



Sir Henry Fermor Church of England Primary School

Admission Arrangements 2025-2026

Introduction

Sir Henry Fermor School is a two-form entry school for children aged 4 -11 in the Diocese of Chichester, and an academy within the Tenax Schools Trust, which is the Admissions Authority for the school.

At Sir Henry Fermor School we know how important it is for you to choose the right school for your child. We welcome visits and we look forward to welcoming you at any time to enable you to see lessons and learning - and experience the atmosphere of our school on a normal day. To book a visit to the school, please contact the school office on [01892 652405](tel:01892652405) / office@fermorschool.org.uk and an appointment for a tour with our Headteacher will be booked for you.

Places other than in Reception (Years 1 to 6)

If you are looking for a place other than in the Reception class please contact the school office on [01892 652405](tel:01892652405) / attendance@fermorschool.org.uk, as there are occasionally spaces available in other classes. Where places are not available we will maintain a waiting list which will be rank ordered using the oversubscription criteria below and places offered as they become available.

Admissions number (Years R to 6)

The school has a Published Admissions Number (PAN) of 60. This means that up to 60 children may be admitted into Reception (Year R) each September. There are two classes in each year group. Class size for year R will be no more than 30, other than in the specific circumstances set out in the School Admissions Code.

The Local Authority Application Form

In September in the year before a child starts school, information is available from the Local Authority about admissions procedures and timescales. Our Local Authority is East Sussex County Council.

To apply for a place at Sir Henry Fermor School, all applicants must complete an application form. This can be done online here www.eastsussex.gov.uk/educationandlearning/schools/admissions/apply/ or paper form.

Parents may name three schools in order of preference on the online application form which is then returned to the Local Authority (LA). This should be done by mid-January for starting in Year R the following September.

For more information, including deadlines for applications, please visit East Sussex County Council's Admissions Website at [Apply for a school place | East Sussex County Council](#) Please ensure that you return your application and appropriate forms by mid-January as all applications received after this date are considered late and ranked below other applications.

Families find out which school their child has been successful in securing a place in during April. If you have any questions or would like support completing the application form, please do not hesitate to contact our Admissions Officer, Miss Nadine Barnden, on 01892 652405 / admissions@fermorschool.org.uk

The Supplementary Form

In addition to the LA's Application Form, applicants for places at Sir Henry Fermor School should complete a Supplementary Form (see appendix A). This is available [here](#) from the School Website and should be returned to the school's Admissions Officer. In the event that there are more than 60 first preference applications for places in Reception at Sir Henry Fermor School, the applications will be ranked according to the oversubscription criteria set out below using the information given in the Supplementary Form.

Oversubscription Criteria

These will be used to rank order applications if more than 60 are received, after the admission of pupils with an Education, Health and Care Plan naming the school.

1. **Looked after children and all previously looked after children.** 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) at the time of making an application to a school. A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2. **Siblings.** Children who, when they start school, have siblings attending the school. A sibling is a full, half or step brother or sister living permanently in the same household, including an adoptive or foster brother or sister.
3. **Children from families with a commitment to the Christian Faith.** Children who have a parent who attends All Saints Church or St Richard's Church in Crowborough on a regular basis (at least once a month for a minimum of a year). Written verification should be obtained from the vicar using the Supplementary Form. The Supplementary Form should be returned to the school's Admissions Officer.
4. **Children who have a parent who attends any other Christian Church** (at least once a month for a minimum of a year). The definition of this is children with at least one parent/guardian who is a practising member at any other Christian Church, (that is a member of Churches Together in Britain and Ireland or the Evangelical Alliance), or Place of Worship in other Faiths. Written verification should be obtained from a member of the clergy, using the Supplementary Form. The Supplementary Form should be returned to the school's Admissions Officer.
5. **Children who need to attend for compelling medical or social reasons.** Such applications should be accompanied by evidence from a doctor or social worker which demonstrate that the needs of the child can only be met by attendance at Sir Henry Fermor School.
6. Children living within the ecclesiastical parish of All Saints and St Richards, Crowborough.
7. Other children.

Tiebreaker

When deciding between applicants who have equal entitlement under any of the above criteria, priority will be given to those in order of distance from their home to the school, the nearest being accepted first. The distance between the child's permanent home address and the school is measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. We use the distance (in metres) as calculated by the Local Authority. Where only one parent/carer satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents. Late applications are considered after all those applications received by the specified date. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given a place. This will be independently supervised.

Deferred entry

Parents of Reception age children have a right to defer entry, or to take the place up part-time, until the term in which the child reaches compulsory school age. Compulsory school age is set out in section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998.

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. Requests for admission outside of the normal age group should be made in writing to the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date.

Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the school's ability to agree to deferral.

Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper CAF (Common Application Form) to the Local Authority, with written confirmation from the school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with the school's oversubscription criteria.

Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority.

Waiting lists

Sir Henry Fermor School operates a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate. Applications will be removed from the waiting list at the end of

the academic year. The waiting list will be maintained by the Tenax Schools Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

If you have not been offered a place at Sir Henry Fermor School, the law entitles you to appeal against the decision to an Independent Appeal Panel. This panel is completely independent of the school and Local Authority. Appeals are now being held remotely via video link. The school will make suitable arrangements for any appellants without access to the necessary technology.

If you wish to appeal, please notify the Tenax Schools Trust (which is the Admissions Authority for the school) via enquiries@tenaxschoolstrust.co.uk and further details will be provided.

Appendix 1 - Supplementary Form

Families who wish to apply to join Sir Henry Fermor School under Categories 3 or 4 as children from families with a commitment to the Christian faith, should complete the form below and have it endorsed by their Priest/Minister or religious leader.



Supplementary Form for Admission

Sir Henry Fermor CE Primary School
Crowborough Hill
East Sussex
TN6 2SD

Telephone: 01892 652405
office@fermorschool.org.uk
www.fermorschool.org.uk

Child's name: _____ Child's Date of Birth: _____

Parent/Carers 1 name: _____

Parent/Carers 2 name: _____

I confirm that the above named are members of (please tick as appropriate):

☐ All Saints Church, Crowborough and have attended church at least once a month for at least one year.

☐ St. Richard's Church, Crowborough and have attended church at least once a month for at least one year.

☐ Any other Christian Church (insert name) _____ and have attended church at least once a month for at least one year.

Signed by relevant member of the clergy: _____

Position: _____ Date: _____

Provision of fraudulent information may lead to the withdrawal of an offer of a place.