

St. Matthew's

Church of England Infant School



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Headteacher: Mrs. Katharine Hutt

Admissions Policy 2018-2019

Ethos:

St Matthew's Church of England Aided Infant School highly values its Christian ethos, its close links with All Saints Church and the Diocese of Guildford. St Matthews provides a distinctively Christian yet inclusive environment in which each child is nurtured through a high standard of education and a wealth of new experiences and challenges. Within a caring and secure Christian environment they enjoy the delight of discovery through learning and play.

We welcome applications from all parents and ask those without Church connections to respect the ethos of the school, and its importance to the school community.

The Governors are responsible for admissions to this Church of England Voluntary Aided Infant School and have agreed with the Local Education Authority to admit 30 pupils for each year group.

Admission Criteria:

When there are more applications than places available, the Governors will admit pupils according to the following criteria, which are listed in order of priority.

1. Looked after children and previously looked after children. (See note a)
2. Children with exceptional circumstances. (See note b)
3. Children who have a sibling attending the school at time of application. (See note d)
4. Children whose parent(s) are regular worshippers in the Parish, attending All Saints Church, Ockham at least once a month for a minimum of twelve months preceding the date of application. (See note f) **
5. Children who live in the Parish of Ockham with Hatchford and Downside. (Map available from the school office on request)
6. Children whose parent(s) are regular worshippers in another parish, attending a Church of England church at least once a month for a minimum of twelve months preceding the date of application. (See note f) **
7. Children whose parent(s) are regular worshippers in a Church of another Christian denomination, attending at least once a month for a minimum of twelve months preceding the date of application. (See note f) **
8. Children whose parents wish them to attend this Church school. (See note g)



For applications under criteria 4, 6 or 7, a Supplementary Information Form will be required to support the application that the parent(s) have been regular worshippers at least once a month for a minimum of twelve months preceding application. Parents are required to complete the Supplementary Information Form available from the school office and website, take it to their Parish Priest or Church Minister for signature and then return it to St Matthew's office.

In order to be fully aware of the above information we ask parents applying under Church criteria 4, 6, and 7 to complete the supplementary information form and return this to us by 15th January 2018. Failure to do so may mean that your application will be considered under a lower criterion.

Applications for September 2018

Making applications: Applicants can find further details and apply online via the Surrey website www.surreycc.gov.uk/admissions or by telephoning 0300 2001015. Or by completing an application form available from schoolbooklets@surreycc.gov.uk **Forms must be submitted by the closing date of 15th January 2018.**

For entry into Reception: Children start school in September following their fourth birthday. However, parents may defer their child's entry to the beginning of the term after the child's fifth birthday, although 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.

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 (correct) 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 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 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, 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 education outside a chronological age group or about the application process, please see www.surreycc.gov.uk/admissions

Late Applicants: Late applicants will be considered in accordance with the Local Authority's coordinated admission scheme.

Waiting List: We operate a waiting list which is ranked strictly in accordance with the above criteria, taking no account of the length of time a child has spent on the list. The list is maintained for one academic year. Contact the school admissions officer for details.

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

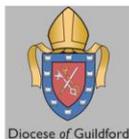
Special Educational Needs: In accordance with section 324 Education Act 1996, St Matthew's will admit a child with a statement of Special Educational Needs or Education Health and Care Plan that names the school. This is not an over subscription criterion.

Multiple births: If the final place is offered to a child from a multiple birth, the remaining consecutively ranked siblings will also be offered places, even though this will exceed the PAN (Published Admission Number). However, no further children will be admitted unless the number falls back to within the PAN.

Notes to Admission's Policy

- a) **Looked after and previously looked after children** – a child who is in the care of the Local Authority or provided with accommodation by that authority; 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 Local Authority confirming the status of the child must be submitted at the time of application.

- b) **Exceptional circumstances** – a child who has a serious medical, or physical or psychological condition or if there are sensitive family circumstances which make it essential that the child attends this school rather than any other. Appropriate documentary evidence from a consultant doctor or from the relevant support services must be submitted at the time of application. Governors will assess such evidence or consult a specialist if required. N.B. All schools support children with the more common medical conditions such as asthma, nut allergies and stress related symptoms.



- c) **Parent** – a natural, adoptive, step or foster parents or other legal guardian.
- d) **Sibling** – a brother/sister, half-brother/half-sister, step-brother/step-sister or adoptive brother/adoptive sister or foster children, living in the family unit at the same address in each case.
- e) **Home address** – the child’s permanent address, or in cases of shared custody, where he/she lives for the majority of the school week.
- f) **Church criteria** – as stated above. The Supplementary Information Form is the means by which this requirement is endorsed. In cases of relocation, it would be necessary to provide appropriate documentary evidence of the same pattern of attendance.
- g) **Tie Breaker** – Should the school be over-subscribed within any criterion, a place will be allocated to the child living nearest to the school (usually referred to as a ‘distance tie breaker’). In Surrey, 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 school gate available for pupils to use. This is calculated using the Admissions 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 the school and only one place remains, the school will draw lots to determine which child should be given priority.
- h) **Right to Appeal** – if your application is unsuccessful you have a right of appeal to an independent appeals panel. Please contact the school office for details
- i) **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.

