

ADMISSION PROCEDURE & POLICY SEPTEMBER 2026

Bishop Tufnell CE Primary School is a voluntary aided Church of England School and as such the Governors are responsible for determining the admission of pupils. It serves both the local Christian community and the wider community of Felpham and Middleton. We therefore welcome applications from all children within our community, seeking to embrace its diversity within a Christian environment.

After admission of pupils with a Statement of Special Education Needs or Education Health Care Plan, where Bishop Tufnell CE Primary School is named in the Statement or Plan and the school is oversubscribed, the following criteria will apply.

The Local Authority will notify parents in April of the school place that is offered.

As we are a Church Aided school, the Governors are responsible for allocating places and this is based strictly on the admission criteria, which are detailed overleaf. These are only applied when the school is over subscribed.

In order to allocate places under **criteria 2, 3, 4 or 5**, parents will need to complete our **Supplementary Form** and return it to the school office. This is in addition to the Local Authority form.

Following the offer of a place at our school, we shall write to you with more information and ask you to confirm your acceptance of the place in writing.

Those who are not successful in obtaining a place may if they wish, have their application placed on our waiting list in our Admissions File. This does not guarantee a place. However if vacancies arise, applications on file, together with late applications, will be offered places in priority according to the admissions criteria and not according to the date of application or the date of being entered on the waiting list on our Admissions File.

The admission number for each year group **from September 2026 is 60.** This **equates** to 2 classes of 30. The Governors are not permitted to exceed this number in EYFS, Year 1 and 2 under the Government's Infant Class Size legislation.

In January 2023, the Governing Body, in agreement with Chichester Diocese, approved to permanently cap the number of our EYFS pupils at the end of the academic year. alongside our Year 1/2 classes, allowing the School to have 3 classes of 30 pupils in Year 1/2, for every new academic year.

If the place is refused, parents have the right to appeal against the decision.

Please read our Admissions Policy, Criteria for Admission and notes / definitions to ensure that your application is made correctly.

Please ensure that you return your application and appropriate forms by the date given by the Local Authority as all applications received after this date are ranked as late and ranked after all other applications.

Scrutinised and approved by the Christian Distinctiveness on the 20th March 2025

CRITERIA FOR ADMISSION

1. Children with a Statement of Special Educational Needs or Educational Health Care Plan and “Looked-after” children/children in care, previously looked after children and service children. Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a children arrangements order or special guardianship order. Service children are children of service personnel with a confirmed posting to the local area or crown servants returning from overseas to live in the local area.
2. Children of parents/legal guardians (one or both) who are regular (at least once fortnightly) worshippers at St. Mary’s or St. Nicholas’ Churches for a period of at least 2 years, and who live in the ecclesiastical parishes of Felpham and Middleton.
3. Children who will have a sibling already in the School at the time of admission.
4. Children of parents who are regular worshippers at St. Mary’s or St. Nicholas’ and who are not resident in the ecclesiastical parishes of Felpham and Middleton.
5. Children of parents who are resident in the parishes, and who regularly worship at another church – that is a full member of Churches Together in Britain and Ireland or of the Evangelical Alliance.
6. Children with medical or social needs, who are referred to us by the relevant agencies, if this is the only school that can cater for their specific condition (assessed by the local authority). Documentary evidence from a doctor, social worker or educational psychologist should be submitted with this application.
7. Children of parents who are resident in the ecclesiastical parishes of Felpham or Middleton
8. Other children

Notes/Definitions:

- ❖ We will operate an equal preference system adhering to the Schools Admission Code laid down by Parliament.
- ❖ 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 measured by a straight line, the nearest being accepted first. We would use the distance (in metres) that the local authority provide for us.
- ❖ Regular worship is defined as at least once fortnightly for the past two years.
- ❖ **Parents applying under categories 2, 4 or 5 must complete both our supplementary form and our Church form** (see the end of this form) giving the name of the priest or minister able to verify that the requirements of a particular criterion have been met. New residents to the area will need to provide a support form completed by the incumbent/minister of their previous ecclesiastical parish.
- ❖ Parents applying under criteria 3 should complete our supplementary form.
- ❖ 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.
- ❖ 'Parish' refers to parochial parish not Local Authority parish. Please see attached map
- ❖ Reference to parents includes legal guardians and either or both parents or sole parent. Where only one of two parents satisfies the criteria the application will be treated equally with applications where the criteria are satisfied by both parents.
- ❖ Evidence is required to support applications for looked after children or previously looked after children who ceased to be so because they were adopted (or become subject to a residency order or special guardianship order). Applications for looked after children should be made by the relevant social worker. Applications for children who are adopted should be supported by copy of the adoption order and the new birth certificate. Applications for children who are subject to a residency order or special guardianship order should be supported by a letter from social services confirming details of the arrangements for the child.
- ❖ Late applications are considered after all those applications received by the specified deadline.



Supplementary Form for Admission
for Church Aided Schools

Bishop Tufnell C.E. (Aided) Primary School
Pennyfields, Felpham, Bognor Regis,
West Sussex, PO22 6BN

Telephone: 01243 584412

Email: office@tufnell.org

Website: <https://btjs-wsussex.secure-dbprimary.com/wsussex/primary/btjs>

Full Name of Child	Date of Birth (please bring in Birth Certificate for checking)
Boy or Girl	
Father's Name	
Mother's Name	
Address	
	Post Code
Telephone Numbers	
Brothers/Sisters Names	Date of Birth
I apply for a place at the school under criteria of the Admission Policy	
Signed	Date



Bishop Tufnell CE Primary School

This form to be completed if applying under Criteria 2, 4 or 5.

Church Support For

Application for Entry in September _____

Full name of child

Address

Date of Birth _____

Church and Parish

To be completed by the Incumbent or Minister for children of families who claim to be in active membership of the Church.

In the event of a Formal Appeal by the parents against the Admissions Committee's decision this form will be photocopied and sent to the parents.

**I confirm that the above child's parents attend _____
Church at least fortnightly and have done for at least two years.**

Signed _____ Incumbent or Minister



