



THE CATHOLIC DIOCESE OF  
ARUNDEL & BRIGHTON  
EDUCATION SERVICE

# CHOOSING A CATHOLIC PRIMARY SCHOOL IN SUSSEX

## A Guide for Parents and Carers

### Why Choose a Catholic School?

**Choosing a school for your child is one of the most important decisions you will make on behalf of your child.**

This Guide is aimed at helping you fulfil the responsibility at your child's baptism to ensure their education / formation in the Catholic faith.

We are blessed with excellent state-funded Catholic Primary and Secondary schools in this diocese, ensuring that children can benefit from the vital initial teaching for the formative years of each pupil, through a smooth transfer to secondary education that will prepare them for life in Church and Society.

Schools work in close partnership with parents to enable each student to reach their full potential. Links with local parishes are also a source of great strength. Each school is a Catholic community in which Gospel values are taught and lived out by daily experience.



The commitment of the Catholic school to the vision of every human person as a child of God and brother or sister of Jesus is central to the achievement of excellence.

I wish you every blessing in your vocation as "the first and best teachers of your children in the ways of faith". You can be assured that our Catholic schools will support you in fulfilling your responsibilities.

Rt. Rev. Richard Moth,  
Bishop of Arundel & Brighton



## Why do we have Catholic schools?

Catholic schools are central to the **Church's mission** in education, to place Christ and the teaching of the Catholic Church at the centre of people's lives.

Education is integral to the mission of the Church to proclaim the Good News. All Catholic schools share something in common: they are **rooted in Christ**. As a result, the ethos of Catholic schools is fundamental and incarnate in all aspects of school life, so that they may be effective instruments of the Church's mission.

"The School is, for many young Catholics, their most significant

experience of the Church's life. Schools are, therefore, a key element in the life of the Diocese, to which much weight is given in Canon Law and at a national level, through the Catholic Education Service. At Diocesan level, both the Bishop and Trustees are fully committed to ensuring the best possible school provision across the Diocese" (Rt. Rev. Richard Moth, Diocesan Pastoral Plan – *The Word who is Life*, September 2018).

The aim of the Diocese is to ensure a place is provided for **every Catholic child** in a Catholic school.

## Our Catholic Schools are Excellent

Through an excellent Catholic education, with Christ at the centre and founded on the principle of partnership and community, **each individual's God-given potential** is drawn out. Catholic schools in the Diocese are indeed excellent. They excel and pride themselves in the moral, spiritual and academic development of all students.

## Our Catholic Schools are Free

The majority of the Catholic schools in Sussex are state-funded. These schools (listed later in this booklet) are free and do not require fees.

Catholic Independent schools that do operate under a fee system are also available. These can be located on the map at:

[www.abdiocese.org.uk/education/  
find-a-school](http://www.abdiocese.org.uk/education/find-a-school)



# APPLYING TO CATHOLIC PRIMARY SCHOOLS

## A Summary of the Process

For Parents/Carers seeking a place at a Catholic primary school, the steps below will help to optimise the chances of success:

### 1. BE INFORMED

**Visit** the Catholic schools in your area and **read each school's prospectus** in detail (available online or from the schools). Also look at each school's Ofsted and Catholic School Inspection reports. Finally get to know each school's Admissions Policy, Oversubscription Criteria and Supplementary Information Form.

### 2. CHOOSE UP TO THREE SCHOOLS

After your research, choose three schools that will be suitable for your child. Decide in which preference order to list the schools, having read their Oversubscription Criteria. **Note that Criteria can change annually and from school to school.** Ensure you list all the Catholic schools you like as the first preferences. This will maximise your chances of a place at a Catholic school. Ensure too that you have one realistic choice (a school where you are very likely to be offered a place) as one of the three schools.

### 3. FILL IN A COMMON APPLICATION FORM

**Fill in a Common Application Form (CAF)** from the Local Authority (LA) in which you live. You **MUST** complete a LA application form listing and ranking up to three schools that you prefer your child to go to in the following September. You must use the CAF of the LA in whose area you live. Without this form, your application will NOT be valid. For all of the preferences listed on the CAF, your child will be considered against the admission criteria of the schools concerned.

The order you list schools should indicate your genuine order of preference for the schools. Some parents are worried that where they place a school in their order of preference will affect their chances of getting a place. **This is not true. The school will not know which position you ranked them on the CAF and is not allowed to ask.** You are strongly advised to name all three schools on the CAF, in case your higher preferences are unsuccessful. Most applicants complete the CAF online. Keep a copy of the CAF for reference.

## 4. FILL IN A SUPPLEMENTARY INFORMATION FORM

**Fill in a Supplementary Information Form (SIF) for every Catholic school you apply to.** You MUST complete a SIF for every Catholic school to which you apply. The SIF will ask you questions such as whether your child is a baptised Catholic and in which parish you live. Catholic schools will generally require a Baptismal Certificate as evidence. Some schools' Criteria need your priest's signature. If the latter, it is a good idea to get hold of the SIFs for all of the schools you have chosen before seeking your priest's signature. This way you will only need to visit the priest once. Keep a copy of the SIF for reference.

## 5. RETURN THE CAF AND SIF BY 15<sup>TH</sup> JANUARY

Return the CAF to the LA (usually online) by the **closing date of 15th January** (7½ months prior to admission). The closing date for SIFs and accompanying baptism certificates etc. is also 15th January. Each SIF should be returned to each applicable school, not the LA. **Do not miss the closing date.** If forms are late, your application will be processed after everyone else has been offered a place.

## 6. WHAT HAPPENS NEXT?

**On 16th April** (or the next working day), the LA (on behalf of the governors) will inform you whether you have an offer of a place. You will have a short time to accept the offer. If you are one of the very few who have not been offered a place, the LA may allocate a place in a school which you have not chosen. If you have applied to and not been offered a place at a school, you have a right of appeal to an independent Appeal Panel. Details are available from each school.



# CATHOLIC PRIMARY SCHOOLS IN SUSSEX

## West Sussex

Angmering	St Wilfrid's Catholic Primary School	01903 782188
Arundel	St Philip's Catholic Primary School	01903 882115
Bognor Regis	St Mary's Catholic Primary School	01243 822287
Chichester	St Richard's Catholic Primary School	01243 784549
Crawley	Our Lady Queen of Heaven Catholic Primary Sch.	01293 526057
Crawley	St Francis of Assisi Catholic Primary School	01293 521009
East Grinstead	St Peter's Catholic Primary School	01342 321985
Haywards Heath	St Joseph's Catholic Primary School	01444 452584
Horsham	St John's Catholic Primary School	01403 265447
Horsham	St Robert Southwell Catholic Primary School	01403 252357
Littlehampton	St Catherine's Catholic Primary School	01903 716039
Shoreham-by-Sea	St Peter's Catholic Primary School	01273 454066
Worthing	English Martyrs Catholic Primary School	01903 502868
Worthing	St Mary's Catholic Primary School	01903 234115

## East Sussex

Bexhill-on-Sea	St Mary Magdalene Catholic Primary School	01424 735810
Crowborough	St Mary's Catholic Primary School	01892 655291
Eastbourne	St Thomas a Becket Catholic Primary School	01323 737221
Hastings	Sacred Heart Catholic Primary School	01424 429494
Lewes	St Pancras Catholic Primary School	01273 473017
St Leonards	St Mary Star of the Sea Catholic Primary School	01424 427801
Seaford	Annecy Catholic Primary School	01323 894892
Uckfield	St Philip's Catholic Primary School	01825 762032

## Brighton & Hove

Brighton	St Bernadette's Catholic Primary School	01273 553813
Brighton	St John the Baptist Catholic Primary School	01273 607924
Brighton	St Joseph's Catholic Primary School	01273 556607
Brighton	St Mary Magdalen's Catholic Primary School	01273 327533
Hove	Cottesmore St Mary Catholic Primary School	01273 555811
Portslade	St Mary's Catholic Primary School	01273 418416
Rottingdean	Our Lady of Lourdes Catholic Primary School	01273 306980

**Further information on the above schools, links to their websites, diocesan school/parish maps and details of independent schools are available at**  
**[www.abdiocese.org.uk/education/find-a-school](http://www.abdiocese.org.uk/education/find-a-school)**

SUSSEX

- Primary Schools
- Secondary Schools



## BRIGHTON &amp; HOVE

# CATHOLIC SECONDARY SCHOOLS IN SUSSEX

## West Sussex

Barnham	St Philip Howard Catholic High School	01243 552055
Burgess Hill	St Paul's Catholic College	01444 873898
Crawley	St Wilfrid's Catholic School	01293 421421
Worthing	St Oscar Romero Catholic School	01903 241368

## East Sussex

Bexhill-on-Sea      St Richard's Catholic College      01424 731070

## Brighton & Hove

Hove	Cardinal Newman Catholic School	01273 558551
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