



ST LAWRENCE

C of E PRIMARY SCHOOL

Admissions Policy

1st September 2024 – 31st August 2025

Last Review Date: December 2022

Next Review Date: December 2023

Signed: 
Chairperson of Governing Body

Date: December 2022

Signed: 
Headteacher

Date: December 2022

Signed: 
Lead person with responsibility

Date: December 2022

1. Ethos

St. Lawrence C of E Primary School highly values its Christian ethos and close involvement with St. Lawrence Church and the Diocese of Guildford. St. Lawrence C of E Primary School provides a distinctly Christian, yet inclusive, environment in which each child is motivated to acquire skills for life, a love of learning and to foster a sense of responsibility for oneself and others. As a church school, we welcome applications from other denominations and other faiths and those of no particular faith. We aim to nurture children in their Christian faith, encourage those of other faiths and challenge those with no faith.

We ask however, that all parents applying for a place at St. Lawrence C of E Primary School respect this ethos and its importance to the whole school community.

As a Voluntary Aided School, the Governors are the Admission Authority and have agreed a Published Admissions Number (PAN) of 30 with the Local Authority. In addition, they have determined the following admissions 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:

2. Over-subscription Criteria

- 1 Children looked after or children previously looked after (**see note 6a**).
 - 2 Exceptional circumstances (**see note 6b**).
 - 3 Siblings of children who will be on roll at St. Lawrence C of E Primary at the time of admission (**see note 6c**).
 - 4 Children whose home address is within the ecclesiastical parish boundary of Chobham (**see note 6g**) with at least one parent/carer who is a regular attender of St. Lawrence Church, Chobham or St. Saviour Church, Valley End (**see note 6d**).
 - 5 Children whose home address is within the ecclesiastical parish boundary of Chobham (**see note 6g**) with at least one parent / carer who is a regular attender of another Christian Church (**see note 6d**).
 - 6 Children whose home address is within the ecclesiastical boundary of Chobham (**see note 6g**) and in respect of whom there would be eligibility for Pupil Premium (**see note 6e**).
 - 7 Children of a member of staff (**see note 6f**) who has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or children of a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage (**see note 6f**).
 - 8 Children whose home address is within the ecclesiastical parish boundary of Chobham (**see note 6g**).
 - 9 Children whose home address is outside the ecclesiastical boundary of Chobham and whose parents wish them to attend St. Lawrence C of E Primary School.
- Applications under criteria 4, 5, 6 or 7 will require the completion of a Supplementary Information Form. The Supplementary Information Forms can be found on the Surrey County Council website on the Admissions Page when you apply for a place at St. Lawrence C of E Primary School, they are also on our

school website www.stlawrenceprimary.co.uk / virtual office / Admissions / Admission Procedures and Forms.

- In the event of over subscription in any category priority will be based on the shortest home to school distance. The distance is measured in a straight line from the address point of the child's home as set by Ordnance Survey to the nearest school gate. The calculation of this distance is made using Surrey County Council's Geographical Information System (**see note 6h**). If applicants cannot be separated on distance, the place will be allocated by way of a lottery.
- If the final place is to be offered to a child from a multiple birth, the remaining consecutively ranked child(ren) from the same multiple birth will also be admitted even though this will exceed the PAN. However, no other places will be offered until or unless the PAN falls back to 30.
- The date for determining which admission criterion applies is the advertised closing date for applications.

3. Formal Application for Admission

- Applicants can apply online via the Surrey County Council website: www.surreycc.gov.uk/admissions or by completing a paper copy of the form available from the same website and returning it to Surrey County Council as directed by the closing date.
- A letter to confirm a child's inclusion upon the school roll at St. Lawrence C of E Primary School will be sent by the Local Authority in the Spring Term of 2024, followed by a formal letter from the Governing Body verifying their decision to offer a school place for September 2024.
- Parents will be contacted during the Summer Term, before the start of the new school year, inviting them and their child to visit the school. Children will then have the opportunity to get to know the school and its grounds, spending time in the classroom with their new teacher/s before the start of the Autumn Term in September 2024.
- **Late Applications** – Applications received after the official closing date will be dealt with in accordance with Surrey's co-ordinated admission scheme.
- **In Year Applications** – these should be made direct to the school.
- **Special Educational Needs** - St. Lawrence C of E Primary School will automatically admit a child with an Education Health and Care Plan that names the school.

4. Waiting List

The school operates a waiting list for places which may become available during the year. Places on the waiting list are allocated strictly in accordance with the Admission Criteria. When a place becomes available, positions on the waiting list are allocated in accordance with the published admission criteria for the year. The waiting list is held for a maximum of one academic year. Parents wishing their child to stay on the Waiting List should re-apply to the school at the beginning of each academic year.

5. Right to Appeal

If a place is not offered parents/guardians have the right to appeal. Details are available from the school office by emailing info@stlawrenceprimary.co.uk or telephoning 01276 858336.

6. Further Notes:

- a) **'Children looked after or children previously looked after'** - A child who is in the care of the Local Authority or provided with accommodation by a Local 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, including those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted. A letter from the Children's Services Department confirming the child's status must be submitted at the time of application.

- b) **'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 St. Lawrence C of E Primary School rather than any other. Appropriate documentary evidence from a consultant doctor or from the relevant support service **must be submitted at the time of application**, making it clear why attendance at St. Lawrence C of E Primary School is essential. Governors will assess such evidence and make a decision on each individual case. *Please note that all schools support children with the more common medical conditions such as asthma, nut allergies and stress related allergies, and these would not be considered exceptional circumstances.*
- c) **'Sibling'** – a brother/sister, half-brother/half-sister, step-brother/step-sister or adoptive brother/adoptive sister or foster children, living in the family unit at the same address in each case.
- d) **Regular attendance at a place of worship** – is defined as at least one parent and/or the child worshipping at St. Lawrence Church Chobham, St. Saviour Church Valley End or a Christian church out of the parish for at least once a month over a minimum period of one year immediately preceding the date of application. Attendance will require verification from the church on the Supplementary Information Form.
- e) **'Pupil Premium'** – does not include Early Years Pupil Premium or the Service Premium.
- f) **'Staff'** – any member of staff employed at the school whether teaching or not.
- g) **'Parish Boundary'** - the Ecclesiastical Parish Boundary Map of Chobham can be viewed on www.stlawrenceprimary.co.uk or at the school office.
- h) **'Geographical Information System'** for more information contact Surrey County Council School Admissions Team.
- i) **'Home address'** – the child's permanent address, or in cases of shared custody, where they live for the majority of the school week.
- j) **'Parent'** – a natural, adoptive, step or foster parent or other, legal guardian.

7. Age of Entry (Reception)

Pupils are normally admitted into the school in the September of the school year in which they become 5 years old. However, parents can defer their child's admission until later in the school year, but this will not be agreed 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 application is made. A child may also attend part-time until statutory school age is reached.

For children born between 1st April and 31st August 2020, parents may choose to delay admission to school until the term *after* their child turns five (when statutory school age is reached). A child would normally start school in Year 1 the following year, missing out on Reception altogether. However, a parent may request that their child is admitted to Reception instead, meaning that the child would be educated outside their correct year group. In this instance parents should discuss their wishes with the Headteacher, stating clearly why they feel admission to a different year group would be appropriate, including supporting documentary evidence if they wish. (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). Governors will then make a decision as to which year group (YR or Y1) the child should enter in the following year, based on the particular circumstances of the case and in the best interests of the child. The Headteacher's views will be taken into account and reasons for the decision shared in writing with parents. However, please note that the school cannot 'reserve' a place either in Reception or Year 1 for the following year, when a fresh application must be made.

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 denies a place to another child.

