



**Bisley C of E (voluntary Aided) Primary School
Hawthorn Way, Bisley, Woking, Surrey GU24 9DF**

Admissions Policy 2018-2019

Ethos

Bisley Church of England Aided Primary School highly values its Christian ethos, its close links with Bisley Church and the Diocese of Guildford. Bisley Church School provides a distinctively Christian yet inclusive environment in which each child is motivated to acquire skills for life, a love of learning and to foster a sense of responsibility for oneself and others. As a church school, we welcome applications from other denominations, other faiths and those of no faith. We aim to nurture children in their Christian faith, encourage those of other faiths and 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.

Children may start full-time in the September of the school year that they become five, although parents have the right for their child to attend part-time until statutory school age is reached, or to defer their child's admission. However this will not be agreed beyond the beginning of the term after the child's 5th birthday, nor beyond the beginning of the final term of the academic year for which the application is made.

For children born between 1st April and 31st August 2014, 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.

Other parents applying for admission at other times may also wish their child to have either an accelerated (be admitted to a year group ahead of their chronological age) or decelerated (be admitted to a year group lower than their chronological age) entry to school.

Parents should discuss any concerns with the Headteacher prior to submitting an application, which should state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this.

Governors will make their decision always acting in the best interests of the child and taking the circumstances of each case into account, particularly 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, when a fresh application will need to be made. 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 more information about education outside a chronological year group process please visit www.surreycc.gov.uk/admissions.

Application Process

To apply for a place at Bisley C of E (VA) Primary School please complete an online application form using this link www.surreycc.gov.uk/admissions or contact Surrey County Council Admissions on 0300 200 1004 (8am-6pm weekdays) for a paper version of the form along with the supplementary form [Supplementary Information Form](#) this form is only to be completed by applicants applying under criterion 5. Residents

applying outside Surrey LA should use the process stated on their LA website. The deadline for applications is 15th January 2018.

As a Voluntary Aided school, the governors are the Admission Authority and have agreed a Published Admission Number (PAN) of 60 with the Local Authority. In addition, they have determined the following admission criteria in consultation with the Diocese of Guildford and the Local Authority, which will be strictly applied in the order below, as soon as the number of applicants exceeds the PAN. If the final place is offered to a multiple birth child, then governors will also offer places to the remaining consecutively ranked multiple birth siblings, even though this will exceed the PAN.

Criteria

1. Looked After Children and previously Looked After Children (see note i)
2. Exceptional Circumstances (see note ii)
3. Siblings of children who will be on roll at Bisley C of E School at the time of admission (see note iii)
4. Children whose home address is within the boundary of the ecclesiastical parish of Bisley and West End (see note iv)
5. Children whose home address is outside the boundary of the Parish of Bisley and West End (see note iv) where at least one parent or child worships regularly (see note v) and is on the church electoral roll in the following order of priority:-
 - a. in the Ecclesiastical Parish of Bisley and West End
 - b. elsewhere, for whom Bisley would be their nearest Church of England School (see note vi) which will be measured using a straight line as measured using the Admissions and Transport Team's Geographical Information System.
6. Children whose parents wish them to attend this church school.

If it is not possible to offer places to all applicants in a particular category, places will be offered to children within the category whose home address is nearest the school (see note vi) Tie-breaker)

Late Applications – these will be considered in accordance with Surrey's co-ordinated admissions scheme.

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

Education Health and Care Plan - Bisley will automatically admit a child with an Education Health and Care Plan that names the school.

Notes

- i) **Looked After and previously Looked After Child** – a child who is in the care of the Local Authority or provided with accommodation by that authority; and a child who was previously in the care of the Local Authority or provided with accommodation by a Local Authority and who is now adopted or subject of a Child Arrangement Order or a Special Guardianship Order. Official confirmation of the child's status will be required from the LA at the time of application in all cases.
- ii) **Exceptional Circumstances** - a child who has a serious medical condition or there are sensitive family circumstances which make it **essential** that the child attends Bisley Church of England Primary school, rather than any other. Appropriate documentary evidence from a Consultant Doctor or from the relevant support services e.g. Social 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.
NB. All schools support children with the more common medical conditions such as asthma, nut allergies and stress-related symptoms'.
- iii) **Siblings** – a brother/sister, half-brother/sister, step-brother/sister or adoptive brother/sister or foster children, living in the family unit at the same address in each case.

- iv) The map of the ecclesiastical parish of Bisley can be viewed www.bisley.surrey.sch.uk also at <http://www.achurchnearyou.com/parishfinder.php?gu24+9df> or the school office.
- v) **Regular worshipper** is defined as at least one parent and/or child worshipping at St John the Baptist, Bisley, Holy Trinity, West End or another C of E Church at least once a month over a period of at least one year preceding the date of application. If you have recently moved into the area, regular attendance at your previous Church of England church will be taken into consideration. Please contact the school to request an additional copy of this form.
- vi) **Tie-breaker** – If it is not possible to offer places to all applicants in a particular category, places will be offered to children within the category whose home address is nearest the school. Measurements are by straight line distance using Surrey Admissions and Transport Geographical Information System - <https://www.surreycc.gov.uk/schools-and-learning/schools/school-admissions/about-find-a-school/find-a-school> from the child's address point, (or in cases of shared custody, where he/she lives for the majority of the school week), as set by Ordnance Survey, to the nearest school gate available for pupils to use. For buildings where there are multiple addresses with only one address point or where two or more applicants to the same school would have the same distance measurement, priority will be decided by way of lottery.
- vii) **Home address** – the child's permanent address or in cases of shared custody, where s/he lives for the majority of the school week.
- viii) **Parent** – a natural, adoptive, step or foster parent or other legal guardian.
- ix) **Waiting List** It is the policy of the school to maintain a waiting list for all year groups. Parents must request that their child is put on the list. Vacancies will be filled from the waiting list in according to the admission policy criteria. The waiting list will be maintained until the end of the Summer Term in the academic year for which entry has been sought. Thereafter if parents still wish their child to be considered for a place at the school, they should complete an In-Year Application form.
- x) **Right to Appeal** – if your application is unsuccessful, you have a right of appeal to an Independent Appeal Panel. Please contact the school office for details of the process.
- xi) **All applicants 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.

