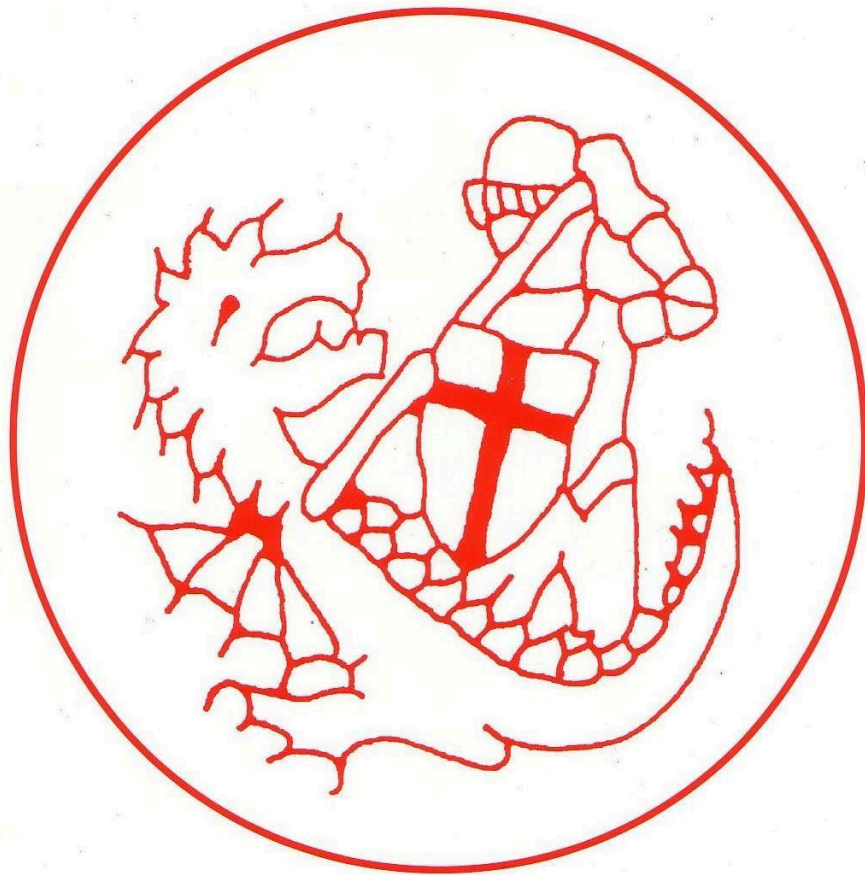


# Rumboldswyke

Church of England

# Primary School



Part of the Bishop Luffa Learning Partnership

## Admissions Policy

Approved by Rumboldswyke Church of England School Local Governing Body  
Review date: Spring 2026

## **Admissions Arrangements 2025-2026**

These arrangements will be used during 2025-2026 for allocating places in the main admission round for entry to Year R in September 2026.

### **1. AIMS**

The aims of the Admissions arrangements are to define the character and ethos of Rumboldswyke Church of England Primary School. The arrangements are in keeping with the aims of the School and are designed to offer places to children from a variety of backgrounds.

### **2. PRINCIPLES**

The following principles inform the arrangements, so that they:

- are fair and transparent in establishing clear over-subscription criteria
- reflect the School's role in nurturing the worshipping Christian community
- acknowledge the School's place within the mission of the Chichester diocese
- support vulnerable families.

### **3. PRACTICE**

Each school has a published admission number (PAN) for entry to Year R. The PAN for Rumboldswyke Church of England Primary School for 2022-2023 is **18**. The school will admit this number of children if there are sufficient applications.

Any child with an Education, Health and Care Plan naming Rumboldswyke Church of England Primary School will be admitted. Where possible, such children will be admitted within the PAN. Where there are fewer applications than the published admission number, places will be offered to all applicants. If there are more applications than the published admission number, applications will be considered in accordance with the oversubscription criteria below:

### **4. OVERSUBSCRIPTION CRITERIA**

The criteria below are ranked in order of priority. If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearest to the school have priority.

#### **1) Special Consideration**

(a) Looked after children or children who were previously looked after.

(b) Children who would benefit from a place at the School on compelling social, psychological, educational or medical grounds. Parents and carers applying for admission for a child in this category must provide appropriate documentation in support (e.g. a letter from a qualified person, usually a doctor or social worker) stating clearly the exceptional reasons why their child should attend Rumboldswyke School.

#### **2) Sibling / Current Family Association**

This category is open to children who have a brother or a sister already attending the school when the child starts and will continue to do so when the sibling is admitted.

In this context a 'brother' or 'sister' is defined as children who live as brother and sister in the same house, including natural siblings, adopted siblings, stepbrother or sisters and foster brothers or sisters.

#### **3) Children of Staff**

Children of staff in either or both of the following circumstances: where the member of staff has been employed at the school for two or more years at the time the child is admitted to the school; and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**4) Practicing Christian (Parents and carers wishing to apply under this criterion will need to complete the Supplementary Information Form)**

(a) Children, or children of a parent or parents, who is an active member of the Church of England and who requests admission on denominational grounds and provides evidence they normally attend church weekly and have been doing so for at least two years.

(b) Children, or children of a parent or parents, who is an active member of another Christian denomination and who requests admission on denominational grounds and provides evidence they normally attend church weekly and have been doing so for at least two years.

(c) Children, or children of a parent or parents, who normally attend a Church of England service at least monthly, and who have been doing so for at least one year.

(d) Children, or children of a parent or parents, who normally attend the service of another Christian denomination at least monthly and who have been doing so for at least one year.

**5) Other Faiths (Parents and carers wishing to apply under this criterion will need to complete the Supplementary Information Form)**

Children with a parent who is an active member of another major world faith and has been attending a place of worship regularly for at least two years. Major world faiths include Buddhism, Hinduism, Islam, Judaism and Sikhism.

**6) Location**

All other places will be placed in order of proximity to the School. The distance between the child's permanent home address and the school, measured in a straight line from school to home with reference to the Ordnance Survey address point data operated by West Sussex County Council.

**5. TIE-BREAKER**

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearest to the school have priority.

**6. MULTIPLE BIRTHS**

Where a twin or child from a multiple birth is offered the last place available within the PAN, any further twin or child of the same multiple birth will also be offered a place.

**7. APPEALS**

In accordance with the current Schools Admissions Appeals Code, the Governors have established an Appeals procedure. Parents of a child who has not been admitted to the school may appeal against the decision to an independent appeals panel. The panel consists of three members and is constituted in accordance with current regulations. The panel is entirely independent of the School and is clerked by an officer from the Legal Services Department of the Local Authority. 14 9.2 Notice of intention to appeal should be sent to the Clerk to the Local Governing Body at the School, who will then send details of the procedure.

**8. LATE APPLICATIONS**

Late applications are those submitted after the closing date for the coordinated admissions scheme and will be considered by the admissions officer providing the applicant can evidence that there were exceptional reasons for missing the closing date; otherwise they will be considered after all other applications.

**9. WAITING LIST**

Waiting lists will be established for each year group where more applications are received than places available. Waiting lists will be operated by the school.

Any places that become available will be offered to the child at the top of the list on the day the place becomes available. The waiting list is ordered according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any other priority order expressed as part of the main discussion round. Fair access admissions take priority over the waiting list.