked to supply proof of this, for example, a copy of your Child Benefit statement showing both children's names.

- D. Children whose parents are regular* worshippers at other Church of England churches.
- E. Children whose parents are regular* worshippers at other Christian churches (a church that is a full member of Churches Together in Britain and Ireland or the Evangelical Alliance).
- F. The child has compelling medical or other exceptional reasons* for attending the school.
- G. Other children.

Tie-breakers

When deciding between applicants who have equal entitlement under the above criteria, priority will be given to those children who live nearest to the school, by the shortest distance measured by the same method used by Brighton & Hove Local Authority.

Parents wishing to apply for a place should first complete the local authority preference form, available on the Brighton and Hove Council website and return it to the Council. They should also complete the School Information Form (available on the school website or from the school office) and return it to the school. This will allow the Governors to consider whether priority should be given on the grounds specified in the information form. Both of these forms must be returned by the specified deadline.

Please read the full notes and definitions in the full policy available from the school or at www.brighton-hove.gov.uk/schooladmissions. The School's supplementary information form is also available here.

St Bernadette's Catholic Primary School

St Bernadette's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with the trust deed of the Diocese of Arundel & Brighton, its instrument of government, and seeks at all times to be a witness to Jesus Christ.

As a Catholic school, the governors aim to provide a Catholic education for all pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. The governors ask all parents applying for a place to respect this ethos and its importance to the school community.

Although Catholic children have priority of admission, this does not affect the right of an applicant who is not Catholic to apply for a place for their child at the school. The school welcomes applications from those of other denominations and faiths, or of none. The school was set up primarily to serve the Catholic community in the parishes of St Mary's, Preston Park and St Thomas More, Patcham. (Parish maps are available with the full version of these arrangements)

Oversubscription criteria

At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

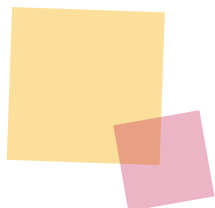
1. Catholic looked after children or previously looked after children (see note b. & c.).
2. Catholic children with a brother or sister (see note f.) at the school at the time of admission, resident in the parish of St Mary's, Preston Park or St Thomas More, Patcham (see note h.), whose parent/carer attends Sunday Mass frequently and regularly (see note k.) ***.
3. Catholic children with a brother or sister (see note f.) at the school at the time of admission, who are not resident in the parish of St Mary's, Preston Park or St Thomas More, Patcham (see note h.), whose parent/carer attends Sunday Mass at least once a month (see note k.) ***.
4. Catholic children without a brother or sister (see note f.) at the school at the time of admission, resident in the parish of St Mary's, Preston Park or St Thomas More, Patcham (see note h.), whose parent/carer attends Sunday Mass at least once a month (see note k.) ***.
5. Catholic children without a brother or sister (see note f.) at the school at the time of admission, who are not resident in the parish of St Mary's, Preston Park or St Thomas More, Patcham (see note h.), whose parent/carer attends Sunday Mass frequently and regularly (see note k.) ***.

6. Other Catholic children (see note c.).
7. Other looked after children or previously looked after children (see note b.).
8. Catechumens, Candidates for Reception into the Church and children who are members of an Orthodox Church (see note d. & e.).
9. Other children with a brother or sister (see note f.) at the school at the time of admission.
10. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note l.).
11. Children of other faiths whose membership is evidenced by a religious leader.
12. Any other children.

*** Attendance at Sunday Mass at least once a month means that frequency of attendance by the parent/carer over at least one year prior to the closing date for applications (see note k.). Sunday Mass includes the Saturday evening vigil Mass.

Final Tiebreaker

Random allocation will be used as a tiebreak to decide who has the highest priority for admission when two or more applications cannot otherwise be separated. Random allocation shall be conducted in such a way that all applications have an equal chance and the identities of the applicants are not known to those carrying out the random allocation. The random allocation will be witnessed by an independent observer and minuted.



The school's **Supplementary Information Form (SIF)** This is available from the school and the school website and allows the governors to put all applicants in order of priority for admission in line with the published admission policy.

If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you need to complete the SIF.

If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.

For a Reception Year admission in the normal admissions round for the year 2021-2022, the completed SIF, together with all supporting documents, should be returned to the school by 15 January 2021.

Note: If the school receives an incomplete SIF, this might affect your child's chance of being offered a place.

Please read the full notes and definitions in the full policy available from the school or at www.brighton-hove.gov.uk/schooladmissions The School's supplementary information form is also available here.

St John the Baptist Catholic Primary School

St John the Baptist Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with the trust deed of the Diocese of Arundel & Brighton, its instrument of government and seeks at all times to be a witness to Jesus Christ.

As a Catholic school, the governors aim to provide a Catholic education for all pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. The governors ask all parents applying for a place to respect this ethos and its importance to the school community.

Although Catholic children have priority of admission, this does not affect the right of an applicant who is not Catholic to apply for a place for their child at the school. The school welcomes applications from those of other denominations and faiths, or of none. The school was set up primarily to serve the Catholic community in the old parish of St John the Baptist, Brighton. The parish of St John the Baptist has now been amalgamated with the parish of St Joseph's and St Francis. (parish maps are available with the full version of these arrangements).

Oversubscription criteria

At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic looked after children or previously looked after children (see notes b & c).
2. Catholic children with a brother or sister (see note f) at the school at the time of admission, resident in the parish of St Joseph's and St John the Baptist, Brighton (see note h).
3. Catholic children with a brother or sister (see note f) at the school at the time of admission, who are not resident in the parish of St Joseph's and St John the Baptist, Brighton (see note h).
4. Catholic children without a brother or sister (see note f) at the school at the time of admission, resident in the parish of St Joseph's and St John the Baptist, Brighton (see note h).
5. Catholic children without a brother or sister (see note f) at the school at the time of admission, who are not resident in the parish of St Joseph's and St John the Baptist, Brighton (see note h).
6. Other looked after children or previously looked after children (see note b).
7. Catechumens, Candidates for Reception into the Church and children who are members of an Orthodox Church (see note d & e).

8. Other children with a brother or sister (see note f) at the school at the time of admission.
9. Children of other Christian denominations (see note k) whose membership is evidenced by a minister of religion.
10. Children of other faiths (see note l) whose membership is evidenced by a religious leader.
11. Any other children.

Final tie-breaker:

Priority will be given to children living closest to the school determined by the shortest distance (see note j).

The school's **Supplementary Information Form (SIF)** This is available from the school and the school website and allows the governors to put all applicants in order of priority for admission in line with the published admission policy.

If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you need to complete the SIF.

If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.

For a Reception Year admission in the normal admissions round for the year 2021-22, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2021**.

Note: If the school receives an incomplete SIF, this might affect your child's chance of being offered a place.

Please read the full notes and definitions in the full policy available from the school or at www.brighton-hove.gov.uk/schooladmissions The School's supplementary information form is also available here.



St Joseph's Catholic Primary School

St Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with the trust deed of the Diocese of Arundel & Brighton, its instrument of government and seeks at all times to be a witness to Jesus Christ.

As a Catholic school, the governors aim to provide a Catholic education for all pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. The governors ask all parents applying for a place to respect this ethos and its importance to the school community.

Although Catholic children have priority of admission, this does not affect the right of an applicant who is not Catholic to apply for a place for their child at the school. The school welcomes applications from those of other denominations and faiths, or of none. The school was set up primarily to serve the Catholic community in the old parish of St Joseph's (Elm Grove) and St Francis (Hollingdean). The parish of St Joseph's and St Francis has now been amalgamated with the parish of St John the Baptist. (Parish maps are available with the full version of these arrangements).

Oversubscription criteria

At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic looked after children or previously looked after children (see notes b & c).
2. Catholic children with a brother or sister (see note f) at the school at the time of admission, resident in the parish of St Joseph's and St John the Baptist, Brighton (see note h).
3. Catholic children with a brother or sister (see note f) at the school at the time of admission, who are not resident in the parish of St Joseph's and St John the Baptist, Brighton (see note h).
4. Catholic children without a brother or sister (see note f) at the school at the time of admission, resident in the parish of St Joseph's and St John the Baptist, Brighton (see note h).
5. Catholic children without a brother or sister (see note f.) at the school at the time of admission, who are not resident in the parish of St Joseph's and St John the Baptist, Brighton (see note h).
6. Other looked after children or previously looked after children (see note b).
7. Catechumens, Candidates for Reception into the Church and children who are members of an Orthodox Church (see note d & e).
8. Other children with a brother or sister (see note f) at the school at the time of admission.
9. Children of other Christian denominations (see note k) whose membership is evidenced by a minister of religion.
10. Children of other faiths (see note l) whose membership is evidenced by a religious leader.
11. Any other children.

Final tie-breaker:

Priority will be given to children living closest to the school determined by the shortest distance (see note j).

The school's **supplementary information form (SIF)**

This is available from the school and the school website and allows the governors to put all applicants in order of priority for admission in line with the published admission policy.

If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you need to complete the SIF.

If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.

For a Reception Year admission in the normal admissions round for the year 2021-22, the completed SIF, together with all supporting documents, should be returned to the school by 15 January 2021.

Note: If the school receives an incomplete SIF, this might affect your child's chance of being offered a place.

Please read the full notes and definitions in the full policy available from the school or at www.brighton-hove.gov.uk/schooladmissions
The School's supplementary information form is also available here.

St Margaret's CE Primary School

St Margaret's Primary School is a Church of England Aided School for children from the age of 4+ to 11. The PAN (published admission number) for the school is 30, so 30 children will be admitted to the Reception class. If the number of applications for entry to the school exceed 30, the governors have to apply their criteria for admission. The purpose of the criteria is to ensure that places are allocated on a clear and consistent basis, giving priority to those children with the best claim to a place in the school.

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 below.



Oversubscription criteria

1. A 'looked after child' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order⁷¹. 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).
2. Children of parents living within the ecclesiastical parishes of Rottingdean (St Margaret's) and Ovingdean (St. Wulfran's) who have been regular* worshippers at either St. Margaret's or St. Wulfran's parish churches for at least eighteen months at the time of application and who will have a brother or sister attending the school at the time of admission. Where parents have moved into the ecclesiastical parishes of Rottingdean and Ovingdean within the previous eighteen months, verified regular* worship at another Anglican church will be taken into account.
3. Children of parents living within the ecclesiastical parishes of Rottingdean and Ovingdean who have been regular* worshippers at either St. Margaret's or St Wulfran's parish churches for at least eighteen months at the time of application. Where parents have moved into the ecclesiastical parishes of Rottingdean and Ovingdean within the previous eighteen months, verified regular* worship at another Anglican church will be taken into account.
4. Children of parents living within the ecclesiastical parishes of Rottingdean and Ovingdean who will have a brother or sister attending the school at the time of admission.

5. Children of parents living within the ecclesiastical parishes of Rottingdean and Ovingdean, who have been regular* worshippers at an Anglican church, other than St. Margaret's or St. Wulfran's for at least eighteen months at the time of application.
6. Children of parents living within the ecclesiastical parishes of Rottingdean and Ovingdean, who have been regular* worshippers at a Christian church other than the Church of England for at least eighteen months at the time of application. A Christian Church is a Church that is a full member of Churches Together in Britain and Ireland or the Evangelical Alliance.
7. Children of parents living within the ecclesiastical parishes of Rottingdean and Ovingdean.
8. Children of parents who do not live within the ecclesiastical parishes of Rottingdean and Ovingdean who have been regular* worshippers at either St. Margaret's or St. Wulfran's parish churches for at least eighteen months at the time of application and who have a brother or sister attending the school at the time of admission.
9. Children of parents who do not live within the ecclesiastical parishes of Rottingdean and Ovingdean who have been regular* worshippers at either St. Margaret's or St. Wulfran's parish churches for at least eighteen months at the time of application.
10. Children of parents not living within the ecclesiastical parishes of Rottingdean and Ovingdean, who have been regular* worshippers for at least eighteen months at an Anglican church, for whom this is the nearest Church of England school and who will have a brother or sister attending the school at the time of admission.

11. Children of parents not living within the ecclesiastical parishes of Rottingdean and Ovingdean, who have been regular* worshippers for at least eighteen months at an Anglican church, for whom this is the nearest Church of England school.
12. Children of parents who do not live within the ecclesiastical parishes of Rottingdean and Ovingdean, who have been regular* worshippers for at least eighteen months at a Christian church other than the Church of England for whom this is the nearest church school.
13. Any other children who will have a brother or sister attending the school at the time of admission.
14. Any other children.

In the event of it being necessary to distinguish between children in any criterion, the governors will take into account the 'safe walking route' distance from home to school (as determined by the LA) with places being allocated to those children living nearest the school.

Parents applying under categories 2, 3, 5, 6, 8, 9, 10, 11 and 12 must complete a supplementary form (available from the school) giving the name of the priest or minister able to verify that the requirements of a particular criterion have been met. (parish maps are available at the school and on the schools website).

Please read the full notes and definitions in the full policy available from the school or at www.brighton-hove.gov.uk/schooladmissions. The School's supplementary information form is also available here.

St Mark's CE Primary School

St. Mark's Church of England Primary School is a Church of England Voluntary Aided school and the governing body is the admissions authority for the school. We are an inclusive school that welcomes children from all backgrounds, faiths and abilities while promoting the values and ethos of a Christian community. We ask families applying for a place at St Mark's to support the Christian ethos and values of the school.

Oversubscription criteria

When there are more applications than places available at the school we will apply the following oversubscription criteria to decide which pupils are offered a place.

The criteria are:

1. Children in the care of a local authority (looked after children) and previously looked after children.(1)
2. Children with compelling medical or other exceptional reasons for attending St. Mark's.(2)
3. Children of parents, at least one of whom is a regular worshipper (3) in the Parish Church of St. George with St. Anne and St. Mark.
4. Children whose brothers and sisters are pupils at the school at the time of admission.(4)
5. Children whose parents are regular worshippers at another Church of England church.

6. Children whose parents are regular worshippers (3) at other Christian churches, that are full members of Churches Together in Britain and Ireland or belong to the Evangelical Alliance.

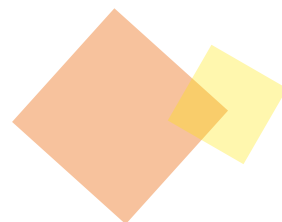
7. Other children

Tie-break

In the event of over-subscription in any of the above categories, priority will be given to those children living nearest to the school, measured using the same method as that used by Brighton and Hove City Council. If two applications are tied for the last place then this will be decided by random allocation, the drawing of lots overseen by a person independent of the school and the admissions process.

Parents and carers who wish their children to be considered a priority for admission under the faith criteria – criteria 3, 5, or 6 - must also complete the Supplementary Application Form to provide evidence of their faith commitment.

Please read the full notes and definitions in the full policy available from the school or at www.brighton-hove.gov.uk/schooladmissions The School's supplementary information form is also available here.



St Martin's CE Primary School

St Martin's is a Church of England Voluntary Aided School. We are a one form entry school taking pupils from aged 5 – 11. We also have a nursery which offers state-funded care and learning.

We are funded by the Local Authority just as other schools in Brighton and Hove are. Because we are a Church of England school the Diocese of Chichester supports us, and we have a Service Level Agreement with the Schools team in the diocese. They help us in various ways including helping us to care for our buildings. Because we are a Voluntary Aided School, the Board of Governors is the Admissions Authority for the School.

The Governing Body welcomes children of all parent(s)/carer(s) who believe that their children will benefit from the very best of Primary Education within a distinctive Christian ethos. At St Martin's, our Christian ethos lies at the heart of the school and we work in partnership with parent(s) and carer(s), to teach the Christian faith. We ensure the provision of education based upon high standards and the pursuit of excellence. We promote the total personal, social and spiritual development of each child. As our Mission Statement says, 'we strive to create a school family in which our children are educated and inspired through loving and understanding of God, each other and the world'. Our motto is 'Learning to Love, Loving to Learn'.

Although parent(s)/carer(s) have the right to withdraw their children from worship and Religious

Education (RE), the Governors and Head Teacher of St Martin's C of E Aided School would expect that parent(s)/carer(s), having chosen the ethos of this school, would respect this and wish their children to participate fully in all activities.

Oversubscription criteria

In the event that St Martin's School receives more applications than there are places available, the order of priority for admission will be established using the following criteria in descending order:

1. Looked after and previously looked after children.
2. Children of regular worshippers of the Parish of St Martin with St Wilfrid, and St Alban.
3. Siblings of children who are already attending this school at the date of admission.
4. Children of regular worshippers at other Anglican parishes and churches belonging to other Christian denominations.
5. Any other children.

Tie-breaker – distance

Should the school reach its Published Admission Number within any of these categories mentioned, priority will be given to children living closest to the school in accordance with the current Local Authority system.

Please read the full notes and definitions in the full policy available from the school or at www.brighton-hove.gov.uk/schooladmissions. The School's supplementary information form is also available here.

St Nicolas CE Primary School

St. Nicolas is a successful, happy and thriving school built upon Christian values and providing an education based upon those values. We welcome families from all parts of the local community. It is not essential that families are practising Christians, but we expect all parents/carers applying for a place for their child/ren at our school to be willing to support the Christian values and ethos of St. Nicolas.

St. Nicolas has a published admission number (PAN) of 60 pupils for entry in Reception Year, without reference to ability or aptitude. All applicants will be admitted if 60 or fewer apply. If more applications are received than places available, Governors will allocate places using the Oversubscription Criteria detailed below.

Oversubscription criteria

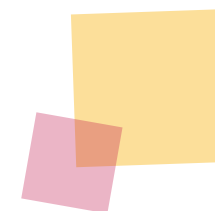
1. A 'looked after child' in the care of a local authority or a child who was previously 'looked after', but ceased to be so because he / she became the subject of an Adoption Order, Child Arrangements Order or Special Guardianship Order (see Note a).
2. Children whose parents / carers are communicant members of or who worship at the Anglican churches in Portslade and Mile Oak (see Note b).
3. Children whose parents / carers are communicant members of or who worship at other Anglican churches (see Note b).

4. Children whose parents / carers are full members of or worship at other Christian churches (see Note b).
5. Children who have a sibling who is on the school roll at the time of admission (see Note d).
6. Children of staff working at the school. (see Note e).
7. Children who are living within the boundaries of the ecclesiastical parish of Portslade St. Nicolas and St. Andrew and Mile Oak The Good Shepherd. (see Notes c and f).
8. Other children.

If you are applying under Categories 1-6 of our Oversubscription Criteria, please also complete a St Nicolas Supplementary Information Form, available from the school office, and return the form to the school by the closing date, together with any requested documentation.

This information will be needed if governors are to consider any application under Categories 1-6.

Please read the full notes and definitions in the full policy available from the school or at www.brighton-hove.gov.uk/schooladmissions. The School's supplementary information form is also available here.



St Mary's Catholic Primary School, Portslade

St Mary's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with the trust deed of the Diocese of Arundel & Brighton, its instrument of government, and seeks at all times to be a witness to Jesus Christ.

As a Catholic school, the governors aim to provide a Catholic education for all pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity.

The governors ask all parents applying for a place to respect this ethos and its importance to the school community. Although Catholic children have priority of admission, this does not affect the right of an applicant who is not Catholic to apply for a place for their child at the school. The school welcomes applications from those of other denominations and faiths, or of none. The school was set up primarily to serve the Catholic community in the parish of Southwick with Portslade. (Parish maps are available in the full version of these arrangements).

Oversubscription criteria

At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic looked after children or previously looked after children (see note b & c)
2. Catholic children with a brother or sister (see note f) at the school at the time of admission, resident in the parish of Southwick with Portslade (see note h).
3. Catholic children with a brother or sister (see note f) at the school at the time of admission, who are not resident in the parish of Southwick with Portslade (see note h).
4. Catholic children without a brother or sister (see note f) at the school at the time of admission, resident in the parish of Southwick with Portslade (see note h).
5. Catholic children without a brother or sister (see note f) at the school at the time of admission, who are not resident in the parish of Southwick with Portslade (see note h).
6. Other Catholic children (see note c).
7. Other looked after children or previously looked after children (see note b).
8. Catechumens, Candidates for Reception into the Church and children who are members of an Orthodox Church (see note d & e).
9. Other children with a brother or sister (see note f) at the school at the time of admission.
10. Children of other Christian denominations whose membership is evidenced by a minister of religion* (see note k).
11. Children of other faiths whose membership is evidenced by a religious leader* .
12. Any other children.

* The priest concerned would be the priest of the church where the parent/carer normally worships or, if they do not practise their faith by attending Mass, the parish priest in the parish in which they are resident.



Final tie-breaker

Priority will be given to children living closest to the school determined by the shortest distance (see note j).

The school's **Supplementary Information Form (SIF)**

This is available from the school and the school website and allows the governors to put all applicants in order of priority for admission in line with the published admission policy.

If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you need to complete the SIF. If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.

For a Reception Year admission in the normal admissions round for the year 2021-22, the completed SIF, together with all supporting documents, should be returned to the school by 15 January 2021.

Note: If the school receives an incomplete SIF, this might affect your child's chance of being offered a place.

Please read the full notes and definitions in the full policy available from the school or at www.brighton-hove.gov.uk/schooladmissions
The School's supplementary information form is also available here.

St Mary Magdalen's Catholic Primary School

St Mary Magdalen's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with the trust deed of the Diocese of Arundel & Brighton, its instrument of government, and seeks at all times to be a witness to Jesus Christ.

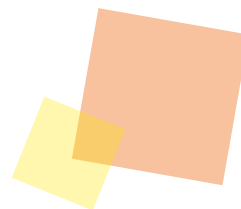
As a Catholic school, the governors aim to provide a Catholic education for all pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. The governors ask all parents applying for a place to respect this ethos and its importance to the school community.

Although Catholic children have priority of admission, this does not affect the right of an applicant who is not Catholic to apply for a place for their child at the school. The school welcomes applications from those of other denominations and faiths, or of none. The school was set up primarily to serve the Catholic community in the parish of St Mary Magdalen's, Brighton. (Parish maps are available in the full version of these arrangements).

Oversubscription criteria

At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic looked after children or previously looked after children (see note b & c).
2. Catholic children with a brother or sister (see note f) at the school at the time of admission, resident in the parish of St Mary Magdalen, Brighton (see note h).
3. Catholic children with a brother or sister (see note f) at the school at the time of admission, who are not resident in the parish of St Mary Magdalen, Brighton (see note h).
4. Catholic children without a brother or sister (see note f) at the school at the time of admission, resident in the parish of St Mary Magdalen, Brighton (see note h).
5. Catholic children without a brother or sister (see note f) at the school at the time of admission, who are not resident in the parish of St Mary Magdalen, Brighton (see note h).
6. Other Catholic children (see note c).
7. Other looked after children or previously looked after children (see note b).
8. Catechumens, Candidates for Reception into the Church and children who are members of an Orthodox Church (see note d & e).
9. Other children with a brother or sister (see note f) at the school at the time of admission.
10. Children of other Christian denominations (see note k) whose membership is evidenced by a minister of religion.



11. Children of other faiths (see note l) whose membership is evidenced by a religious leader.

12. Any other children.

*** The priest concerned would be the priest of the church where the parent/carer normally worships or, if they do not practise their faith by attending Mass, the parish priest in the parish in which they are resident.

Final tie-breaker

Priority will be given to children living closest to the school determined by the shortest distance (see note j).

The school's **Supplementary Information Form (SIF)** This is available from the school and the school website and allows the governors to put all applicants in order of priority for admission in line with the published admission policy.

If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you need to complete the SIF. If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.



For a Reception Year admission in the normal admissions round for the year 2021-22, the completed SIF, together with all supporting documents, should be returned to the school by 15 January 2021.

Note: If the school receives an incomplete SIF, this might affect your child's chance of being offered a place.

Please read the full notes and definitions in the full policy available from the school or at www.brighton-hove.gov.uk/schooladmissions
The School's supplementary information form is also available here.

Miss School Miss Out



If you're not going to school you will miss out on...



Learning new skills



Your friends



Support and help



School activities



Having fun

Being in school and on time is good for you.

90% attendance may look impressive but it means missing 19 days of education in a year.

Don't be one of the few to miss school and miss out!



Brighton & Hove City Council

St Paul's CE Primary School

We are a one-form entry school taking pupils from aged 5 – 11. We also have a nursery which currently offers 15 hours a week of state-funded care and learning. We are funded by the local authority just as other schools in Brighton and Hove are. Because St Paul's is a Church of England school the Diocese of Chichester supports us.

It helps us in various areas including care for our buildings. Because we are a Voluntary Aided School, the board of governors is the admissions authority for the school.

The governors welcome children of all parents / carers who believe that their children will benefit from primary education within a distinctive Christian ethos. At St Paul's the Christian ethos underpins everything we strive to achieve for the children of the school. We set high standards and we seek excellence for all of our children and our staff. Our mission statement: "Foundations for the future" conveys our aim to promote the personal, social and spiritual development of each child.

While parents/carers have the right to withdraw their children from worship and religious education, the governors and head teacher of St Paul's expect that having chosen a school founded on Christian belief, they would respect this and endorse their children's participation in all activities at St Paul's.

Oversubscription criteria

In the event that St Paul's School receives more applications than there are places available, the order of priority for admission will be established using the following criteria – listed in order of priority. Definitions of each category are given in the full version of these arrangements.

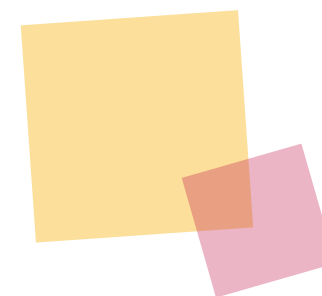
1. Children in the care of a local authority or those previously looked after but immediately after being looked after became subject to adoption, Child Arrangements Order or special guardianship order*. *For clarification see Department for Education School Admissions Code
2. Children whose parents regularly attend** services at St. Paul's Church, West Street, Brighton, St. Nicholas Church, Dyke Road, Brighton or St Michael and All Angels Church, Victoria Road, Brighton and have children who attend St. Paul's CE School at the time of admission.
3. Children whose parents regularly attend** services at other Anglican churches, and have children who attend St. Paul's CE School at the time of admission.
4. Children who have siblings at the school at the time of admission.
5. Children whose parents regularly attend** services at St. Paul's Church, West Street, Brighton, St. Nicholas Church, Dyke Road, Brighton or St Michael and All Angels Church, Victoria Road, Brighton
6. Children whose parents regularly attend** services at other Anglican churches.
7. Other children

In the event of there being more applications than places available in any of the above criteria, priority will be given to children who live nearest to the school as measured by systems in use by Brighton & Hove City Council.

The Supplementary Information Form

When applying under oversubscription criteria, parents/carers must also complete the Supplementary Information Form – The priest's form. This form can be obtained from St Paul's School or from the school website.

Please read the notes and definitions in the full policy available from the school or at www.brighton-hove.gov.uk/schooladmissions
The school's supplementary information form is also available here.



6 What to do when you receive the decision

How do I accept my child's school place?

You will receive an email (or a letter) from the school admissions team informing you which school your child has been allocated (see page 7 for a timetable).

If you want to accept the place you have been offered, you should complete and return the pupil registration form (a link is provided in the decision email) to the school at which your child has been offered a place.

The school will give you clear information about arrangements for starting school.

If your child does not take up their school place on the agreed day and you have not informed the school of any special reason for the delay, the school admissions team may give the place to another child.

What happens if I am not happy with the school my child has been offered?

You may ask the school admissions team about places at other schools. Please email **schooladmissions@brighton-hove.gov.uk**

Your child's name will automatically be placed on a waiting list for your first preference school.

You may appeal.

School waiting lists

The council's school admissions team holds waiting lists for community schools* and Bilingual primary school. The governors of academies and church voluntary aided schools operate their own waiting lists. You should contact individual academies or church voluntary aided schools to find out about their procedures.

How do I get my child's name on a waiting list?

If you have applied for your child to start in Reception or Year 3 of a junior school* and you do not get your first preference school, your child's name will be placed on the waiting list for that school. Your child's name will remain on the waiting list until 31 December 2021 or until a place becomes available if this happens sooner. If you wish your child's name to be on the waiting list for another of your preferred schools, please tell us this in writing or by email.

Staying on the list

Please note: a waiting list place can be affected by other children's names being entered at a later date. For example, if a child's name were added to the list, that child could be placed above existing entries if he or she had an exceptional reason for admission, a sibling link* or an address closer to the school than other applicants. Children can move down the list as well as up. Late applicants will also be added to waiting lists as soon as possible after they apply. Late changes of preference (repeat applications) will be added to the waiting list for the new preference as soon as possible from July 2021 onwards.

If you want to remain on a waiting list after 31 December 2021 you must inform the admissions team at the end of the autumn term. The waiting list is then renewable on a termly basis.

You will need to contact the school admissions team at the end of each term to confirm you wish to renew or your child's name will be removed.

How does the council manage waiting lists?

Children will be placed on a waiting list for community schools* according to the admission priorities* listed in section 4. Within each category children will be ranked according to home to school distance as described on page 22.

What happens if a place becomes available at a school with a waiting list?

The school admissions team will offer the place to the child at the top of the waiting list. Parents will have seven days to reply before the place is offered to another child.

How to appeal for a place at your preferred school

How can I appeal?

If you are unhappy with the school place your child has been offered, you can appeal to the independent appeal panel. You should act quickly to register an appeal, normally within 20 school days of receiving an email or letter informing you of the decision about your allocation.

If your appeal is unsuccessful the authority will not normally consider a further appeal for the same school for entry in the same academic year.

You can only appeal for a place at a school for which you have expressed a preference. If you wish to appeal it is a good idea to accept the place at the school you have been offered, as this will have no effect on the outcome of your appeal and will prevent you from missing out on a school altogether.

How does the appeal process work?

The appeal panel will consider your appeal. This is an independent body that is not bound by the council's admission priorities* or the published admission numbers*. You have the right to appeal for any of your preferred schools but you may only appeal once for each school. The appeal panel's decision is binding on the council and on parents / carers.

There is a legal limit on the size of infant classes set at 30 children. Where classes are at maximum capacity an appeal panel can only agree the appeal if it can

be shown that the authority has made a mistake in applying its admission arrangements or has acted unreasonably.

You can appeal online at www.brighton-hove.gov.uk
If you need to find out more about appeal arrangements please contact:

The Clerk to the Appeal Panel
Democratic Services
Brighton & Hove City Council
Hove Town Hall, Norton Road
Hove, BN3 3BQ
01273 291228
schoolappeals@brighton-hove.gov.uk

Please note: the governors of academies, church voluntary aided schools and free schools* are responsible for organising their own appeals. However, this is done via the contact details above.

Can I appeal if my child has an EHCP?

If your child has an education, health and care plan and you want to appeal against the school named in the plan, or against the fact that no school has been named, an appeal should be made to the special educational needs tribunal, not an appeal panel (telephone 01273 293552 for further information).



Moving house

What happens if I change address during the admissions process?

- If you change address during the admissions process, you will need to supply proof of your new address by 8 March 2021 if you wish us to base your school allocation on your new home address. Please see page 23 for what is acceptable as proof of address.
- **If you change address during the admissions process at 4+ and 7+, before the closing date for applications, you must notify the school admissions team.** If you do not do this, and we offer your child a place at your preferred school based on an address where you no longer live, this place will be taken away again.
- **You should also notify the team of changes of address that happen after the closing date.** If you do not, you may not receive any information from your child's new school.
- **You must provide proof of all changes of address.** Until we see proof of a change of address we will allocate a school place based on your existing address.
- If your application is received after the closing date and we do not receive proof of a house move (or other independent supporting information explaining why the form is late), we **will** treat this application as late. It is up to you to provide us with reasons to accept it as late with good reason.
- If you are due to move house within Brighton & Hove you must still apply by the deadline and then provide your revised information and proof by 8 March 2021.

Please note: these arrangements refer to community schools. Church voluntary aided* schools, free schools and academies have their own admission arrangements that are controlled by the school governors. Contact the relevant headteacher for further details.

What happens if I am temporarily absent from the city?

If a family has a residence in Brighton & Hove and temporarily lives elsewhere (for example, a temporary job out-of-area, or abroad), the school admissions team may seek evidence of residence at both addresses, and evidence that you will be returning to the area.

Please email the team at schooladmissions@brighton-hove.gov.uk
If you need any advice about filling in your application in these circumstances.

In-year fair access protocol

As required by law, Brighton & Hove has a fair access protocol with schools. This ensures that vulnerable children who need a school place outside the main admission round are offered one as soon as possible. This can sometimes result in schools going above their published admission number for an established year group.

What happens if I move to the area at a time when my child would not normally change school?

If you have moved house and it is no longer practical to make the journey to your child's current school, you will need to apply for a place at a different school. If you wish to apply for a school in Brighton & Hove you will need to apply via the school admissions team either online or using a school in-year preference form*. We will be able to arrange immediate transfer to the school you prefer if there is a place available when we process your in year application. You can apply for a school place in advance of your move if you wish, however, you will not receive a decision more than half a term before your child is due to start at the new school.

- No school places are reserved for people who move into the area but we will be pleased to advise you about which schools have places available at the time you require a school.
- If you have moved house or have been living at your current address for less than six months, or your child is currently at private school, please supply proof of address with your application. If we do not receive this with your application, we will write and ask you for it, but this may mean that you miss out on a place at your preferred school if other children with confirmed addresses have also applied for places there. Please turn to page 23 for what is acceptable as proof of address.



Moving school if you have not moved house

Moving school at any time can have a disruptive effect on a child's education and moving school multiple times can have a significant negative impact on your child's progress and may also lead to feelings of low self-esteem. While parents do have the right to apply to change schools at any time it is worth considering the impact a move may have on your child. Schools in Brighton & Hove do talk to each other and will share information about potential new pupils in order to ensure a smooth transition.

If you do decide to apply for a change of school you can do so online or by completing a paper in-year application form if you do not have Internet access.

How will my application for a transfer be dealt with?

- Available places at community schools* will be offered in accordance with the council's admission priorities (see Section 4). Own-admission-authority schools* will use their own admission priorities* which can be found in section 5.
- If we cannot meet any of your preferences we will suggest that your child remain at his or her current school. If this is not feasible because you have moved house, we will offer a place at the nearest school to your new home which has a vacancy in the appropriate year group. You may wish to discuss alternative places with the school admissions team.
- If we cannot offer you a place at your preferred school when you apply, you can request your child's name is added to the waiting list for that school. Waiting list offers made during term time will be for your child to start after the next half term. Waiting list offers made after the end of term / half term will be for immediate start if the admissions team were aware of an available space at the school before the end of term / half term.
- If a place has not become available for your child by the end of term, their name will be removed from the waiting list. If you wish your child to remain on the waiting list, you will need to contact us to arrange this. The waiting list is then renewable on a termly basis. You will need to contact us at the end of each term to confirm you wish to renew or your child's name will be removed.
- You have the right to appeal to the independent appeal panel if you do not get the place you want. You may appeal after you have received the email or letter notifying you of the school allocation (see page 51 for details about the appeals process).
- If you do not contact the school to accept a place offered by the date specified in the allocation email or letter the place may be given to another applicant.
- School transfers normally take two to three school weeks to arrange and places are allocated for the next available half term. To ensure this is possible (providing a place is available), please make sure the school admissions team receives your application by the last Friday of the school holidays. If your house move does not tie in with this timescale your child will be able to start school in the middle of the term.
- September allocations will be made from the summer half term onwards so it is a good idea to return your application for this type of transfer before then.
- For applications received by the third Friday in June, we aim to process as many as possible before the end of the summer term. We cannot however guarantee to give decisions on all the applications before the end of the summer term due to the unpredictability of the volume of applications that may need to be processed around this time.

Where this is the case, applicants may be notified of the decisions during the summer holiday and, where possible, parents may be able to contact or visit the allocated school before the first day of school in September.

Applications received after the third Friday in June will be processed as soon as possible but you may not get a decision until after the schools return in September.

- If in-year applications are received during term time, the school admissions team will allocate a place at a school for the next available half term unless you have moved house and can no longer travel to your child's current school.

Please note: these arrangements refer to community schools*. Church voluntary aided schools, academies and free Schools* have their own admission arrangements that are controlled by the school governors. You should contact the schools for further details.

How do you travel to school?

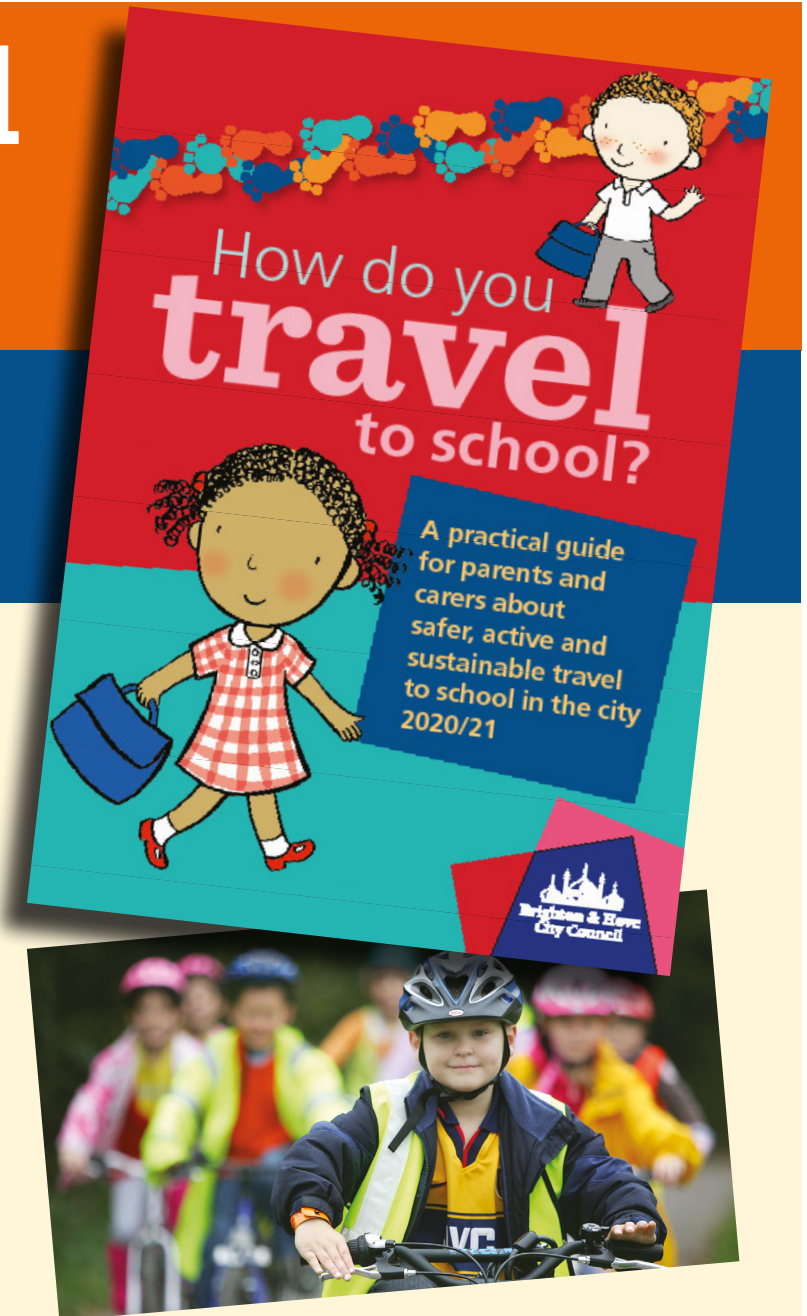
The council's school travel team has produced a booklet called 'How do you travel to school?'



In this booklet you can find information about travel choices for the journey to your child's school.

You can also find out what travel to school initiatives are offered to schools – such as child pedestrian training, cycle & scooter storage as well as lots of ideas that will help families have a safe, sustainable and active journey to school.

To download a copy of 'How do you travel to school?' go to **www.brighton-hove.gov.uk/schooltravel**
For a paper copy, please call the council's school travel team on **01273 291744 / 290561**.



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School transport

Can the council provide transport from home to school?

Free home to school transport

- The council has a duty to provide free transport between home and school for children of compulsory school age but under the age of eight who live over two miles from the appropriate school (this is termed the statutory walking distance) . For children over the age of eight free transport is provided where they live over three miles from the appropriate school.
- The appropriate school is the nearest school to your home that is suitable to your child's age and educational needs which has a place available – distances are measured by the shortest safe walking route. This will be measured by the same computer system that is used as a tie-break in the school admission priorities* (see Section 4). Public transport is the expected mode of travel.
- In addition, children aged eight to eleven who receive free school meals, or whose parents are in receipt of the maximum rate of working tax credit (WTC) , will be entitled to free transport if they live more than two miles from the appropriate school.

- When a claimant is first awarded tax credits, or following a change in their household circumstances, HM Revenue and Customs issue a 'tax credit awards notice' detailing the breakdown and amount of the award. Part 2 of the award notice gives details of 'How we work out your tax credits' including details of the full WTC elements.
- This is the maximum amount a customer can receive in WTC in any year. It then lists 'any reduction due to your income' and shows the net amount payable. It is therefore readily apparent from the award notice whether a person is receiving maximum WTC or a reduced sum due to income. **Only those with the maximum WTC will be entitled to the greater entitlement to free school transport for pupils aged eight to eleven.**

- If you are claiming entitlement to school transport on the grounds of low income, you must inform the council's home to school transport team that you are doing so. The telephone number is 01273 293501, or you can email hometoschooltransport@brighton-hove.gov.uk You will need to say whether your child is entitled to free school meals (which we can check against our records) or that you receive the maximum WTC. In the case of the WTC you will be asked to provide your award notice as proof of receipt. You should contact the home to school transport team as soon as possible after you know which school your child has been allocated.
- Most children living in Brighton & Hove do not qualify for free transport as they will live within the statutory walking distance.
- Where children attend, through parental preference, a school other than the appropriate school, parents / carers will be responsible for any transport costs and arrangements.
- Children attending schools outside Brighton & Hove will only qualify for help with transport if that school is regarded as the appropriate school.
- Help will not be given with transport to independent schools.

Please note that since September 2013 the council no longer provides discretionary transport assistance to church voluntary aided schools. Free transport will be provided for any children who are eligible under the criteria that apply to all children.

Special needs and special reasons for transport

- If your child is not entitled to free transport because of distance, help may still be given if they are not fit to walk to school, attend a special school or in the case of primary age pupils where parents / carers are medically unfit to take children to school.
- We will require a letter from your GP confirming this or from the consultant working with your child.
- Other medical proof will be sought where parents/carers are unable to take children to school.
- Pupils attending special schools will have their transport needs individually assessed in consultation with parents / carers.

Transport to the appropriate school

- If a child is entitled to free transport the council will usually meet the full cost of travel on public services, or provide a seat on a hired vehicle and will issue season tickets or special travel permits as appropriate.

- In exceptional circumstances the council may agree to pay a mileage rate to parents / carers who wish to make their own arrangements.

This will normally be paid only where there is no public transport to the appropriate school or the appropriate school is outside Brighton & Hove and special agreement has been given in advance.

Behaviour on transport

Children travelling to school both on public transport and in hired vehicles will be expected to behave reasonably and treat drivers, other travellers and members of the public with courtesy and consideration. Any breach of acceptable behaviour will be dealt with through the school's disciplinary procedures, and if serious, could result in the council reviewing a child's transport arrangements.

Complaints about school transport

Any complaints from parents / carers about home to school transport will be investigated immediately. Where the complaint is upheld, steps will be taken to rectify the situation by whatever means necessary. If you have a complaint please telephone 01273 293501.

Private fostering

Are you looking after someone else's child?

If you care for someone else's child for a period of more than 28 days this may be a private fostering arrangement.

Private foster carers and parents must notify the local authority about the arrangement. Information, support and advice can then be offered.

Contact:
Children's Services
Brighton & Hove City Council
Tel 01273 290400
frontdoorforfamilies@brighton-hove.gov.uk



Explanation of terms and definitions

Some of the everyday language used in this booklet has a very specific meaning when used to describe the admissions process. This section explains the meanings of some educational terms

Academy

Academies are publicly funded independent schools, free from local authority and national government control. Other freedoms include setting their own pay and conditions for staff, freedoms concerning the delivery of the curriculum, and the ability to change the length of their terms and school days.

Admission authority

The body responsible for deciding admission priorities* and for allocating school places. In the case of community schools* this is the council and in the case of church voluntary aided schools*, academies and free schools, it is the school's governing body.

Admission priorities

The method used by the admission authority* to decide which children are offered places when a school has received more applications than it has places.

Church voluntary aided school

A school where the buildings are maintained by the Church of England or the Catholic Church, and the governors are responsible for admissions policy. With the exception of the costs of new buildings and maintaining the buildings, the council meets the running costs.

Community schools

Schools which are maintained entirely from public funds, and are managed locally by the headteacher and governors together with the council. Formerly known as county schools.

Free school

Free schools are all-ability government-funded schools set up in response to what local people say they want and need in order to improve education for children in their community.

Infant school

A school that takes pupils aged between four and seven, who will normally go on to a junior school* to complete their primary education.

Junior school

A school that takes pupils aged between seven and eleven. Pupils are normally admitted having previously attended an infant school.

Local authority (LA)

The LA in Brighton & Hove is Brighton & Hove City Council.

Maintained school

State-funded school. In Brighton & Hove these are either community* schools or church voluntary aided* schools.

Oversubscribed school

A school where there are more applications than available places.

Own-admission-authority school

A school whose governors are responsible for taking decisions about admissions. Academies, Church voluntary aided schools and free schools fall into this category.

Parent / carer

Under the terms of the Children Act 1989, married parents or the unmarried mother of a child have parental responsibilities automatically. Other people, including unmarried fathers, step-parents, grandparents and other relations, foster carers, and others, may acquire parental responsibilities in a variety of ways. If you are uncertain about your parental status, the school admissions team will be happy to discuss it with you. Please contact the school admissions team for information.

Useful telephone numbers and websites

Preference form

Either a paper form or an online form.

Primary school

A school which has pupils aged between four and eleven, that is, both infant and junior age groups.

Published admission number (PAN)

The number of pupils a school can admit in its intake year. The figure is set after consultation between the council and the school governing body.

Sibling / sibling link

For the purposes of the school admissions process, children are siblings if they share the same main address and live as part of the same household. You may be asked to supply proof of this.

Brighton & Hove City Council

- School admissions team 01273 293653 or www.brighton-hove.gov.uk/schooladmissions
- Home to school transport entitlement 01273 293501
- Free school meals entitlement 01273 293497
- Family information service (FIS) 01273 293545 – childcare information
- Special educational needs and pre-school special educational needs, 01273 293552
- Home education officer 01273 291310 – information for parents who educate their children at home
- Ethnic minority achievement service (EMAS) 01273 292521
- School travel team 01273 290561 – promoting safe and sustainable travel to school
- Schools performance data www.education.gov.uk/schools/performance

Other local authorities

- East Sussex County Council 030 033 09472 www.eastsussex.gov.uk
- West Sussex County Council 033 301 42903 www.westsussex.gov.uk

Central government

- Department for Education www.education.gov.uk
- Office for Standards in Education (OfSTED) www.ofsted.gov.uk



Infant, junior & primary

School admissions in Brighton & Hove

2021-22

如果您想要一份这本小册子中所包含的信息的翻译版本，请勾选适当的方格，并在下方写上您的姓名和地址，然后将本表格寄到以下地址的入学申请小组（School Admissions Team）。

Jeżeli chcieliby Państwo otrzymać tłumaczenie informacji zawartych w niniejszej broszurze, proszę zaznaczyć odpowiednie okienko i napisać poniżej swoje imię, nazwisko i adres. Formularz ten powinien zostać wysłany na adres Zespołu ds. Przyjęć do Szkoły (School Admissions Team), który znajduje się poniżej:

إذا كنتم تودون الحصول على ترجمة للمعلومات الواردة في هذا الكتيب، فيرجى تحديد المربع المناسب وكتابة اسمكم وعنوانكم أدناه. تُرسل هذه الاستمارة بعد ذلك إلى هيئة القبول بالمدرسة على العنوان الموضح أدناه:

Ja jūs vēlaties saņemt bukleta tulkojumu, lūdzu atzīmējiet to attiecīgajā lauciņā un zemāk norādiet savu vārdu un adresi. Šo veidlapu pēc tam nosūtiet Skolas Uzņemšanas nodaļai uz zemāk norādīto adresi:

Si desea recibir una traducción de la información que se incluye en este folleto, marque la casilla correspondiente y anote su nombre y domicilio más abajo. Luego debe enviar este formulario al School Admissions Team (Equipo de Admisión Escolar) a la siguiente dirección:

Para obter uma tradução das informações contidas neste livreto, assinale a caixa correspondente e escreva o seu nome e endereço abaixo. Este formulário deverá, então, ser enviado para o setor de matrículas da escola ("School Admissions Team"), no endereço abaixo:

- ☐ • Mandarin
- ☐ • Polish
- ☐ • Arabic
- ☐ • Latvian
- ☐ • Spanish
- ☐ • Portuguese
- ☐ • Other, please specify in English

Name

Address

School Admissions Team

Brighton & Hove City Council,
Hove Town Hall, Norton Road, Hove, BN3 3BQ