



Admissions Policy

For those seeking admission in the school year September 2016 – August 2017

Introduction:

St Giles is a small Church of England infant school. Its aims are:

- to establish a loving, caring community in which all children can feel secure and happy;
- to ensure that children learn to value Christian attitudes and to develop self-discipline;
- to recognise and provide for the individual needs of each pupil;
- to provide a safe and stimulating environment which will encourage a love for and curiosity about the world;
- to enable every child to become independent in their approach to life;
- to create an understanding of “how to learn”, equipping children to meet the demands of our ever changing society.

St Giles has long been a part of the Ashtead community and our admissions policy aims to reflect the school's desire to welcome children from all parts of the community and our close links with the local Anglican parish of St Giles and St George. As a church school, we welcome applications from other denominations and other faiths. We aim to nurture children in their Christian faith, encourage those of other faiths and challenge those of no faith. We ask all parents applying for a place here to respect this ethos and its importance to the whole school community.

Published Admission Number (PAN)

As a Voluntary Aided School, the Governing Body is responsible for determining admissions arrangements to the school. Having consulted with the Diocese, Local Authority, other admission authorities and other relevant groups, the Governors intend to admit into the Reception class, in September 2016, up to 40 pupils.

Oversubscription Criteria:

Where the number of applications for admission exceeds 40, the Governors will offer places using the following criteria in the order stated until there are no places remaining. :- (see accompanying notes):

- 1 Looked After Children in the care of the Local Authority (LA) ^(b) and previously Looked After Children ^(c)
- 2 Children with medical grounds or other exceptional circumstances ^(d)
- 3 Children where one or more parents ⁽ⁱⁱ⁾ are habitual worshippers ^(iv) at St Giles' Church or St George's Church

- 4 Children whose home address⁽ⁱ⁾ is within the ecclesiastical Parish of Ashtead^(e) and where one or more parents⁽ⁱⁱ⁾ are habitual worshippers^(iv) at other Christian Church(es)
- 5 Siblings⁽ⁱⁱⁱ⁾ of children attending St Giles' C of E Aided School at the date of application
- 6 Children whose home address⁽ⁱ⁾ is within the ecclesiastical Parish of Ashtead^(e)
- 7 Children whose home address⁽ⁱ⁾ is outside the ecclesiastical Parish of Ashtead^(e) and where one or more parents⁽ⁱⁱ⁾ are habitual worshippers^(iv) at Christian Churches other than the Ashtead Parish churches of St Giles and St George
- 8 Children whose home address⁽ⁱ⁾ is outside the ecclesiastical Parish of Ashtead^(e) whose parents⁽ⁱⁱ⁾ wish them to attend this school

Notes:

- (a) See Admissions Process below.
- (b) '*Looked after children*' – children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children's Act 1989(a), eg fostered or living in a children's home, at the time an application for a school is made. A letter from the Children's Services Department confirming the child's status must be submitted at the time of application.
- (c) '*previously Looked after children*' - children who have left care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002), a child arrangement order (in accordance with Section 8 of the Children Act 1989 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.
- (d) '*Medical grounds or other 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 the preferred 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.
- (e) A map showing the ecclesiastical map of Ashtead can be obtained from the school office or via the school website www.stgiles.surrey.sch.uk, on the Our Admissions page.

Definitions:

- (i) '**Home address**' – the child's permanent address, or in cases of formal equal shared custody, it will be up to the parents to agree which address to use. In other cases it is where the child spends most of the time.
- (ii) '**Parent**' – a natural, adoptive, step or foster parent or other legal guardian.
- (iii) '**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.
- (iv) '**Habitual worshippers**' – defined as one or more parents⁽ⁱⁱ⁾ having attended at least once a month at a Sunday or mid-week service for the 6 months prior to the date of this application. Families who have moved into the area recently and who wish to be considered under criterion 3, 4 or 7 must provide evidence of the same pattern of worship from their previous church.

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 address that will apply will be the one the child resides at the closing date of application, unless a change of address for good reason has been accepted by the home Local Authority.

The distance is measured by a straight line from the address point of the pupil's house as set by Ordnance Survey, to the nearest school gate available for pupils to use. This is calculated using the Admission and Transport Team's Geographical Information System. If there are multiple addresses with only one address point i.e. where two or more applicants are measured at the same distance from the school, priority will be given by lottery.

Special Educational Needs:

Children with a statement of Special Educational Needs or Education and Health Care Plan naming the school are admitted to St Giles' C of E (A) Infant School regardless of the priorities above. They are admitted under a separate procedure.

Applications for Reception Places in September 2016

All children whose date of birth falls between 1 September 2011 and 31 August 2012 will be eligible to apply for a full time place in Reception at St Giles for September 2016. Parents may defer their child's entry to reception until later in that school year, but not beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term in the academic year for which the original application was accepted. A child may also start part-time if parents so wish, but only until statutory school age is reached. Please discuss this with the Headteacher.

Out of Chronological Age Group

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 supporting documentary evidence. 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.

Admissions Process:

Applications for Reception places must be made in accordance with the Surrey County Council Admissions guidelines (available at surreycc.gov.uk/Admissions) using the Common Application Form (CAF). This can be completed online via the Surrey County Council website, as above or on a paper form available from Surrey County Council by emailing schoolbooklets@surreycc.gov.uk or telephoning 0300 200 1015.

In addition, applicants applying under criteria 3, 4, and 7 must complete the St Giles' C of E Infant School's Supplementary Information Form (SIF) in order for the correct admissions



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criteria to be applied. This is available from the school office or can be downloaded from the school website (www.stgiles.surrey.sch.uk). This must be returned directly to the school, fully completed, before the closing date for applications i.e. 15th January 2016. Applications received without the completed school's Supplementary Information Form may be ranked under a lower criterion.

Late Applications:

It is important that applications, including the school's Supplementary Information Form, are returned by the published closing date of 15th January 2016. Applications received after the closing date will only be considered after places have been offered to those applicants who met the closing date.

In Year Admissions:

Applications for places which may become available during the academic year, or for places in year groups other than Reception, should be made directly to the school. Please contact the school office for further information on the application process on 01372 272017.

Multiple Births (or siblings within the same year group applying for the same school)

If it is possible having applied the oversubscription criteria to offer a place at this school to one child and not the other/s, then the other multiple birth sibling/s will be offered a place even if the admissions total of 40 has already been reached.

Waiting List:

The school operates a waiting list for places which may become available during the year. Places on the waiting list are allocated strictly in accordance with the oversubscription criteria as detailed above and are not offered on the basis of time on the waiting list.

The onus is on parents/carers to request for their child to be placed on the waiting list, which is held for one year only and expires on the 31st July each year. If a vacancy occurs all applicants on the waiting list are assessed in accordance with the school's published admissions criteria. If a parent/carer wishes their child to be considered for a place after one year, they should re-apply to the school.

Appeals

Applicants who are unsuccessful in being offered a place have the right to appeal to an Independent Appeal Panel. For further information on the appeals process applicants should contact the school office on 01372 272017.

Withdrawal of Offers

The Governors reserve the right to withdraw the offer of a place should any details of the application be subsequently found to be incorrect or deliberately misleading and which has effectively denied a place to another child. Please note that when accepting a place, you may be required to supply a copy of your child's birth certificate and proof of address.

This Policy was determined by the Governing Body on: March 10th 2015

Signed by Head Teacher:

 Chair of Governors:

 Date of next review: ...Autumn 2015.....

