

All Saints Church of England Voluntary Aided Infant School

Love to Learn and Learn to Love

Tilford Road, Tilford, Farnham, Surrey GU10 2DA 01252 792491

www.allsaintsschool-tilford.surrey.sch.uk

Headteacher: Mrs Sara Bedford

Admissions Policy 2018 – 2019

Ethos

All Saints Church of England Aided Infant School highly values its Christian ethos, its close links with All Saints Church and the Diocese of Guildford. All Saints aims to provide a happy, family atmosphere in a Christian community which delights in learning in a safe, stimulating environment, enabling all to learn in their own way, reach their full potential, show care and respect for others and develop a strong self-esteem for the future.

As a church school, we welcome applications from other denominations and other faiths as well as applicants of no particular faith. We aim to nurture children in their Christian faith and encourage those of other faiths and those of no particular faith. We ask all parents applying for a place here to respect this ethos and its importance to the whole school community.

Parents have a legal right to access full time education for their child from the start of September. However, we believe a gradual induction gives every child the best possible start to their time at school. We encourage full time schooling after the settling in period although a child may attend part-time until compulsory school age is reached. Parents may also defer entry to Reception until later in the school year, but not beyond the beginning of the term after the child's 5th birthday, nor beyond the beginning of the final term in the academic year for which the offer is made.

As a Voluntary Aided school, the governors are the Admission Authority and have agreed a Published Admission Number (PAN) of 30 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.

Criteria

1. Looked After Children and previously Looked After Children (**see note i**)
2. Exceptional Circumstances (**see note ii**)
3. Children who will have a sibling on roll at All Saints at the time of their admission or children who, at the time of their admission to All Saints, have a sibling who has attended All Saints School and is or will be on the roll at **Waverley Abbey Junior School or South Farnham School** (**see note iii**).
4. Children living within the boundaries of the ecclesiastical Parish of Tilford, the hamlets of Rushmoor and Pitch Place (**see note iv**).
5. Children and parent(s) who are regular worshippers at a Christian church (**see note v**) – **The Supplementary Information Form must be completed under this criterion** (**see note vi**).
6. Children of staff (**see note vii**) – **The Supplementary Information Form must be completed under this criterion** (**see note vi**).
7. Children living within the designated parts of Seale and the Sands, south of the A31. The exact roads can be seen on the school website. (**see note iv**)
8. Any other child whose parents want them to attend this Church of England school.

Applications for September 2018

Surrey applicants can apply on-line via the Surrey website www.surreycc.gov.uk or by completing an application form available from Surrey County Council. Out of county applicants should apply via their home Local Authority. Forms must be completed and returned by 15th January 2018 (as instructed by SCC). For applications under criteria 5 and 6 a Supplementary Information Form (SIF) must be completed and returned to the school by the closing date. The address supplied at the date of application will be the address used to rank applications. Late applications will be considered in accordance with Surrey's Coordinated Admission Scheme.

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

In-Year Applications – these should be made via Surrey County Council using form IYA-SCCMA.

Special Educational Needs – All Saints will automatically admit a child with an Education Health and Care Plan that names the school. This is not an over-subscription criterion.

Out of chronological year group requests

For a small number of summer born children, 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 (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 chronological year groups, 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, if they wish, submit what supporting documentary evidence they 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 however, that the school cannot guarantee or 'hold open' a Reception place for the following year's entry, when a fresh application must 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 or for the application process, please see www.surreycc.gov.uk/admissions

Notes

- i) **Looked After Children and Previously Looked After Children** - a child who is in the care of the Local Authority or provided with accommodation by that authority in accordance with s.22 of the Children Act 1989 or a child who was 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. A letter from the Children's Services Department confirming the child's status must be submitted at the time of application.
- ii) **Exceptional Circumstances** – a child who has a serious medical condition, or if there are sensitive family circumstances which make it *essential* that the child attends All Saints School 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**, making clear why attendance at this school is essential. Governors will assess such evidence and reserve the right to consult a specialist if required.
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) **Map** - The map of the roads included in criteria 4 and 7 can be viewed via our website.
- v) **Regular worshipper** is defined as at least one parent and the child worshipping at a Christian church which is a member of Churches Together in Britain and Ireland or of The Evangelical Alliance at least twice a month over a period of at least one year preceding the date of application.
- vi) **Supplementary Information Form (SIF)** – this form is available from the school office, on our website or from Surrey CC. It must be completed by the applicant and then returned by the parent to All Saints School. **If this form is not submitted at the time of application**, your application may be ranked in a lower criterion. If applying under criterion 5, the form must be endorsed by the vicar/minister of the church you attend.

- vii) **Staff** must be on the payroll and have been employed at the school for two years or more or who meet a skills shortage. For normal round admissions the date that will be used to assess the length of time that a member of staff has been employed will be the closing date for applications. For in year applications the date that will initially be used will be the date the application is made. Should the child be placed on the waiting list, their position will be updated according to eligibility each time a place becomes available i.e. if the staff member did not fulfil the two year criterion at the time of application. Staff must apply as all other applicants and also **complete the Supplementary Information Form**.
- viii) **Tie-breaker** – where there is over-subscription in any criterion, places will be allocated to children living closest to the school. Home to school distance will be measured using the Admission and Transport Team's Geographical Information System - by a straight line 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 multiple addresses with only one address point, or where applicants are measured equidistant from the school, priority will be decided by lottery.
- ix) **Home address** – the child's permanent address or in cases of shared custody, where s/he lives for the majority of the school week. In the case of formal equal shared custody, it will be up to the parents/carers to agree which address to use.
- x) **Parent** – a natural, adoptive, step or foster parent or other legal guardian.
- xi) **Waiting List** – Children will be placed on the Reception Class waiting list once a parent makes such a request following the allocation of places each April. These children will remain on the waiting list until the end of the following academic year. The waiting list will be administered strictly in accordance with the above criteria, taking no account of the length of time that a child has spent on the list. Parents who wish to place their child's name on the waiting list during the academic year should make an in-year application via Surrey County Council using form IYA-SCCCMA. Waiting lists for in year applicants will also be cleared at the end of each academic year. Parents wishing their child to remain on a waiting list will need to re-apply (in-year) to the school at the beginning of each new academic year.
- xii) **Multiple births** – If one child of a twin, triplet or other multiple births is offered a place at the school the other children of the multiple birth can only be offered a place if the total number of pupils would not exceed our PAN of 30 due to restricted accommodation. The decision will be determined by the consecutive rankings of the siblings.
- xiii) **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.
- xiv) **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.