

Admissions information

St John's Catholic Primary School is in the Diocese of Arundel and Brighton. We serve the parish of St John the Evangelist in Horsham. The primary purpose of a Catholic school is to educate children in line with the Catholic faith and traditions of the Church. However we are a diverse and multi-cultural school. We welcome children and their families from all backgrounds, faiths and heritage. Our admissions policy explains how places at St John's Catholic school are allocated.

If you have any questions regarding admissions please speak to the Admissions officer at school, Mrs Tyrrell- office@stjohnshorsham.school

Here are the steps that are involved in applying for a Reception place at St John's. You can start to apply for a place for a child starting in September 2023 on: **Monday 3 October 2022**. Applications close on **Sunday 15th January 11.59pm**. We encourage parents to arrange a visit to the school. There are a number of open days booked or we can organise a tour for a different date if required. If you are a Catholic family you must fill in a SIF form and drop that into school. This will help us to rank your application.

Applying for a Reception place for September 2023

1. On the West Sussex website parents can apply for a school place <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/>. The Pupil Admissions Team provides parents with information on West Sussex schools and how to apply, online or on paper.
2. Parents may obtain supplementary information forms (SIFs) directly from own admission authority schools, where necessary, or from the Local Authority (LA) website.
3. The Pupil Admissions Team receives all applications. Application forms sent directly to schools are passed to the Pupil Admissions Team. All applications received by schools should be date stamped. Those received after the closing date should be date stamped and marked 'Late'.
4. Parents may return the supplementary information form (SIF) directly to the school concerned or to the LA. The school is required to inform the Pupil Admissions Team of any forms it receives to check there has been a valid application made.
5. The Pupil Admissions Team sends a list of the applications for voluntary aided to the relevant admission authority, and out of county schools to the relevant council.
6. All admission authorities order all applications against their oversubscription criteria.
7. Ordered lists of applications are returned to the Pupil Admissions Team as specified on the agreed timelines.
8. Late applications for community and voluntary controlled schools are processed after those received by the official closing date, unless it has been agreed to treat them as having been received on-time. Late applications to voluntary aided or foundation schools or academies will be passed to the relevant school(s) for late consideration and returned for an offer to be made by the LA.

9. The Pupil Admissions Team reconciles all lists and determines the final offer. If a child can be offered a place at more than one school, he/she will be offered a place at the school ranked higher in the preferences on the application. If none of the preferences can be met, a place will be offered at the catchment school, where possible, or the nearest school to the child's home with places available, if the catchment school is full. If the nearest school with a place available is a voluntary aided or foundation school or academy, the Pupil Admissions Team will agree with the admission authority for the school to offer places to those whose preferences could not be met.

10. The Pupil Admissions Team notifies schools of offers to be made. This information must remain confidential until after the Pupil Admissions Team has contacted parents on offer day.

11. The Pupil Admissions Team notifies parents of the outcome of their application by email where parents have applied online or by paper with an e-mail address. Applicants who do not supply an email address will be sent a letter by second class post, posted during the day. This will contain information about the decision and the right of appeal.

For a timetable of dates for the application process visit: <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/guidance/key-dates-for-primary-infant-and-junior-school-places/>

Moving to St John's within the school year

If you require a school place during the year you can find some information from West Sussex in the link. The school does hold a waiting list but we also work closely with West Sussex admissions team.

Please call the school to enquire about places. We can offer advice and support through the process.

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/apply/moving-school/>

We look forward to meeting you.

Mrs Farr

Headteacher