



Scott-Broadwood CofE Aided Infant School

*A Christian school where we aim to be
the best that we can be*



Admissions Policy 2019 - 2020

Ethos

Scott-Broadwood C of E (Aided) Infant School is an inclusive Church of England aided school that welcomes children from all backgrounds and abilities. The ethos of the school is to give children an enjoyable and challenging education in our safe, caring Christian school, and to become the best that they can be. 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 for their child.

As a Church of England Aided school, the governors are the Admission Authority for the school and they have agreed a Published Admission Number (PAN) of 30 with the Local Authority.

Admissions

Children are usually admitted at the beginning of the academic year in which they reach the age of five years.

Date of fifth birthday	Term of admission	
1 st September 2019 – 31 st August 2020	September 2019	Full time

Children have the opportunity of part time attendance, taking up a full time place in the term following their fifth birthday. Parents and carers considering this possibility should speak to the Head Teacher. Reception Year entry can also be deferred until the term following their fifth birthday but not beyond the beginning of the final term in the academic year for which the application is made. .

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 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 any supporting documentary evidence they may 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. 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 further details see www.surreycc.gov.uk/admissions.

Admissions for September 2019

Applicants can apply on-line via the Surrey CC website www.surreycc.gov.uk or by completing an application form (available from Surrey County Council Admissions and Transport or the School Office.)

Places are allocated according to the School's Admission criteria which have been determined in conjunction with the Diocese of Guildford and the Local Authority. They will be strictly applied in the order shown, as soon as the number of applicants exceeds the PAN.

Parents applying under faith criteria (School's Admission criteria 4.1, 4.2, 5.1 or 5.2), must also complete the SIF (Supplementary Information Form).

The SIF is available at the end of this policy, from the school's web site www.sbinfant.uk or from the School Office.

The SIF must be returned to Scott-Broadwood's School Office at the time of application. In order to confirm that children who are applying on religious grounds are from families who are regular attendees of a church, it is necessary for the local clergyman/church leader to also sign the relevant section on the Supplementary Information Form (Clergy Reference Form). Failure to submit a completed SIF means that the application may be considered in a lower criterion.

Late Applications

Applications submitted after the closing date set by the Local Authority should be submitted directly to the Local Authority and will be considered in accordance with the procedures that they have laid down.

In Year Applications

In year applications should be made directly to the school.

Children with Education Health and Care Plans

The school will automatically admit a child with an Education Health and Care Plan that names the school. This is not an over-subscription criteria.

Admissions criteria

In the case of over-subscription to the school, the Governors will offer places each year using the following admissions criteria:

1	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 in accordance with Section 22 of the Children Act 1989 as amended by the Children and Families Act 2014 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 Children's Services Department confirming the child's status must be submitted at the time of application.
2	Children with exceptional circumstances ⁽¹⁾ .
3	Children who will have a sibling ⁽²⁾ at the School at the time of admission.
4	Children who live in the designated ecclesiastical parishes of Capel and Ockley and Coldharbour ⁽³⁾ .
	Places will be offered in the following order of priority:
4.1	Children who are, or who have a parent ⁽⁴⁾ who is a regular ⁽⁵⁾ attendee of the Church of England ⁽³⁾ .
4.2	Children who are, or who have a parent ⁽⁴⁾ who is a regular ⁽⁵⁾ attendee at other Christian Churches
4.3	Other children who live within the designated ecclesiastical parishes ⁽³⁾ .
5	Children who live outside the designated ecclesiastical parishes of Capel and Ockley and Coldharbour ⁽³⁾ . Places will be offered in the following order of

	priority:	
5.1	Children who are, or who have a parent ⁽⁴⁾ who is a regular ⁽⁵⁾ Church of England attendee	
5.2	Children who are, or who have a parent ⁽⁴⁾ who is a regular ⁽⁵⁾ attendee of other Christian Churches	
6	Children whose parent ⁽⁴⁾ wants them to attend this church school	

If there is over-subscription within a criterion, places will be offered to children living closest to the school according to the Surrey Admission and Transport Team's Geographical Information System based on the distance from home to the school bases (see "Measurement of distance from home to school").

Measurement of distance from home to school

The distance from home to school is measured in a straight line from the address point of the child's home, as set by Ordnance Survey, to the nearest school gate available for children to use. This is calculated using the Admission and Transport Team's Geographical Information System. The address used will apply at the closing date of application, unless a change of address for good reason has been accepted by the Home Local Authority. Where two or more children share a priority for a place, eg where two children live equidistant from the school or share the same address point the school will draw lots to determine which child should be given priority.

Home Address

The child's home address is defined as the child's permanent address, or in cases of shared custody, where he/she lives for the majority of the time. In the case of formal equal shared custody, it will be up to the parents to agree which address to use.

Multiple Births

If the final place is to be offered to a child from a Multiple Birth, then the remaining siblings from that birth will also be admitted, even though this will exceed the published PAN. However, no further children will be admitted until/unless the PAN falls back to 30.

Appeal

Should your child not be allocated a place, parents have the right of appeal by law, to an independent appeals panel. For further information, please contact the school office.

Waiting List

A waiting list is maintained in the same order as the over-subscription criteria, and does not depend on the date a child was placed on it. If a child is not offered a place, their name will be put on the waiting list, which will operate until the end of the summer term of the academic year of entry. Vacancies from the list will be filled in accordance with the school's current admission policy.

NOTES RELATING TO ADMISSIONS CRITERIA

1 Exceptional circumstances:

If at the time of application, a child has a serious or life threatening medical condition, which parents feel, necessitates attendance at this school then it must be stated on the preference form and will only be considered if substantive medical evidence is attached from a consultant doctor. A letter from a General Practitioner (GP) will not suffice. In such cases the Governors reserve the right to consult with its own or LA medical advisors. A priority placement will be agreed only if the Medical Officer

considers attendance at this particular school to be 'essential'.

If there are sensitive, individual and compelling family circumstances, perhaps involving other agencies eg. Social Services, which similarly necessitates attendance at this school, then these must also be accompanied by documented evidence provided at the time of application.

- 2 A sibling is 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.
- 3 The designated ecclesiastical parishes are Capel and Ockley and Coldharbour. Maps showing the boundaries of the designated ecclesiastical parishes are available to view on the school website, www.sbinfant.uk or at the school office.
- 4 Reference to parents means a natural, adoptive, step or foster parent or other legal guardian.
- 5 Regular is defined as attending at least once a month at a service given by the Church for a period of at least six months prior to application.

This Admissions Policy complies with the DfE School Admissions Code



SCOTT-BROADWOOD C of E (Aided) INFANT SCHOOL

SUPPLEMENTARY INFORMATION FORM

For Applications Under 4.1, 4.2, 5.1 or 5.2 only

The Governors of Scott-Broadwood C of E (Aided) Infant School give a priority to admitting **children** who are, or who have a **parent** who is a **regular** attendee of a Church of England Church in the ecclesiastical parishes of Capel and Ockley and Coldharbour or to those children who are, or who have a parent who is a regular attendee of other Christian Churches

Regular is defined as attending at least once a month at a service given by the Church for a period of at least six months prior to application.

Parents are asked to make an appointment with their priest or minister to enable this form to be completed.

FOR CLERGY USE:

I confirm that: (name of child)

I confirm that: (name(s) of parent(s)/guardian(s))
.....

Regularly worships at: (name of Church)

..... (address of Church)

.....

Signed: Date:

Name (in capitals)

Church Stamp:

IT IS THE RESPONSIBILITY OF THE PARENT TO RETURN THIS FORM TO THE SCHOOL OFFICE BY THE CLOSING DATE.