

# St. Matthew's

## Church of England Infant School

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Headteacher: Mrs. Katharine Hutt



### Admissions Policy 2019-2020

#### Ethos:

St Matthew's passionately believes that the three-year journey provided by an infant school education offers every child the best possible start to school life. As a small, close-knit community we are able to know and care about every child, while ensuring they have the chance to take on new responsibilities as they progress to the top of the school. By the end of their time here, we aim to achieve each child's full potential academically and personally, so they are ready to take the next step on their education journey.

Our Christian ethos, taught as Responsibility, Friendship, Justice and Wisdom, is at the heart of our approach and we cherish our strong links with the Diocese of Guildford and with All Saints Church, Ockham in particular. These links help us to provide 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.

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, a Published Admission Number (PAN) of 30 pupils for Year R.

#### 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 the time of **application** (see note c) **OR** who have a sibling who *previously* attended the school to the end of Year 2 (See notes c and d)
4. Children whose parent(s) (See note e) are regular worshippers attending All Saints Church, Ockham **OR** another Christian church (see note f) at least once a month for a minimum of **six months** preceding the date of application (See note g)
5. Children whose parents wish them to attend this outstanding Church school.

#### Supplementary Information Forms A and B

These forms are available from the school office and the school website. For applications under **Criterion 3** (for siblings who **previously attended** the school **only**), **Supplementary Information Form A** must be completed and returned to the school office **by 15<sup>th</sup> January 2019**.



For applications under church **Criterion 4, Supplementary Information Form B** must be completed to support the application that the parent(s) have been regular worshippers at least once a month for a minimum of six months preceding the date of application. On completion of Form B, parents should take it to their Parish Priest or Church Minister for signature and then return it to the school office **by 15<sup>th</sup> January 2019**.

Failure to complete a SIF may mean that your application is considered under a lower criterion.

### **Applications for September 2019**

Applicants should apply online via the Surrey website [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions) or by telephoning 0300 200 1004. All forms must be submitted by the closing date of 15<sup>th</sup> January 2019.

**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](http://www.surreycc.gov.uk/admissions)

**Late Applicants:** Late applicants will be considered in accordance with Surrey'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. Please contact the school office for details.

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

**Special Educational Needs:** St Matthew's will admit a child with an 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) **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.
- d) **Sibling who previously attended the school – Supplementary Information Form A** must be completed
- e) **Parent** – a natural, adoptive, step or foster parent or other legal guardian.
- f) **Christian church** – one that is a member of Churches Together in Britain and Ireland
- g) **Church criterion – Supplementary Information Form B** must be completed. If a family has recently moved into the area, it will be necessary to provide appropriate documentary evidence of the same pattern of attendance at a Christian church.
- h) **Home address** – the child’s permanent address, or in cases of shared custody, where he/she lives for the majority of the school week.
- i) **Tie Breaker** – Should the school be over-subscribed within any criterion a place will be allocated to the child living nearest to the school. 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 priority for a place or live equidistant from the school, priority will be decided by lottery.
- j) **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
- k) **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.

