

Shere Church of England Aided Infant School

Admission Policy for 2019 - 20 entry to school

Introduction

As a Voluntary Aided Church School the Governing Body is its own admission authority. Decisions on admissions are delegated to an admission committee, which offer places in strict accordance with the admissions criteria as soon as the school is over subscribed.

We admit 30 children, the Published Admission Number (PAN) as agreed with the Local Authority. Shere School operates an equal preference system. This means that all applications are considered equally against our admission criteria. Parents are invited to contact the school to make arrangements to meet the Headteacher and to be shown around the school (although this forms no part of the admissions process).

September 2019

Children are accepted into the school at the beginning of the academic year in which they reach their fifth birthday, although parents have the right to defer entry until the beginning of the term after the child reaches five, but not beyond the beginning of the final term in the academic year for which the application is made.

All children are admitted full time from September. However, this is flexible and the views of parents along with the professional judgement of staff working with the child will be taken into account when planning to meet the needs of individual children. All parents of children who are applying to start Reception have the right for their children to start full or part time until they are of statutory school age.

For a small number of summer born children born between 1st April and 31st August 2015, 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 normal age group, 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 each case, including the views of the Headteacher. Reasons for their decision will subsequently be set out for parents.

Please note 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 more information about the process please see www.surreycc.gov.uk/admissions

Special Educational Needs

Any child with an Education Health and Care Plan that names the school will be admitted. This is not an over-subscription criterion.

Process of Application

All parents must complete the Surrey Common Application Form online via www.surreycc.gov.uk/admissions or submit a paper copy to Surrey. Applicants living in other areas should apply through their own Local Authority.

For parents seeking admission under **Criterion 4, Church Membership**, you must complete the **Supplementary Information Form** which must be returned to the school signed by the vicar by **15th January 2019**. Failure to do so will mean that the application cannot be considered under this category.

Late applications will be considered in accordance with Surrey's co-ordinated admissions scheme.

Admission criteria

Places will be offered in the order set out below.

1. Looked after Children and previously Looked After Children (see note 1)
2. Medical grounds with exceptional circumstances, where this school has been named as the only one in the area to meet the needs of the child. (see Note 2)
3. Siblings, i.e. children who will have a brother or sister at the school at the time of admission. (See note 5)
4. Children of families living inside the ecclesiastical parishes of Shere (including the villages of Shere, Gomshall and Peaslake) and Albury (including Farley Green) whose family worships at a Christian church. (See Parish Boundaries Map in school office and Notes 3 & 4).
5. Children of families living in the ecclesiastical parishes of Shere (including the villages of Shere, Gomshall and Peaslake) and Albury (including Farley Green). (See Parish Boundaries Map in school office).
6. Any other child whose parent would like them to attend this Church of England School.

In the event of over-subscription within any of the above criteria, priority will be given to applicants who live closest to the school. (See note 3)

Multiple Births – If the final place is offered to a child from a multiple birth, the remaining multiple birth children will be admitted, even though this will exceed the PAN. However no further children will be admitted to the year group until/unless the number falls back to 30.

Notes

1. **A 'Looked after and previously Looked after child'** includes:
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, including 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.
2. **Medical grounds :**
If, when you apply, your child has a serious medical condition or there are sensitive family circumstances which mean that you feel he/she must go to this school, you must put this on the application form. The Governors will only consider this if you attach supporting evidence such as a letter from a Consultant Doctor or from the appropriate support service e.g. Social Services, setting out the particular reasons why this school is the most

suitable school and the difficulties that would be caused if he/she had to attend another school. It should be noted that a letter from a General Practitioner will not suffice. All schools support children with the more common medical conditions such as nut-allergies, asthma or stress-related symptoms.

3. Home address:

A home address is the child's permanent address, or in the cases of shared custody, where he or she lives for the majority of the school week.

Where a tie-breaker is required, the distance is measured in a straight line from the address point of the pupil's home, as set by Ordnance Survey, to the nearest main school gate available for pupils to use. This is calculated using the Admission and Transport Team's Geographical Information System.

Where two or more children share a priority for a place, e.g. where two children live equidistant from a school or have the same address point, the school will draw lots to determine which child should be given priority.'

4. Faith Criterion:

Worship means that the child and/or parent has worshipped at least six times in the preceding twelve months prior to the application.

A Christian church means a church that is a member of Churches Together in Britain or Ireland or the Evangelical Alliance.

5. Sibling:

A sibling is a brother or sister (that is, another child of the same parents), whether living at the same address or not, or a half-brother or half-sister, or a step-brother, or step-sister, living at the same address, or foster children living at the same address. Where a child lives with parents with shared responsibility, the 'home address' is where the child lives for the majority of the school week.

6. In Year applications:

These should be made direct to the school.

7. Right of Appeal

Parents of a child who has not been allocated a place, have the right to appeal to an independent panel. Details of this process can be obtained from the school.

8. Withdrawal of Offers

The Governing Body reserves the right to withdraw the offer of a place where the parent has made a fraudulent or intentionally misleading application which denied a place to another child who would otherwise have been offered a place.

For parents seeking admission under **Criterion 4 church membership**, you must complete the **Supplementary Form** which must be returned to school signed by the Vicar by **January 15th 2019**. Failure to do so will mean that the application cannot be considered under this category. **(Please ensure that you also complete the Surrey County Council on-line application form.)**

Shere Church of England (Aided) Infant School Supplementary Information Form

Name of child.....

D.O.B.....

Name of
Parent(s)/Guardian(s).....

Address (including post
code).....

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Telephone Number.....

Mobile telephone number.....

Please note that the priority for admission under the school's admission policy only applies in the event of the school being oversubscribed.

To be completed by the Parent/Guardian

We have worshipped at Church at least six times in the twelve months preceding our application. If you have recently moved into the area, please include your previous Church.

Signature of Parent/Guardian.....

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To be completed by the Vicar/Minister

I confirm that is known to me and has

worshipped at at least six times in the twelve months preceding this application.

Telephone Number of Vicar/Minister.....

Signature of Vicar/Minister.....

Date.....

Please return this form, to:
The Headteacher, Shere Church of England Infant School, Gomshall Lane, Shere, Guildford, Surrey GU5 9HB