

**St Bartholomew's C of E Primary School**  
**Policy for Admissions in the Academic Year 2020-21**



**Introduction**

St. Bartholomew's Church of England (Aided) Primary School aims to be inclusive and serve its local community by providing education of the highest quality within the context of Christian belief and practice. We warmly welcome applications for admission to our school and look forward to developing a positive partnership with all parents and guardians to the benefit of the children.

Applications for entry are co-ordinated by Surrey County Council but as a Church of England Voluntary Aided School, St Bartholomew's is its own Admissions Authority and places will be offered by the Governing Body in accordance with this policy.

In addition, as a Church of England school we ask all families to respect and fully support the Christian ethos of the school and appropriate policies whether they are of Christian faith, other faith or no faith. Children at our school will attend worship at the local parish church on a regular basis. By applying for a place you are confirming that you acknowledge the religious character of the school.

Our main admission point is to year R (Reception), to which children are admitted in the September of the academic year in which they become five years of age. Applications may, however, be made at any time in the year via Surrey County Council and will be considered in accordance with this policy, subject to the availability of places.

Parents who are unsuccessful in one year are free to re-apply in subsequent years. The onus is on the parent or carer to apply for subsequent years, not on the school to check continuing interest.

We carefully monitor our admissions policy and procedures to ensure there is no discrimination on the grounds of gender, race, colour, national/ethnic origin or disability.

**Application forms**

For further details of the application process and to view the on-line application form, please visit [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)

Please note that, as a Voluntary Aided Church of England school, we require all parents who wish to apply on the basis of regular worship to complete our Supplementary Information Form (SIF) in addition to the Surrey Common Application Form.

The Supplementary Information Form is available to download from our website or in hard copy from our school office and **MUST** be fully completed (with any necessary

supporting endorsement or documentation) and returned to the school at the time of application.

Members of staff applying for priority under criterion 5 below also need to complete a separate Supplementary Information Form which is available from the school office and must be endorsed by the Headteacher.

**If the Supplementary Information Form is not returned with the necessary supporting documentation at the time of application the application will only be considered against the information provided on the local authority's Common Application Form and no priority according to criteria 4 and 5 will be considered.**

### **Admission Number:**

Our Published Admission Number (PAN) for the school is currently **60** to be admitted at the age of 4+ (i.e.: Year R). Over subscription criteria will apply if applications in any one year exceed this number.

### **Children with an Education Health and Care Plan**

A child with an Education Health and Care Plan that names the school, will be admitted without reference to other criteria.

### **Deferring a place**

Parents who are offered a place for their child in Year R and whose child is below compulsory school age may elect to defer their child's entry until later in the same school year although we strongly advise parents **NOT** to do this. Parents must make a formal request for a deferred admission in writing and then the deferred place will be held for that child and will not be offered to another child. Entry cannot however, be deferred beyond the beginning of the term after the child's 5th birthday, nor beyond the beginning of the final term in the academic year (Year R) for which the original application was accepted.

Parents can elect that their child takes up the place part-time until the child reaches compulsory school age.

### **Requests for admission out of year group**

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made based on the circumstances of each case and what is in the best interests of the child concerned.

- Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for

their child's chronological age. If, in liaison with the headteacher, the governors agree for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.

- Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the headteacher, the governors agree for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort.

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide any evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

### **Over Subscription**

Application closing dates and notification of successful applications are specified on an annual basis in accordance with the Government's School Admissions Code and Surrey's Coordinated Admissions Scheme. If the number of applicants for admission to the school is below the limit described above we will offer a place to every child who has applied for one, without condition or the use of any criteria.

If the number of applicants for admission to the school exceeds the limits described above, the Governors will bring into effect this Admission Policy which gives priority to categories detailed below in the following order:

### **Admission 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 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, a 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 an exceptional social or medical need which means that they MUST attend this school (see note 5 below)
3. Siblings: i.e. a child who at the time of admission will have a sibling at the school (see note 1 below).

4. Children whose parent(s) regularly worship at St. Bartholomew's and/or St Christopher's Churches in Haslemere (see note 3 below).
5. Children of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made (see note 6 below).
6. Other children whose parents wish them to receive a church school education.

### **Waiting List**

For entry to Year R, if the school is oversubscribed the school will maintain a waiting list for one academic year ranked according to the admissions criteria set out in this policy. As soon as a place becomes available, it will be filled from the waiting list. The list will lapse at the end of the year.

Informal lists are maintained for other years on a similar basis. Please note that if you wish to remain on any waiting list after the end of the academic year the onus is on you to re-apply to be placed on the new list and not on the school to contact you.

### **Appeals**

If a child is not offered a place, parents may appeal to an independent Appeal Panel against the decision. Our appeals are administered through Surrey County Council and the appeal timetable is available on our website. Details of this procedure will be supplied by the school office on request.

### **Notes**

#### **Note 1: Sibling**

The definition of sibling for this purpose is a brother or sister, half-brother or half-sister, step-brother or step-sister or adoptive brother or sister or foster children, living with the family at the same address.

#### **Note 2: Parent**

The definition of parent is any person, who has parental responsibility or care of the child, ie: a natural, adoptive, step or foster parent or other legal guardian.

### **Note 3: Regular Worship**

Regular worship is defined as worshipping at one of the Churches named in criterion 4 above at least once a month for at least a year preceding the date of application. Applications for priority admission under this criterion should be supported by the Rector, or the nominated deputy when the rector is absent for any length of time, completing and signing the Supplementary Information Form to confirm regular worship at Church. It is sufficient for just one parent to worship.

### **Note 4: Tie break methodology**

If the full number of applications in a particular category cannot be accommodated, the Governing Body shall decide on a priority based on distance in a straight line from the address point of the pupils' home, taking the address applying at the closing date for application and as set by Ordinance Survey, to the school gate used by pupils and measured using Surrey County Council's Geographical Information System.

For buildings where there are multiple addresses with only one address point or where two or more applicants to the school would have the same distance measurement, priority will be decided by way of a lottery. In cases where a child's parents have separated and the child has two addresses, the address provided for this purpose must be that where the child normally lives or lives for the majority of a term-time week.

Where the children concerned are of a multiple birth (twins, triplets etc), and one place can be offered, the school will make every effort to include the children of the multiple birth up to 3 children and subject to the necessary resources being available.

### **Note 5: Exceptional social or medical needs**

Occasionally there may be a very small number of children for whom exceptional circumstances will apply which will warrant a placement at the school. If you are applying on the basis of your child having an exceptional social or medical need which means that they MUST go to St Bartholomew's you MUST put this on the application form when applying to the LA and enclose the relevant evidence to support your claim.

Evidence from a consultant doctor will be required for medical cases.

Documentary evidence from a Social Worker, the Police or any relevant support services will be required for other sensitive family circumstances. This evidence should set out clearly why St Bartholomew's is the most suitable and why other schools are not appropriate. Governors will consider this information in reaching their decision. Please note that all schools support children with the more common medical conditions such as asthma, nut allergies and stress-related symptoms.

**Note 6: Applications from qualifying members of staff**

This paragraph applies to all staff that have held a contract of employment to work at St Bartholomew's for a qualifying period of two years at the time of application. For normal round applications, this will be measured up to the closing date for applications. In any other case (e.g. waiting list cases) the period will be measured to the date the application is made. There must have been continuous employment throughout this period to qualify. Applicants under this category must also complete a SIF and submit it to the Headteacher for endorsement, following which it should be returned to the Admissions Clerk.

**Note 7: Late applications**

Late applications will be dealt with in accordance with Surrey's co-ordinated admission scheme.

**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.

Note

This policy was subject to full consultation in November/December 2018 and adopted by the full Governing Body as the school's determined admissions arrangements at a meeting on 22 January 2019.