



St Martin's Cof E Aided Junior School, Epsom

ADMISSIONS POLICY

for admissions from September 2017 to August 2018

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 will be admitted to the school in the September after their 7th birthday. Applicants may choose to seek places outside of their child's chronological year group. Decisions will be made on the basis of the circumstances of each case. 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. More information on educating children out of their chronological year group is available at www.surreycc.gov.uk/admissions.

St Martin's CofE Aided Junior School Published Admission Number (PAN) for 2017/18 will be **90**.

Under the Education Acts and in accordance with the Government's SEN Code of Practice, the Governors will admit children with statement or Educational Health and Care Plan which names the school and then offer places in the following order.

1. Looked after and previously looked after children.

ie; those who are registered as being in the care of or accommodated 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 the school is made; and children who have **left care** through adoption (in accordance with Section 46 of the Adoption and Children Act 2002), a child arrangements 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). A letter from the Children's Services Department confirming the child's status must be submitted at the time of application.

2. Children who have an exceptional medical condition meaning, as determined by a consultant, that **St Martin's CofE Aided Junior 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 at St Martin's CofE Aided Infant School or who, at the proposed date of admission, will have siblings on roll either at the Junior school or St Martin's CofE Aided Infant School.

4. Children either:

a) living in one of the three CofE Parishes (St Martin, Christ Church and St. Barnabas) which form the Epsom Group Ministry (the boundaries of these can be viewed on the school web site) or

b) who have at least one parent on the current Church Electoral Roll of one of these parishes (in which case, the School's Supplementary Information Form should be completed)

5. Children living within the CofE parish of Ashted. (the boundaries of these can be viewed on the school web site)

6. Children who do not qualify under any of the above headings.

The following notes form part of the admission policy.

a. The School's Supplementary Information Form is only required for an application under criterion 4b. It can be obtained from the school or the local authority, or can be found on either website. If applying under this criterion the parent must complete the Form, get it signed by the Minister, and submit it to the School Office. Failure to submit the form as required may result in the application being considered under a lower ranking criterion.

b. 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.

c. A parent is a natural, adoptive, step or foster parent or other legal guardian.

d. 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.

When the final place is to be offered to a child from a multiple birth, the remaining consecutively-ranked siblings will also be offered places, even though this will exceed the PAN. However, no further places will be offered until/unless the number drops back to below PAN.

e. 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 nearest school gate available for pupils to use. This is calculated using the Surrey Admission and Transport Team's Geographical Information System.

f. Where it is necessary to distinguish between addresses that are measured as equidistant from the school or which have the same address point, priority will be allocated by lottery.

g. 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 school.

h. 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. After the initial allocation of places, on time and late applications will be considered equally on the school's waiting list.

- i. In-year applications should be made direct to the school.
- 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 will be kept until 31st December 2017 for those who either do not receive a place in the main admissions round or are applying outside those arrangements. If you would like your child's name put on our waiting list, you need to inform the School Office as soon as possible and will be asked to complete Surrey's application form. Children on the waiting list will be ranked in accordance with the admission criteria as set out above.
- l. Any parent wishing to appeal against non-admission under these criteria should contact The Chair of Governors at St Martin's CofE Aided Junior School (email info@stmartins-junior.surrey.sch.uk or telephone 01372 721996)