



## **Admissions Policy**

For those seeking admission in the school year September 2026 – August 2027

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### **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. 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 2026, up to 30 pupils.

### **Oversubscription Criteria:**

Where the number of applications for admission exceeds 30, 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<sup>(b)</sup> or previously Looked After Children<sup>(c)</sup> including those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted.
2. Children with medical grounds or other exceptional circumstances.<sup>(d)</sup>
3. Siblings<sup>(iii)</sup> of children attending St Giles' C of E Aided School at the date of application OR who attended St Giles' School within the last 3 years immediately preceding the proposed date of admission.
4. Children whose home address<sup>(i)</sup> is within the ecclesiastical Parish of Ashtead.<sup>(e)</sup>
5. Children whose parents/carers are regular worshippers<sup>(iv)</sup> at St Giles' Church, St George's Church or another Christian Church.

6. Any other parents who wish them to attend St Giles' CofE Infant School.

**Notes:**

(a) See Admissions Process below.

(b) '*Looked after children*' – children who are in the care of a Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children's Act 1989, e.g. fostered or living in a children's home, at the time an application for a school is made 'including those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted'.

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 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 and who left that care through adoption, 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) including those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted.

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 St Giles' 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.

*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 Ashted can be obtained from the school office or via the school website [www.stgiles.surrey.sch.uk](http://www.stgiles.surrey.sch.uk), on the Our Admissions page. (Applicants outside Surrey need to apply to their own Authority).

**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 school week.
- (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) '**Regular worshippers**' – defined as one or more parents<sup>(ii)</sup> having attended church at least once a month at a Sunday or mid-week service for the 6 months immediately prior to the date of this application. Families who have moved into the area recently and who wish to be considered under criterion 5 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 home 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 or where two or more applicants are measured at the same distance from the school, priority will be given by process of an independently supervised lottery.

### **Special Educational Needs:**

St Giles' will admit all children with an Education Health and Care Plan that names the school – this is not an over-subscription criteria.

### **Applications for Reception Places in September 2026:**

All children whose date of birth falls between 1<sup>st</sup> September 2021 and 31<sup>st</sup> August 2022 will be eligible to apply for a full time place in Reception at St Giles' for September 2026. 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.

### **Summer Born Children:**

For children born between 1<sup>st</sup> April and 31<sup>st</sup> August 2022, parents may choose to delay admission to school until the term *after* their child turns five (when statutory school age is reached). A child would normally start school in Year 1 the following year, missing out on Reception altogether. However, a parent may request that their child is admitted to Reception instead, meaning that the child would be educated outside their correct year group. In this instance parents should discuss their wishes with the Head Teacher, stating clearly why they feel admission to a different year group would be appropriate, including supporting documentary evidence if they wish. (Parents applying for their child to enter the school in later years may also choose to seek places outside their child's correct year group, but in all cases this should be discussed with the Head Teacher). Governors will then make a decision as to which year group (YR or Y1) the child should enter in the following year, based on the particular circumstances of the case and in the best interests of the child. The Head Teacher's views will be taken into account and reasons for the decision shared in writing with parents. However, please note that the school cannot 'reserve' a place either in Reception or Year 1 for the following year, when a fresh application must be made.

### **Admissions Process:**

Applications for Reception places must be made in accordance with the Surrey County Council Admissions guidelines available at [www.surreycc.gov.uk/admissions](http://www.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 Schools & Childcare Service on 0300 200 1004.

**In addition, applicants applying under criteria 5 must complete the St Giles' C of E Infant School's Supplementary Information Form (SIF) in order for the correct admissions criterion to be applied.** This is available from the school office or can be downloaded from the school website [www.stgiles.surrey.sch.uk](http://www.stgiles.surrey.sch.uk). This must be returned directly to the school, fully

completed, before the closing date for applications i.e. 15<sup>th</sup> January 2026. 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 15<sup>th</sup> January 2026. Late applications will be dealt with in accordance with Surrey's co-ordinated admissions scheme.

### **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 the last child to be offered a place is from a multiple birth, then the remaining consecutively ranked multiple birth sibling/s will also be offered a place even if the admissions total of 30 has already been reached.

### **Waiting List:**

Unsuccessful applicants will be held on a waiting list until 31<sup>st</sup> December 2026. Should a vacancy arise, the waiting list will be reviewed in strict accordance with our admissions policy and offers will be made accordingly. Priority will not depend on the date on which the child was placed on the waiting list.

For in-year applicants a waiting list will operate which will expire on 31<sup>st</sup> July of the academic year for which entry has been sought. 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.

### **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: 4<sup>th</sup> March 2025

Signed by	Executive Head Teacher:	Mercy Atkins
	Chair of Governors:	Dominic Pioli
	Date of next review:	Autumn 2025

ADMISSIONS POLICY 2026-2027