



C of E Primary School

**Governing Body  
Admissions Policy Statement  
for  
Surrey Hills All Saints Church of England Primary School  
September 2019-2020**

Surrey Hills Church of England Primary School is a voluntary aided church school serving the rural parish communities of Abinger, Coldharbour, Holmbury St Mary, Wotton and Westcott. The school is a split site through primary taking children from aged 4 - 11 years. An offer of a place at the school does not guarantee a place at a specific site. Site allocation will usually be advised during the Summer Term prior to admission which will be after the deadline for accepting the offer.

All children entering the school after their 4<sup>th</sup> birthday are entitled to a full time place in September; however parents of Reception children are able to choose whether their child attends on a full time basis or part time until they reach compulsory school age. Parents may also defer their child's entry until later in the school year, but not beyond the beginning of the term after the child's 5<sup>th</sup> birthday, nor beyond the beginning of the final term in the academic year for which the application is made.

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 chronological 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 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 details on the process please refer to [www.surreycc.gov.uk/dmissions](http://www.surreycc.gov.uk/dmissions).

### **Ethos**

Surrey Hills CofE Primary School operates within a caring Christian environment in order to provide a secure, happy, and stimulating teaching and learning environment. We ask all parents applying for a place to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

### **Admissions criteria**

As a Church school Surrey Hills CofE Primary School is its own Admission Authority. We have an equal preference system for admissions and our Pupil Admission Number (PAN) for entry into the Early Years Foundation Stage (Reception) is 30.

In addition we have a PAN of 10 for admission at Year 3. This PAN will be directed to pupils where Surrey Hills CofE Primary School, Westcott site, is their nearest school with a PAN at Year 3.

We are able to accept all applications expressing a preference for our school up to the stated Pupil Admission Number. If applications for admission exceed these numbers the following over-subscription criteria will apply in the order listed below:



1. Looked After Children and previously Looked After Children. (Note 1)
2. Children with serious medical conditions or other exceptional circumstances (Note 2)
3. Children who have a sibling (Note 3) who was on roll at the school prior to September 2016 AND is expected to still be on roll at the time of admission.
4. Children who live in the named ecclesiastical parishes (Note 4) AND have a sibling (Note 3) who went on roll at the school after the beginning of September 2016 and is expected to still be on roll at the time of admission.
5. Children who live in the named ecclesiastical parishes (Note 4) AND who have at least one parent who worships regularly at a Church of England Church (Note 5).
6. Children who live in the named ecclesiastical parishes (Note 4).
7. Children who live outside the named ecclesiastical parishes (Note 4) and have a sibling who went on roll at the school after the beginning of September 2016 and is expected to still be on roll at the time of admission (Note 3).
8. Children who live outside the named ecclesiastical parishes (Note 4) but have at least one parent who worships regularly at a Church of England Church (Note 5).
9. **FOR YEAR 3 ADMISSION ONLY** and for in year applications for Year 4, 5 and 6 – Children for whom Westcott site is their nearest school with a PAN at Year 3 (see Tie Breaker below).
10. Children who live outside the named ecclesiastical parishes (Note 4) whose parents want them to attend this church school.

### **Tie Breaker**

In the case of over subscription in any category, applications will be ranked by distance from the school. Home to school distance will be measured by a straight line from the address point of the pupil's home as set by Ordnance Survey to the nearest school gate for pupils to use (for Year 3 this will be the Westcott Site only). This is calculated using the Surrey Admission and Transport Geographical Information System software (distance measurer).

### **Application process**

Parents who contact the school will be encouraged to visit and meet staff and see children at work. Application is made using the Surrey Preference Form. In Autumn Term of the year before their child is due to start, parents will be invited to attend our Open Morning and find out more about the school.

Application for a place should be made to the Local Authority by 15<sup>th</sup> January 2019. This can be done on line <http://www.surreycc.gov.uk/schools-and-learning/schools/school-admissions/apply-for-a-school-place> or a paper copy can be requested by telephoning the school on 01306 881136. For applicants who wish to be considered under criteria 5 & 8 we also require you to fill in the Supplementary Information Form attached to this Policy – **non-receipt may mean the application can only be considered as coming within a lower criterion.**

### **In-Year Applications**

Applications for school places for children who enter the school outside the normal intakes will be considered within the normal admission criteria, subject to a place being available. Parents are required to fill in a



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Common Admissions Form available from the Offices on both sites which must be returned to the school office not to the Local Authority.

### **Right to Appeal**

Parents who are unsuccessful in obtaining a place for their child have the right to appeal to an Independent Appeals Panel. Please contact the school office for details by telephoning 01306 881136.

### **Waiting Lists**

A waiting list is operated for applicants who are not offered a place and is maintained in the same order as the over subscription criteria taking no account of the length of time that a child has been on the list. Parents are asked to inform the school if they wish to be placed on the waiting list.

The waiting list is held until the end of the academic year of entry only at which point it will restart and parents will need to reapply to the school, as circumstances may have changed.

### **Guidance Notes**

#### **Parent**

Throughout this policy the term 'parent(s)' is used to cover a natural, adoptive, step or foster parent or other legal Guardian or carer.

#### **Home Address**

Home address is the child's permanent address not a business, relative or carer/childminder's address. In the case of formal equal shared custody it will be up to the parents to agree which address to use. In other cases it is where the child spends most of the time. The address used for the initial allocation of places will be the child's address at the closing date for applications. You may not use a temporarily rented address to secure a school place for your child. A change of address may be considered in accordance with Surrey's co-ordinated scheme but only if there are extenuating circumstances.

#### **Special Educational Needs**

All governing bodies are required to admit to the school a child with an Education Health and Care Plan that names the school. Schools must admit such children whether they have places or not.



**Note 1. 'Looked after children and previously looked after children'**

A 'Looked After Child' is defined to include:

- a child who is in the care of the Local Authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989 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.

A letter from the Children's Services Department confirming the child's status must be submitted at the time of application.

**Note 2. Exceptional Circumstances – Medical or Social Needs.**

This applies to:

- a) a child who has a serious medical condition, or
- b) where there are any sensitive family circumstances

which makes it essential that the child attends Surrey Hills CofE Primary School rather than any other. Appropriate documentary evidence from a Consultant Doctor or from the relevant support service **must be submitted at the time of application**, making clear why attendance at this school is essential. Governors will assess such evidence and reserve the right to consult with a specialist if required. NB All schools support children with common medical conditions such as asthma, nut allergies and stress related symptoms.

**Note 3. Sibling definition**

A sibling is a brother or sister, a half-brother or half-sister, a step-brother or step-sister or adopted brother or sister or foster child living in the family unit at the same address in each case.

**Note 4. Named ecclesiastical parishes** for the purposes of this document are: Westcott and the United Benefice of Abinger with Coldharbour, Wotton and Holmbury St Mary. Parish boundary maps are available at the school offices and on the [www.achurchnearyou.com/parishfinder](http://www.achurchnearyou.com/parishfinder) website.

**Note 5. Applications on Denominational Grounds**

Regular worship means that at least one parent worships at a Church of England church a minimum of twice per month over a minimum period of one year preceding the application.

**Note 6. Siblings (as defined in note 3) in the same Year Group**

In the case of multiple births in the same year group where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, each child will be offered a place.

The Supplementary Information Form (SIF) must be endorsed by the parish minister or other appropriate church leader where there is no minister.

**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.**



**APPLICATION FOR ADMISSION OF NEW PUPILS TO  
SURREY HILLS C OF E PRIMARY SCHOOL  
Supplementary Information Form**

To be completed for applications under criteria numbers 5 & 8

Applications for entry on a denominational basis must be supported **at the time of application** by submission of this form to the School Office (at either site) by the parent and must be endorsed by the minister of the Church of England church at which you worship. **A regular worshipper is defined as at least one parent who worships at a Church of England church a minimum of twice per month over a minimum period of one year preceding the date of application.**

<b>Name of child</b>	
<b>Name of parent(s)</b>	
<b>Address</b>	
<b>Telephone Numbers</b>	
<b>E-mail</b>	

Are you a regular worshipper at a Church of England church? YES / NO (delete as applicable)

<b>Name of Church</b>	
<b>Signature of Parent</b>	
<b>Date</b>	

**To be completed by the minister or other appropriate church leader of the Church of England church:** I confirm that the above named meets the 'Regular Worshipper' criteria of worshipping at least twice a month over a minimum period of one year preceding the date of this application.

<b>Name of Church</b>	
<b>Name of Minister</b>	
<b>Signature of Minister</b>	
<b>Date</b>	
<b>Church Stamp (or please attach a compliment slip)</b>	

Please return this form to either the Abinger or Westcott Office by January 15<sup>th</sup> 2019.