



**St Paul's Church of England
Primary School**
an academy in The Good Shepherd Trust



Admissions Policy 2019 - 2020

As a Church of England Primary School in **The Good Shepherd Trust**, St Paul's seeks to provide a distinctively Christian yet 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. Applications are welcomed from parents of this faith, of other faiths or from those of no faith. However all parents are asked to respect the Christian ethos of the school.

Children start school in September following their fourth birthday but 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 application is made. A child may also attend part-time until compulsory school age is reached.

Applications for September 2019 for Surrey residents should be made on-line via the Surrey website www.surreycc.gov.uk or on a paper application form available by telephoning 0300 200 1004. Parents have the opportunity to state up to four preferences and forms must be completed and returned to the Local Authority by **15th January 2019**. Applicants who do not reside in Surrey must complete the form for the local authority where they live, regardless of which schools they are applying for.

The Good Shepherd Trust is the Admission Authority for the school and has agreed with the Local Authority and the Diocese of Guildford, a Published Admission Number of 60 at the age of 4+. In addition, the Trust has determined the following admission criteria which will be strictly applied in the order below, as soon as the school is over-subscribed.

Admission Criteria in Priority Order:

- 1. Looked After Children and previously Looked After Children (see note 1)**
- 2. Exceptional Social or Medical Need (see note 2)**
- 3. Children who will have a sibling on roll at the school at the time of the child's admission (see note 3)**
- 4. Children whose parent/carer is a member of staff (see note 4)**
- 5. Children for whom the school is nearest to their home address (see notes 5 + 6)**
- 6. Any other children who wish to attend this Church of England School**

Education Health and Care Plan - St Paul's will admit a child with an Education Health and Care Plan that names the school. This is not an over-subscription criterion.

Late Applications - these will be dealt with in accordance with Surrey's co-ordinated admissions scheme.

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

1. Looked After and previously Looked After Children - children who are in the care of the Local Authority or provided with accommodation by that authority in accordance with s.22 Children Act 1989, at the time of application. This includes children who were 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 Social or Medical Needs - occasionally there may be a very small number of children to whom this category applies. Supporting evidence from a Consultant Doctor (in medical cases), or from the appropriate support services eg. Social Worker, Police, for other social circumstances *must be supplied at the time of application*, confirming the circumstances of the case and making clear why the child must attend St Paul's, rather than any other school. Governors will decide each case on its merits and reserve the right to consult a specialist if deemed necessary.

NB. It is expected that all Surrey schools support children with the more common conditions such as asthma, nut allergies or stress-related symptoms.

3. Sibling - a brother or sister (another child of the same parents, whether living at the same address or not); a half-brother or half-sister or step-brother or step-sister or adoptive or foster sibling living in the family unit at the same address.

4. Children whose parent/carer is a member of staff employed at the school for two or more years at the time at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage agreed by the governing body. Qualifying staff should apply using the Supplementary Information Form (SIF) available from the school and the school website. The completed SIF must be returned to the school office by 15th January 2019.

5. Nearest school - this is defined as the school closest to the home address (as measured by a straight line - in accordance with note 7, 'Tie Breaker'), with a Published Admission Number for children of the relevant age group and which admits local children.

6. Home address - this is the child's normal place of residence and where most of the school week is spent, including nights (excluding any business, relative's or child minder's address). The address used for the initial allocation of places will be the child's address at the closing date for applications. Changes of address *may* be considered in accordance with Surrey's co-ordinated scheme if there are exceptional reasons behind the change.

7. Tie-Breaker - if St Paul's is over-subscribed within any category, places will be allocated to the child living closest to the school. This is measured in a straight line using Surrey's Geographical Information System, 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 two or more children live equidistant from the school, or where there are multiple addresses with the same address point, priority will be decided by lottery.

8. Out of Chronological Age Education - For 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 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 what 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 and that a new application will have to be submitted for the required year of entry that will be

considered alongside the other applicants for the same cohort. 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 this option and for details about the application process, please see the following www.surreycc.gov.uk/admissions

9. Multiple Births - where there are insufficient places for all children from a multiple birth ranked within the appropriate category, St Paul's will offer each child a place although this may exceed the PAN.

10. Waiting list - this will be maintained for the initial intake to St Paul's school for one term only. Children will be ranked strictly according to the above over-subscription criteria, taking no account of time spent on the list. Parents wishing their child to be considered for a place thereafter, must make an in-year application to the school.

11. 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 01932-848528 for details.

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.

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