



**St. Mary's Church of England Primary School, Chiddingfold**  
*An Academy in The Good Shepherd Trust*

**ADMISSIONS POLICY 2025 - 2026**

St Mary's Church of England Primary School welcomes applications not only from parents who respect this faith, but also from parents of other faiths or of no faith. The school provides a distinctively Christian yet wholly inclusive environment in which each child is motivated to acquire skills for life, a love of learning and a sense of responsibility for themselves and others.

As an Academy in **The Good Shepherd Trust**, the Trust is the Admission Authority for the school and has agreed a Published Admission Number (PAN) of **30** children at the age of 4+ with the Local Authority (LA). Any child with an Education, Health and Care Plan naming the school will be admitted. Where possible such children will be admitted within the PAN. In addition, the Trust has determined the following over-subscription criteria in consultation with the Diocese of Guildford, which will be strictly applied in the order shown below as soon as the number of applications exceeds the PAN.

**Over-Subscription Criteria**

- 1. Looked After Children and previously Looked After Children, including those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted (note 1)**
- 2. Exceptional Medical or Social Circumstances (note 2)**
- 3. Children of a member of staff. The school will admit a child of a member of staff of the school under this criterion provided that: (a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. (note 4)**
- 4. Siblings (see definitions) of existing pupils at the school who will still be on roll at the time of entry**
- 5. Children living WITHIN the Parish Boundary of Chiddingfold (note 3)**
- 6. Any other children whose parents wish them to attend St Mary's CofE Primary School**

## **Application Process for September 2025**

Applications from Surrey residents for Reception in September 2025 must be made in accordance with Surrey County Council's (SCC) co-ordinated admissions scheme. They should be completed on-line via the SCC website [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions) or if a paper copy is required, please contact SCC on 0300 200 1004. Completed forms must be returned directly to the LA **by 15<sup>th</sup> January 2025**.

Children start school in September following their 4<sup>th</sup> birthday. However, parents may defer entry to the beginning of the term after the child's 5<sup>th</sup> birthday, but not beyond the beginning of the final term in the academic year for which the offer is made. A child may also attend part-time until statutory school age is reached.

### **Summer Born Children/Out of Chronological Age Education**

For children born between 1<sup>st</sup> April and 31<sup>st</sup> August, parents may decide to delay admission to school until the term *after* their child turns 5, i.e. when statutory school age is reached. In such a scenario a child would normally start school the following year in Year 1, missing out on Reception. However, a parent may request that their child is admitted to Reception instead, meaning that the child would be educated outside their correct year group. Applications outside the normal age group can be made to other year groups at the school. If parents wish to apply for their child to be placed within a different year group, they should discuss their wishes with the Headteacher, stating clearly why they feel admission to a different year group would be appropriate, including any supporting documentary evidence if they wish. The local committee will then make a decision as to which year group the child should enter in the following year, based on the particular circumstances of each case and in the best interests of the child. The Headteacher's views will be taken into account and reasons for the decision shared in writing with parents. However, please note that the school cannot 'reserve' a place either in Reception or Year 1 for the following year, when a fresh application must be made. For further information and other out of correct year group requests, please see [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)

### **Notes**

- 1) Looked After Children and previously Looked After Children, including those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted** – children who are in the care of the LA or provided with accommodation by a LA in accordance with S.22 of the Children Act 1989; or children who were in the care of the LA or provided with accommodation by a LA and who left that care through adoption, Child Arrangement Order or Special Guardianship Order. Official confirmation of the child's status must be submitted at the time of application.
  
- 2) Exceptional Medical or Social Circumstances** – a child who has a serious medical condition or if there are sensitive family circumstances which make it *essential* that the child attends St Mary's CofE Primary school rather than any other. Appropriate documentary evidence from a Consultant Doctor (a letter from a General Practitioner alone will not suffice) or from the relevant support services must be submitted at the time of application, making clear why attendance at this school is essential. The local committee will assess such evidence and make a decision on each individual case.

**NB.** All schools are expected to support children with more common medical conditions such as asthma, nut allergies and stress-related symptoms.

- 3) **Parish Boundary** - this can be viewed on the 'A Church Near You' website <https://www.achurchnearyou.com> or a hard copy is available to view in the school office.
- 4) **Staff applications** - For applications made as part of a normal intake, the length of employment will be considered as of the closing date for applications. For in year applications, the length of employment will be considered as of the date the application is received or the date a place becomes available, if a place is considered from the waiting list. Please complete the SSIF and attach to the application.

### **Definitions**

**Sibling** – brother/sister, half-brother/sister, step-brother/sister, adoptive brother/sister or foster children all living as part of the same family unit at the same address.

**Parent** - a natural, adoptive, step or foster parent or other legal guardian.

**Home Address** – the child's permanent address or where the child lives for the majority of the school week. The address used for the initial allocation of places will be the child's address at the closing date for applications.

**Tie-breaker** – if the school is over-subscribed within any criterion, places will be allocated to the child living closest to the school. This is measured using Surrey's Geographical Information System (GIS) in a straight-line distance from the address point of the child's home as set by Ordnance Survey, to the nearest school gate available for pupils to use. Where there are two or more applicants who live equidistant from the school, or multiple addresses with only one address point, priority will be decided by an independently supervised lottery.

**Multiple Births** - if the final place is offered to such a child, the school will admit any other consecutively ranked siblings from the same multiple birth, even though this may exceed the PAN. However, no further children will be admitted until the number drops below PAN.

**Waiting List** - if there are more applicants than places, the school will hold a Waiting List (WL), which will be ranked strictly in accordance with the over-subscription criteria, taking no account of the date that a child's name was added to it. The WL will be maintained until the last day of the academic year, after which an in-year application should be completed if parents still wish their child to be considered for a place.

**In-Year Applications** – these should be made direct to the school.

**Late Applications** – these will be considered in accordance with the LA's co-ordinated admissions scheme.

**Right of Appeal** – if your application is unsuccessful, you have the right of appeal to an Independent Appeal Panel. Please contact the school office on 01428 683115 for details.

**All Applicants to Note** – the Trust reserves the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child.