



*Motivated to learn, empowered to achieve*

## **Ottershaw Christ Church Church of England Infant and Junior Schools**

*Academies in The Good Shepherd Trust*

### **ADMISSION POLICY 2019 - 2020**

#### **Ethos**

As a Church of England school, with close links to the parish of Christ Church, we are committed to providing an education which is distinctively Christian and inclusive in its approach. We welcome children of all faiths and those with no particular faith but we ask all parents applying for a place to accept the Christian ethos on which the school is based.

To prepare them for the next stages of their education and beyond we want all children to be ambitious in their acquisition of knowledge, skills and understanding and be proud of their achievements.

In an ever-changing world, we want our children to develop the resilience to learn, the perseverance to problem solve and the willingness to endeavour to do their best and try new things.

To prepare children for adult life and support their personal well-being and development we will teach our children to be responsible, respectful, trustworthy and honest in their relationships.

We want our children to become compassionate citizens of the world.

As an academy in The Good Shepherd Trust, the Trust is the Admission Authority for the schools and has agreed a Published Admissions Number (PAN) of 60 for the Infant School and 60 for the Junior School with the Local Authority. In addition, the Trust has determined the over-subscription criteria in consultation with the Diocese of Guildford, which will be strictly applied in the order below as soon as the number of applications for either school, exceeds the PAN.

#### **Over-subscription criteria (Infant)**

1. Looked after children and previously looked after children (see note i)
2. Exceptional medical or social (see note ii)
3. Children who will have a sibling at either school at the time of admission
4. Children for whom the school is the closest to their home address
5. Any other children whose parents wish them to attend this Church of England school

#### **Over-subscription criteria (Junior)**

1. Looked after children and previously looked after children (see note i)
2. Exceptional medical or social (see note ii)
3. Children attending Ottershaw Christ Church Church of England Infant School at the time of application
4. Siblings, at the time of admission, not admitted under the third priority above
5. Any other children whose parents wish them to attend this Church of England school

Governors will admit any child with an **Education Health and Care Plan (EHCP)** that names the school. This is not an over-subscription criterion.

## **Application process**

Applications from Surrey residents for Reception or Year 3 for 2019-2020 must be made in accordance with the Surrey County Council (SCC) co-ordinated admissions scheme. Applications should be completed on-line via the SCC website [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions) or if a paper copy is required, please contact SCC on 0300 200 1004 or e-mail or [schoolbooklets@surreycc.gov](mailto:schoolbooklets@surreycc.gov) The forms must be completed and returned directly to the Local Authority by 15th January 2019.

## **For Admission to Reception only**

Children start school in September following their fourth birthday. However, parents have the right to defer entry to the beginning of the term after their child's 5<sup>th</sup> birthday, but not beyond the beginning of the final term in the academic year for which the application is made. A child may also attend part time until compulsory school age is reached.

## **Notes**

- i) **Looked After and previously Looked After Children** - children who are registered as being in the care of the Local Authority or provided with accommodation by that authority in accordance with s.22(1) 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, Child Arrangement Order or Special Guardianship Order. Official confirmation of the child's status must be submitted at the time of application.
- ii) **Exceptional Medical or Social** - a child who has a serious medical condition or if there are sensitive family circumstances which make it **essential** that the child attends this school rather than any other. Appropriate documentary evidence from a Consultant Doctor (a letter from a General Practitioner alone will not suffice) or from the relevant support services must be submitted **at the time of application**, making clear why attendance at this school is essential. Governors will assess such evidence and reserve the right to consult a specialist if necessary.  
N.B. All schools are expected to support children with more common medical conditions such as asthma, nut allergies and stress-related symptoms.

## **Definitions**

### **Sibling -**

- brother or sister with the same parents whether living at the same address or not.
- half brother or sister living as part of the same family unit at the same address, Monday to Friday.
- adopted or fostered brother or sister living as part of the same family unit at the same address, Monday to Friday.
- step brother or sister living as part of the same family unit at the same address, Monday to Friday.

**Parent** - a natural, adoptive, step or foster parent or other legal guardian.

**Home address** - the child's permanent address or where the child lives for the majority of the school week. The address used for the initial allocation of places will be the child's address at the closing date for application.

**Tie Breaker** - if the school is over-subscribed within any criterion, places will be allocated to the child living closest to the school. This is measured using Surrey's Geographical Information System (GIS) in a straight-line distance from the address point of the child's home as set by Ordnance Survey, to the nearest school gate available for pupils to use. Where there are two applicants who live equidistant from the school or multiple addresses with the same address point, priority will be decided by lottery.

**Multiple Births** - if the final place is offered to such a child, the school will admit any other consecutively ranked siblings from the same multiple birth, even though this may exceed the Published Admission Number. However, no further children will be admitted until the number drops below PAN.

**Waiting List** - if there are more applicants than places, the school will hold a waiting list of applicants. The Waiting List will be ranked strictly in accordance with the admission criteria, taking no account of the date

that a child's name was entered on it and will be maintained until the last day of the academic year. Parents wishing their child to be considered for a place thereafter, must complete an in-year application to the school.

**In-Year Applications** - these should be made direct to the school.

**Late Applications** - these will be considered in accordance with the Local Authority's co-ordinated admissions scheme.

**Out of Chronological Age Education** - For children born between 1<sup>st</sup> April 2015 and 31<sup>st</sup> August 2015, parents may request that their child's admission to Reception is delayed until the following year. However, a school cannot guarantee or 'hold open' a place in Reception for the following year's entry, when a fresh application must be made. Parents applying for their child to enter the school in later years may also choose to seek places outside the correct year group, 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 that there is no right of appeal if a place is offered that is not in the parents' preferred age group. For further information about the process, please see [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)

**Right to Appeal** - if your application is unsuccessful, you have the right to appeal to an Independent Appeal Panel. Please contact the school office for details on 01932 873652

**All Applicants to 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.*