



## **ADMISSIONS POLICY**

### **for admissions in the school year beginning in September 2017**

The Governing Body is the admissions authority of this Aided School. It is the Governors' intention that the school should, in serving the local community, be inclusive in its nature.

The ethos of this school is Christian but inclusive, as set out in more detail in our prospectus. We ask **all** parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

Children are required to start school in the school year which includes their fifth birthday. It is our normal practice to admit children at the beginning of that school year, but parents may request deferral of entry to the beginning of the term following their child's fifth birthday except in the case of a child whose birthday falls in the Summer term where entry may not be deferred beyond the beginning of that term. However, to avoid the potential for social and educational disadvantage, we strongly commend our uniform September entry. The expectation is that children will attend full-time from the outset, but parents may also request that their child takes up the place part-time until he or she reaches compulsory school age.

St Martin's C of E Aided Infant School Published Admission Number (PAN) for 2017/18 will be 90.

Under the Education Acts and in accordance with the Government's Admissions Code of Practice, the Governors will admit children with statements of special educational needs or Education Health and Care Plans which name the school.

Children will then be offered places in accordance with the following criteria, taken in order.

1. Looked after and previously looked after children:- Children who are registered as being 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(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and 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(a) and who have left that care through adoption, a child arrangement order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).
2. Children who have an exceptional medical condition meaning, as determined by a consultant, that St Martin's Infant School is the only one in the area suitable for the child. A supporting letter from the consultant must be provided with the application. (The Governors reserve the right to have confirmation from their own or a Local Authority medical specialist when considering such an application).
3. Children who, at the proposed date of admission, will have siblings on roll either at the school or at St Martin's C of E Junior School (which is the "attached/linked school" to be Federated from September 2016, for the purposes of completing Surrey's Common Application Form).
4. Children either living in one of the three C of E parishes (St Martin, Christ Church and St Barnabas) which form the Epsom Group Ministry or (in which case, the School's supplementary information form should be completed) who have at least one parent on the current Church Electoral Roll of one of those parishes.
5. Any other children whose parents wish then to attend this Church of England school.

The following notes form part of the admission policy.

- a. For the removal of doubt, a child's attendance at the independently-run St Martin's Pre-School or involvement in activities at the St Martin's Sure Start Children's Centre is not and never has been a factor in determining priority for admission to the Infant School.
- b. The School's supplementary information form can be obtained from the School or the local authority, or can be found on either of their web sites. Failure to submit the form as required for an application under the fourth numbered criterion above may result in the application being considered under a lower ranking criterion.
- c. The home address is the child's permanent address or, in cases of shared custody, where he or she lives for the majority of the school week.
- d. A parent is a natural, adoptive, step or foster parent or other legal guardian.
- e. A sibling is a brother/sister, half-brother/half-sister, step-brother/step-sister, adopted brother/adopted sister or foster children, living in the family unit at the same address in each case.
- f. Priority for places will, when necessary, be determined within any of the above criteria in order of proximity to the school. The home-school distance is measured in a straight line from the address point at the pupil's home, as set by Ordnance Survey, to the School's pedestrian entrance on Worple Road. This is calculated using the Surrey Admission and Transport Team's Geographical Information System. Where it is necessary to distinguish between addresses that have the same address point or that are measured as equidistant from the school, priority will be allocated by random selection (drawing of lots).
- g. The school will not admit over PAN, except for multiple births. In the case of multiple births, where children have equal priority for a place, the school will exceptionally go over PAN to accommodate a child or children from the same multiple birth. The school will revert to PAN at the earliest opportunity.
- h. A map of parish boundaries is available on the school website. Further advice on parish boundaries – and on the extent to which parents within the various specified areas have been successful in securing places in the past – is available from the School Office.
- i. Late applications (i.e. those received after the published closing date but before places have been allocated) will be considered in accordance with Surrey's coordinated admission scheme, with the possibility that they are given a lower priority than applications that were made in time. A late application received after places have been allocated by Surrey will be placed on the waiting list and prioritised according to the school's admissions criteria for the year.
- j. The Governors reserve the right to withdraw the offer of a place where a parent has made a fraudulent or intentionally misleading application that has effectively denied a place to another child.
- k. A waiting list is kept for those who do not receive a place in the main admissions round. If you would like your child's name put on our waiting list, **you will need to inform the School Office as soon as possible.**
- l. Any in-year application for a place (i.e. those made outside the main admissions round) should be made direct to the School Office. If a place is not immediately available, the child's name will be added to the waiting list.
- m. As and when places become available, they will be offered to those on the waiting list according to the school's admissions criteria for the year. The school will maintain the list until the end of the admissions year, **after which any parents wishing their children's names to be placed on a waiting list for the new year need to reapply for inclusion.**
- n. Any parent wishing to appeal against non-admission under these criteria should write to the Chair of the Governing Body at St Martin's Infant School, Worple Road, Epsom, Surrey KT18 7AA.

### **Out of Chronological Year Group Education**

Applicants for a small number of summer born children may feel it would be appropriate if their child's admission to Reception was delayed until the following year, meaning that if a place could be offered, the child would be educated outside their chronological (correct) age group. 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 Headteacher in the first instance. Applicants must 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 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 and parents must make a fresh application the following year. Please also note that there is no right of appeal if a place is offered that is not in the parents' preferred age group. 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)