



St Paul's Voluntary Aided Church of England Primary School
"Learning is a lifelong journey of challenge, achievement and fun".

Admissions Policy 2018-19

St Paul's is a Voluntary Aided Church School. We work together within a caring Christian environment to promote a love of learning by developing children's sense of curiosity, excitement and wonder. We work together to support the intellectual, creative, emotional, social, spiritual and physical development of us all. We ask all parents applying for a place here 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.

As a church aided school St Paul's School is its own admission authority. This policy is subject to the Co-ordinated Admissions Scheme for Primary Schools in Surrey. In accordance with this we operate an Equal Preference System.

Parents applying for a place at St. Paul's School under criteria 5 or 6 (faith criteria) are required to complete and submit a **Supplementary Information Form**, (available from the school office, school website or from the Local Authority (LA)). If this form is not submitted to the school by the closing date for applications, the application will be ranked using the information on the application form alone.

Published Admission Numbers (PAN) for Year R

The Published Admission Number for entry into the Reception class is 60.

Parents have the right to defer entry to Reception until the beginning of the term after their child's fifth birthday but not beyond the beginning of the final term in the academic year for which the application is made. A child may also take up the place part-time until compulsory school age is reached.

Children with an Education, Health and Care Plan (EHCP)

The Governing Body is required to admit to the school a child whose EHCP names our school.

Over Subscription Criteria

Should there be more applications than places then governors will apply the following criteria in order when offering places.

1. Looked After Children and previously Looked After Children. *(See note a)*
2. Exceptional Circumstances. *(See note b)*
3. Siblings of children who will still be in attendance at the school on the date of admission. *(See note d)*

4. Children whose home address is in the ecclesiastical parish of St Paul's Church, Dorking. *(See note e and g)*
5. Children who with their parent(s) are regular worshippers at St Paul's Church Dorking but are not resident within the parish. *(See note c and f)*
6. Children who with their parent(s) are regular worshippers at another Christian church (i.e. a member of Churches Together in Britain and Ireland and/or the Evangelical Alliance) but are not resident within the parish. *(See note c and f)*
7. Children who live outside the parish whose parents wish them to attend this church school.

In the case of over subscription in any category applications within each priority criteria will be ranked by distance from the school. *(See Tie-Breaker note)*

Contact details for further information: Mrs Deirdre Malia, St Paul's Primary School. Tel. 01306 883547

E-Mail: info@stpauls-dorking.surrey.sch.uk

Surrey LA: Tel 0300 200 1004

Web: www.stpaulsschool-dorking.co.uk

Web: www.surreycc.gov.uk

Notes and Definition of Terms

a) 'Looked After Children and previously Looked After Children' will be considered to be:

- children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

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

b) '**Exceptional circumstances**' – a child who has a serious medical, physical or psychological condition or if there are sensitive family circumstances which make it essential that the child attends St Paul's 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 and/or consult a specialist if required.

NB 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 parent 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. The child’s home address excludes any business, relative’s or childminder’s address and must be the child’s normal place of residence. In the case of formal equal shared custody it will be up to the parent/carers’ to agree which address to use. In other cases it is where the child spends most of the time.

The address will apply at the closing date of application, unless a change of address for good reason has been accepted by the Local Authority.

The address to be used for waiting lists, after the initial allocation, will be the child’s current address.

Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date.

- f) **Faith criteria** – “worship”
- i. Applicants who are ‘regular worshippers’ would be those who regularly attend church services, worshipping in a Christian church at least twice a month for a minimum of one year before application. Worship is either at St Paul’s Church Dorking (over subscription criterion 5) or at another Christian Church (i.e. a member of Churches Together in Britain and Ireland and/or the Evangelical Alliance) (over subscription criterion 6).
 - ii. To accommodate difficult patterns of work and family relationships account will be taken of week-day worship.
 - iii. ‘Regular worshipper’ means the child for whom application is made AND one or both parents.
- g) **Ecclesiastical Parish** – A map showing the ecclesiastical boundaries of the parish of St Paul’s Dorking is available in the school office for reference purposes, however eligibility for Criterion 4 (living within the parish of St Paul’s Church, Dorking) will be determined by reference to the Church of England website www.achurchnearyou.com.

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’). 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 (in Surrey) ‘Find a School’ (www.surreycc.gov.uk/schools-and-learning/schools/school-admissions/about-find-a-school).

Where two or more children share a priority for a place, eg 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.

Multiple Births

If the final place to be offered is to a child from a multiple birth, the remaining children will also be offered places, even though this will exceed the PAN. No further places will be offered however until the PAN falls back to below 30.

Other information

Closing date for applications

The LA's closing date for all applicants to Surrey schools is 15th January 2018. Further information can be found on the Surrey website - www.surreycc.gov.uk - or by phoning the school. Open day visits will make these dates available for parents.

Late Applications

Applications received after the closing date will be considered in accordance with Surrey's co-ordinated admissions scheme. If places are not available they will then be ordered accordingly on the waiting list.

Waiting list

The waiting list is maintained in the same order as the over-subscription criteria. Parents are asked to inform the school if they wish to be placed on a waiting list until 31st December 2018.

Admission out of the normal age group

For a small number of children born between 1st April and 31st August 2014, 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 supporting documentary evidence if such evidence exists or is available. 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. An application will need to be made for the relevant year of entry and will be considered alongside other applicants for the same year group. Please also note that there is no right of appeal if a place is offered that is not in the parents' preferred age group.

More information about educating a child out of the correct year group and the process of applying for it can be found at www.surreycc.gov.uk/admissions

In year applications

Applications can be made via the Local Authority using the IYA-SCCCMA form which is available on Surrey County Council's website. The same over subscription criteria and waiting list criteria as above apply.

Withdrawal of offers

The Governors reserve the right to withdraw the offer of a place where the parent has made a fraudulent or intentionally misleading application that effectively denied a place to another child.

Appeal

Should a place not be offered, parents have the right of appeal to an independent Appeal Panel. Appeals should be directed to www.surreycc.gov.uk/learning/schools/school-admission-appeal or via Angela Bridgman at Surrey County Council, angela.bridgman@surreycc.gov.uk or telephone 0208 541 9029.

Likelihood of being offered a place

This varies each year and is particularly related to the number of siblings. In past years, where there have been high sibling numbers, only children in categories 1 – 4 or 5 have been successful but in other years categories 6 and some 7 have also been successful. The PAN number was raised in 2010 to 60 from 56, and therefore accuracy on trends is limited by this change.

This policy was revised in December 2016.