

## **Chilworth Church of England (Aided) Infant School Admissions Policy for September 2018 entry to school**

Chilworth Church of England Infant School is a Voluntary Aided School, and is its own Admission Authority. The school aims to serve its community by providing education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers all its pupils. Governors ask that in choosing the school, parents will support this. Parents considering Chilworth Church of England Infant School for their child are warmly invited to contact the school to arrange a visit and speak to the Headteacher, although this forms no part of the admissions arrangements.

Our published admissions number is 30. Our school policy, in line with Surrey Local Authority, is to admit four year olds into school in the September following their 4th birthday. However, parents have the right to defer entry to later in the school year, but not beyond the beginning of the term after their child's 5th birthday, nor beyond the beginning of the final term in the academic year for which the offer is made. A child may also attend part-time until compulsory school age is reached. What is most appropriate for individual children should be discussed with the Headteacher.

For children born between 1<sup>st</sup> April 2014 and 31<sup>st</sup> 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. 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 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 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 further information about the process, please see [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)

The application process will begin with the distribution of admissions information early in September 2017. This will be available in all Surrey primary schools and also through the Surrey Schools and Childcare Service, which answers general admission enquiries. The telephone number for the Surrey Schools and Childcare Service is 0300 200 1004. This information will also be available on the Surrey County Council website [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions) Parents have the choice of applying for a school either on-line or on the paper form. The closing date for all applications (either on-line or on paper) will be 15th January, 2018 (the national closing date).

Applicants wishing to show membership of a Christian church must complete, in conjunction with their Minister, the Supplementary Information Form 3. Failure to submit this completed form may mean the application will fall into a lower admissions criteria category. All Supplementary Information Forms should be returned to the school by 15th January, 2018 at the latest.

Changes of ranked preference and late applications received after the closing date will only be considered by the school once all applications received by the closing date have been dealt with.

Chilworth School operates an equal preference system and considers all applications equally against its admissions criteria.

### **Education Health and Care Plan**

Children with an Education Health and Care Plan whose parents name our school, will be allocated a place (Section 324 of the Education Act 1996) Official confirmation of the child's status will be required from the LA at the time of application in all cases.

### **Over-Subscription**

In the event of over-subscription the Governing Body has adopted the following prioritised **criteria** in order to allocate places for prospective pupils:

(For definition of terms used see Definitions below)

1. Looked After Children and Previously Looked After Children. (See Definition of Terms (a))
2. Medical Grounds and other Exceptional Circumstances. (See Definitions of Terms (b))
3. Children who have a sibling either attending the school at the time of admission, or who will have left the school not more than 15 months prior to the time of admission, in which case parents *must* complete Supplementary Information Form 1.
4. Children of full time, or part time paid members of staff who are employed at the school at the time of closing date for applications, and who have been so employed for two or more years by the school at the closing date for applications, or staff who have been employed to meet a skills shortage. Staff members *must* complete Supplementary Information Form 2.
5. Children of parent(s) who reside **inside** the ecclesiastical (church) Parishes of Chilworth or Albury, or the ecclesiastical District of Blackheath (see Note 2). If this category is oversubscribed, priority will be given to children of parent(s) who show membership (see Definitions of Terms (f)) of a Christian Church, in which case parent(s) *must* complete Supplementary Information Form 3 if they wish to be considered in this category.
6. Children of parent(s) who reside **outside** the ecclesiastical (church) Parishes of Chilworth or Albury, or the ecclesiastical District of Blackheath (see Note 2). If this category is oversubscribed, then priority will be given to children of parent(s) who show membership (see Definitions of Terms (f)) of a Christian church, in which case parent(s) *must* complete Supplementary Information Form 3 if they wish to be considered in this category.

**In Year Applications:** Applications for places in Years 1 and 2, or for Reception made after the main round of applications, will be considered by the Governors using the above criteria and/or any special circumstances put forward at the time of application. A Surrey in year application form (*Centrally Managed Application for in Year Admission to School*) must be completed. However, the form **must be returned directly to the Admissions Team, Quadrant Court, 35 Guildford Road, Woking GU22 7QQ.**

**Multiple Births:** If the final place to be offered is to a child from a multiple birth, then the remaining multiple birth siblings will also be offered places, even though this will exceed the PAN. However, no further places will be offered until/unless the PAN drops back to 30.

**Waiting List:** A Waiting List is automatically held when the school is oversubscribed and will be maintained for the one academic year. Children are ranked in priority order against the school's published oversubscription criteria. Priority will not depend on the date that the child entered the waiting list.

**Withdrawal of offers:** The Governors reserve the right to withdraw the offer of a place where the parent has made a fraudulent or intentionally misleading application which effectively denied a place to another child.

**Blackheath:** Parents should be aware that the village of Blackheath is included in the Admission Policies of both Chilworth, and Wonerish and Shamley Green Church of England Schools.

### **Appeals and Contact details for Appeals:**

Parents who have not been allocated a place for their child have the right to appeal against the Governors' decision to an independent appeal panel. Information on the procedure is available from the school. A Timetable for Appeals will be available on the school website.

### **Notes:**

1. It is important that any applications falling within categories 1 and 2 above are indicated accordingly on the Surrey preference form at the time of application and supporting written evidence is attached.
2. The parishes of Chilworth and Albury are both part of the United Benefice of Shere, Albury and Chilworth, and the District of Blackheath is part of the Parish of Womersley with Blackheath. Maps outlining these areas are held by the school and may be consulted if required. [www.achurchnearyou.com/parishfinder](http://www.achurchnearyou.com/parishfinder)
3. If the school is over-subscribed in any category or sub-category places will be offered according to the shortest distance, measured in a straight line from the address point of the pupil's home, as set by Ordnance Survey, to the nearest school gate available for pupils to use. The 'address' is defined by 'the address at the closing date for applications'. The distance is calculated using the Admission and Transport Team's Geographical Information System. For buildings where there are multiple addresses with only one address point, or where two or more applicants would have the same distance measurement, a name will be drawn by way of a supervised lottery.

### **Definition of Terms used:**

a) **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 Section 22 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. A letter from the Children's Services Department confirming the child's status *must* be submitted at the time of application.

b) **Medical Grounds and other Exceptional Circumstances:** a child who has a serious medical, physical or psychological 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 or from the relevant support services must be submitted *at the time of application*. Governors will assess such evidence and may consult medical advisors/specialist if required. It should be noted that:

- A letter from a General Practitioner will not be deemed sufficient medical evidence
- All schools support children with the more common medical conditions such as asthma, nut allergies and stress-related symptoms.

c) **'Parent':** a natural, adoptive, step or foster parent or other legal guardian.

d) **'Sibling':** will be considered to be a brother/sister, a half-brother/half-sister; a step-brother/step-sister or adoptive brother/adoptive sister or foster sibling, living in the family unit at the same address.

e) **'Home address':** the child's permanent address, or in cases of shared custody, where he/she lives for the majority of the school week.

f) **'Membership of a Christian church':** those parent(s) who worship at least once a month at a Christian church over a minimum period of two years preceding the application. The Supplementary Information Form (SIF) 3 is the means by which this requirement is endorsed. If you are recent arrivals into the area, then the Church membership qualifications above will need to be in existence in the place from which you have come. *All those parent(s) who name this school on their application form, including those who have applied online, and wish to show membership*

*of a Christian church, are required to return the school's SIF (Form 3) directly to the school in order to be ranked according to the school's criteria should the school be oversubscribed.*

**Further copies of this Admissions Policy, the Supplementary Information Forms and the School Managed Application for in Year Admission to School's form can be found on the school website: [www.chilworth.surrey.sch.uk](http://www.chilworth.surrey.sch.uk), or obtained from the School Office**

**Chilworth Church of England (Aided) Infant School**  
**Supplementary Information Form 2018**  
*Sibling – Form 1*

Name of child .....

D.o.B. ....

Name of Parent(s)/Guardian(s) .....

Address .....

.....

Tel. Number ..... Mobile .....

e-mail .....

Name of sibling who is attending/has attended Chilworth Church of England Infant School

.....

Date of sibling's Admission to the School .....

Date of sibling Leaving the School (if applicable) .....

Signature of Parent(s)/Guardian(s) .....

Date .....

**To be completed by the Headteacher of Chilworth School**

I confirm that ..... is attending/has attended  
Chilworth Church of England Infant School from the dates listed above.

Signature of Headteacher .....

Date .....

**Parent(s)/Guardian(s) are to return this form, by no later than 15<sup>th</sup> January, 2018 to:** The School Assistant, Chilworth Church of England Infant School, Dorking Road, Chilworth, Guildford, Surrey GU4 8NP. A receipt will be issued once this form has been received by the school.

**Chilworth Church of England (Aided) Infant School**  
**Supplementary Information Form 2018**  
*Staff – Form 2*

Name of child .....

D.o.B. ....

Name of Parent(s)/Guardian(s) .....

Address .....

.....

Tel. Number ..... Mobile .....

e-mail .....

Date when Parent/Guardian commenced working at Chilworth Church of England Infant School

.....

Signature of Parent/Guardian .....

Dated .....

**To be completed by the Headteacher of Chilworth School**

I confirm that .....is working at Chilworth Church of England Infant School and has done so from the date listed above or who was recruited to fill a skills shortage.

Signature of Headteacher .....

Date .....

**Parent(s)/Guardian(s) are to return this form, by no later than 15<sup>th</sup> January, 2018 to:** The School Assistant, Chilworth Church of England Infant School, Dorking Road, Chilworth, Guildford, Surrey GU4 8NP. A receipt will be issued once this form has been received by the school.

**Chilworth Church of England (Aided) Infant School**  
**Supplementary Information Form 2018**  
*Membership of a Christian Church – Form 3*

Name of child .....

D.o.B. ....

Name of Parent(s)/Guardian(s) .....

Address .....

.....

Tel. Number ..... Mobile .....

e-mail .....

I/We have worshipped at least once a month at ..... Church in the Parish  
of ..... for the past 2 years.

(If you have recently moved into the area, please include your previous Church.)

Signature of Parent(s)/Guardian(s) .....

Date .....

**To be completed by the Rector, Vicar or Minister**

I confirm that ..... is/are known to me and has/have  
worshipped at ..... Church regularly for the past 2 years.

Name of Rector, Vicar or Minister .....

Signature of Rector, Vicar or Minister .....

Tel. Number of Rector, Vicar or Minister .....

Date .....

**Note for Rector, Vicar or Minister:** Regular worship is defined as parent(s) once a month over a  
minimum period of two years preceding the application.

**Parent(s)/Guardian(s) are to return this form, by no later than 15<sup>th</sup> January, 2018 to:** The  
School Assistant, Chilworth Church of England Infant School, Dorking Road, Chilworth,  
Guildford, Surrey GU4 8NP. A receipt will be issued once this form has been received by the  
school.