

The Governing Body is the Admission Authority of this Church of England Voluntary Aided School. We have a strong Christian ethos which underpins all that we do. We have six values that underpin the work that we do: courage, responsibility, respect, honesty, friendship and love. In addition, each child will be given daily opportunities through assemblies, events and religious education to learn about the Christian way of life.

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; our admissions policy is inclusive and we welcome children from all faiths or none.

The Published Admission Number (PAN) for the School is 90 and three classes of up to 30 pupils will be admitted to **Reception** each year.

Applications for places should be made via the Surrey Common Application Form (for Surrey residents), available online from Surrey's website www.surreycc.gov.uk/admissions.

Children are offered a place in the September of the academic year in which they become five years of age. For entry into Reception only, parents may defer their child's entry until the beginning of the term after the child's 5th birthday, but this will not be agreed 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. If the number of applicants exceeds the agreed PAN for any year, the Governors will bring into effect their admissions policy as set out in the criteria below, in priority order:

Children with an Education Health and Care Plan that names the school will be admitted. This is not an over-subscription criterion.

1. **Looked After and previously Looked After children (note 1)**
2. **Children with exceptional medical or social needs (note 2)**
3. **Siblings of children who will still be in attendance at either St Martin's C of E Voluntary Aided Infant School or St Martin's C of E Voluntary Aided Junior School on the date of admission (note 3)**
4. **Children who live in one of the three ecclesiastical parish boundaries (note 9) or have at least one parent on the current Church Electoral Role of one of these parishes (in which case the School's Supplementary Information Form (appendix 1) should be completed)**
5. **Other children whose parents wish them to attend this Church of England school**

Notes on the St Martin's Infant School Admissions Policy:

1. **Looked After and previously Looked After Children:**

Children who are looked after or were previously looked after by a local authority, receive top priority for a school place. If your child meets one of the following definitions, please indicate this on your application and include supporting evidence from the child's social worker:

- Looked after children are those 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) at the time an application for a school is made, for example, children who are fostered or living in a children's home.

- Previously looked after children are those 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 with exceptional medical or social needs:**

If you wish to apply under the school's exceptional medical or social criteria you must provide relevant information, to support your case at the time of your application. The exceptional social or medical circumstances might relate to either the child or the parent/carer. Supporting evidence from a professional is required from a consultant doctor for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must demonstrate why the child should attend this particular school and why no other school could meet the child's needs. If St Martin's C of E Voluntary Aided Infant School is not your nearest school, you must explain why nearer school(s) cannot meet your child's needs.

Providing evidence does not guarantee that a child will be given priority and in each case a decision will be made by governors based on the merits of the case and whether the evidence demonstrates that a placement should be made at our school above any other.

Please note that all mainstream schools are expected to support common medical conditions and allergies. In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at our school.

3. **Sibling:** we define a sibling as:

- brother or sister with the same parents whether living at the same address or not
- half brother or sister living as part of the same family unit at the same address, Monday – Friday including overnight
- adopted or fostered brother or sister living as part of the same family unit at the same address, Monday- Friday including overnight
- step brother or sister living as part of the same family unit at the same address, Monday-Friday including overnight

If you fail to tell us about an eligible sibling in your application this could result in your child receiving a lower priority for a school place. Siblings must already be on roll at St Martin's C of E Voluntary Aided Infant School (or St Martin's C of E Voluntary Aided Junior School for which we operate shared sibling priority) and be expected to still be on roll at St Martin's C of E Voluntary Aided Infant School (or St Martin's C of E Voluntary Aided Junior School for which we operate shared sibling priority) on the date of the child's admission.

4. **Parent:** A natural, adoptive, step or foster parent or other legal guardian.
5. **Multiple Births:** Where the final place to be offered is to a child from a multiple birth, all other consecutively ranked siblings from that multiple birth will be offered a place, even though this will exceed the PAN.
6. **Distance Tie-breaker:** In the event of over subscription in any category, the shortest distance from the pupil's home to school will be the deciding factor, according to Surrey's Geographical Information System (measured in a straight line from the address point of the pupil's home as set by Ordnance Survey, to the Infant School gate which is available for pupils to use). In the case of two or more applicants with the same address point or those measured as living at the same distance from the school, priority will be decided by supervised lottery.

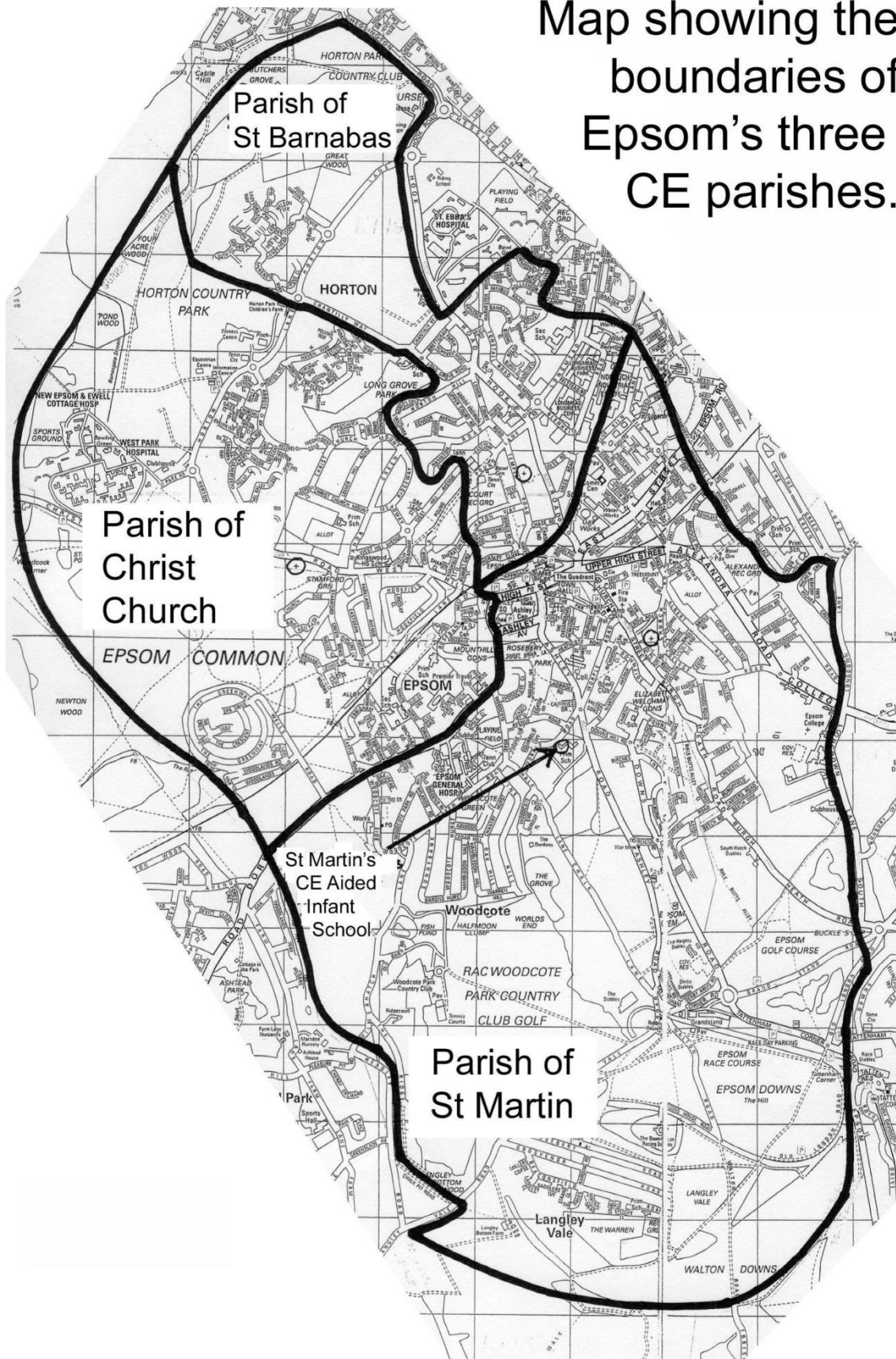
7. **Places outside a chronological year group:**

If you would like your child to be educated outside their normal age group, the admission authority will consider your request based on your child's circumstances and what is in your child's best interests. You must state clearly why you feel admission to a different year group is in your child's best interest and provide evidence to support this. Applicants for a small number of children born between 1st April and 31st August 2014, 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 Executive Head Teacher in the first instance. 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 Executive Head Teacher. Reasons for their decision will subsequently be set out for parents.

Please note that the school will not 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. You can contact the local authority for advice, and also see [Surrey's guidance on the education of children out of their chronological year group \(PDF\)](#).

8. **Waiting List:** The waiting list is maintained in the same order as the oversubscription criteria, and does not depend on the date a child was placed on it. If you wish your child to be placed on our waiting list please write to our Admissions Officer. The waiting list is reviewed at the end of each Academic Year and parents who wish their child to remain on the list should submit a fresh application to the school by 1st July each year.
9. **The Ecclesiastical Parishes** consist of the parishes of St Martin's, Christ Church and St Barnabas which form the Epsom Group Ministry. Boundary maps can be found below and also viewed on the school website.
10. **Appeal.** Parents have the right of appeal by law to an independent appeals panel should the Governors refuse their child a place at the school. Please contact the school office for further information.
11. **Unsuccessful Applications:** Parents who are unsuccessful in gaining admission in any given year are free to register with the school in order to be placed on the school's waiting lists. The onus is on the parent to request placement on the waiting list and to annually re-apply if they wish to remain on the waiting list and not on the school to check for continuing interest.
12. **Late Applications:** (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 lower priority than applications that were made in time. A later 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.
13. **Withdrawal of a place obtained fraudulently:** 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.
14. **In year applications** should be made directly to the school via:

Admissions Officer - St Martin's C of E Voluntary Aided Schools
Phone: 01372 720337
E-mail: admissions@stmartinsepsom.school



Map showing the boundaries of Epsom's three CE parishes.

Appendix 1

St Martin's C of E Voluntary Aided Infant School, Epsom

Admission: Supplementary Information

This supplementary form needs to be completed only by parents/guardians who are applying under the Parish Electoral Roll criterion in Section C below.

All other information the school needs to consider admission applications is collected via Surrey's Common Application Form – to be completed online in accordance with the instructions on Surrey CC's website.

If needed, this form should be completed (using a dark ink & BLOCK CAPITALS) and returned to the School by not later than Surrey's published closing date.

A: CHILD'S DETAILS

Surname:

First names:

Boy / Girl Date of birth: (Day) (Month) (Year)

Full permanent address:

Postcode:

B: DETAILS OF APPLYING PARENT/GUARDIAN

Full name:

Relationship to child:

Telephone numbers

Home:

Mobile:

Preferred daytime telephone number:

C: DECLARATIONS

- Although living outside one of the three Epsom C of E parishes (*advice on parish boundaries is available from the School Office*), the above child has a parent on the current Church Electoral Roll of one of them.

Please tick the parish: St Martin's Christ Church St Barnabas

& name the parent on its Roll:

- I have completed Surrey's Common Application Form. . . (**please tick**)
 . . . on line **OR**
 . . . in hard copy, and have returned it in accordance with Surrey's instructions.
- I understand that any offered place may be forfeited if the information I have given is, on checking by the School, found to be inaccurate.

SIGNED:

DATE: