



St Mary's Church of England Primary School



an academy in The Good Shepherd Trust

Admissions Policy 2017 - 2018

St. Mary's Church of England Primary School, Chiddingfold

ADMISSIONS POLICY 2017 - 2018

As a Church of England Primary School in **The Good Shepherd Trust**, St Mary's 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.

Children start school in September following their fourth birthday. However, parents have the right to defer entry to the beginning of the term after the child's 5th 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 compulsory school age is reached.

The Good Shepherd 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. In addition, it has determined the following admission criteria in consultation with the Diocese of Guildford and the Local Authority, which will be strictly applied in the order below, as soon as the school is over-subscribed -

1. **Looked After Children and previously Looked After Children (note 1)**
2. **Exceptional Circumstances (note 2)**
3. **Siblings of existing pupils at the school who live WITHIN the Parish Boundary of Chiddingfold and who will still be on roll at the time of entry (note 3)**
4. **Children living WITHIN the Parish Boundary of Chiddingfold (note 3)**
5. **Siblings of existing pupils at the school who live OUTSIDE the Parish boundary of Chiddingfold and who will still be on roll at time of entry (see note 3)**
6. **Children living OUTSIDE the Parish Boundary whose parents wish them to attend this Church school (see note 3)**

Applications for September 2017

Applicants living in Surrey should apply on-line via the Surrey website www.surreycc.gov.uk or on a paper application form, available by telephoning 0300 200 1015. Information may also be found on the school website www.stmaryschidd.org. Parents have the opportunity to state up to four preferences (in Surrey) and forms must be completed and returned to the Local Authority by **15th January 2017**.

Late Applications – these can only be considered when all of the on-time applications have been ranked.

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

Special Educational Needs – in accordance with s.324 Education Act 1996, St Mary's will admit a child with a statement of Special Educational Needs or Education Health and Care Plan that names the school. This is not an oversubscription criterion.

Notes

- 1. Looked After Children and previously Looked After Children** – children who are registered as being in the care of the Local Authority or provided with accommodation by that authority (in accordance with s.22 Children Act 1989 as amended by the Children and Families Act 2014); or any child who was previously in the care of the Local Authority or provided with accommodation by a Local Authority and who left that care through adoption, Child Arrangement Order or Special Guardianship Order. Official confirmation of the child's status will be required at the time of application.
- 2. Exceptional Circumstances** – a child who has a serious medical, physical or psychological condition or if there are sensitive family circumstances which make it *essential* that the child attends St Mary's school rather than any other. Appropriate documentary evidence must be submitted *at the time of application* by a Consultant Doctor or support services, as appropriate. Governors will assess such evidence, consulting a specialist if required. Please note - all Surrey schools support children with the more common medical conditions such as asthma, nut allergies and stress-related symptoms.
- 3. Parish Boundary** – this can be viewed on the Surrey maps website www.achurchnearyou.com/parishfinder or a hard copy is available to view in the school office.

Tie-breaker – if the school is over-subscribed within any category, 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 applicants who live equidistant from the school or multiple addresses with only one address point, priority will be decided by lottery.

Out of Chronological Age Education -

For a small number of summer born children, parents may feel that it would be appropriate if their child's admission to Reception were delayed until the following year, meaning that if a place could be offered, the child would be educated outside their chronological age group. Parents applying for their child to enter the school in later years may also choose to seek places outside their child's correct year groups, but in all cases this should be discussed with the Headteacher in the first instance. Applicants must state clearly why they feel admission to a different year group would be appropriate and submit any supporting documentary evidence they may have. Governors will make their decision in the best interests of the child, taking into account the particular circumstances of the case, including the views of the Headteacher. Reasons for their decision will subsequently be set out for parents. Please note however, that the school cannot guarantee or 'hold open' a Reception place for the following year's entry, when a fresh application must be made. Please also note that there is no right of appeal if a place is offered that is not in the parents' preferred age group. For further information on the process, please see www.surreycc.gov.uk/admissions

Sibling – a brother/sister, half-brother/sister, step-brother/sister, adoptive brother/sister or foster children, living in the family unit at the same address in each case. In the case of **multiple births**, where the final place is offered to such a child, the remaining consecutively ranked sibling(s) will also be offered a place, even though this may exceed the PAN for the time being.

Home Address – the child's permanent address or in cases of shared custody, where he/she 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. A change of address *may* be considered in accordance with Surrey's co-ordinated scheme, but only if there are extenuating circumstances.

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

Waiting List – this is held for one academic year only and parents wishing their child to be placed on it should contact the school direct. Thereafter an in-year application to the school should be made. The Waiting List is administered strictly in accordance with the above over-subscription criteria, taking no account of the length of time that a child has spent on the list.

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

All applicants please note – governors reserve 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.

Good Shepherd Trust - <http://www.cofeguildford.org.uk/education/the-good-shepherd-trust>