



Horsell C of E (voluntary aided) Junior School

Meadway Drive, Horsell, Woking, Surrey GU21 4TA

Tel: 01483 761531 Fax: 01483 776210 e.mail: info@horsell-junior.surrey.sch.uk

At Horsell C of E Junior School we believe we are all 'made in the image of God'. Through a commitment to Christian values and high academic aspirations, we strive to provide a rich and inclusive education for every member of our school family.

ADMISSIONS POLICY 2025-2026	
Date adopted:	8th November 2023
Author/ Owner:	Celia Wand
Approved by:	The Admissions Committee on 8th November 2023
Determined by:	FGB on 30th November 2023
Due for review:	

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Ethos

As a Church of England school we are committed to providing an education which is distinctively Christian and inclusive in its approach. We welcome children of all faiths and those with no particular faith but we ask all parents applying for a place to accept the Christian ethos on which the school is based.

As a Voluntary Aided school, the governors are the Admission Authority and have agreed a Published Admission Number (PAN) of 90 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 including those who appear (to the admissions authority) to have been in state care outside England and have ceased to be in state care as a result of being adopted (**see note i**)
2. Exceptional Circumstances (**see note ii**)
3. Children who are themselves, or whose parent(s) are, actively involved in the worship of the Parish Church in Horsell (**see note iii**)
4. Children with a sibling (**see note iv**) who attends Horsell Church of England School at the date of application
5. Children who currently attend The Horsell Village School
6. Children who are themselves, or whose parent(s) are, actively involved in the worship of other churches and faiths and who are seeking a Church of England education (**see note iii**)
7. Children whose parents are seeking a Church of England education

Applications for September 2025

All applications for Horsell C of E Junior School, wherever they are ranked on the Surrey County Council preference form, will be considered equally against the school's entry criteria. We also ask parents/carers applying under category 3 or 6 for a place at Horsell C of E Junior School to complete a Supplementary Information Form. The form is included with the Prospectus and is also available from the school office, on the school website and linked to the Surrey preference form. The Supplementary Information Form should be returned to the school at the time of application to Surrey. Any supporting documents must be submitted with the application form. The Surrey preference form can be completed online or as a hard copy and must be returned as instructed. The offer of a place is made by Surrey County Council.

Late Applications – These will be dealt with in accordance with Surrey's co-ordinated admissions scheme. In-Year Applications – All applications, other than the Year 3 September intake, should be made direct to the school.

Special Educational Needs – Any child with an Education Health and Care Plan that names the school will be admitted, even if it means that the PAN will be exceeded.

Out of Chronological Age Group

Applicants may choose to seek places outside their child's chronological year group, although in the first instance, this should be discussed with the Headteacher. Applicants must state clearly why they feel admission to a different year group would be appropriate and submit any supporting documents they may have. Governors will make decisions in the best interests of each child, taking into account the particular circumstances of the case, including the views of the Headteacher. Reasons for the decision will be set out for parents, although please note that there is no right of appeal if the place offered is not in the parents preferred year group. For more information about the application process, please see www.surreycc.gov.uk/admissions.

Notes

i) Looked After and previously Looked After Child – 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, a 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. This includes children who appear (to the admissions authority) to have been in care outside England and who have ceased to be in state care as a result of being adopted.

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 Horsell C of E Junior 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.

NB. All schools support children with the more common medical conditions such as asthma, nut allergies and stress-related symptoms.

iii) Actively involved in the worship - If families are claiming admission under Priority 3 or 6, 'actively involved in the worship' means children and/or parent(s) attending church/other places of worship regularly over the six months immediately prior to application, at least once a month. The Supplementary Information Form (available from the school office, school website and Surrey Admissions) must be completed and submitted to the school office by the closing date for applications. Failure to do so means that only information provided on the Surrey Application Form can be taken into account. The Vicar/Minister will be asked for a signature to validate this commitment. In cases of re-location, it would be necessary to provide appropriate documentary evidence of the same pattern of attendance.

In the event that during the period specified for attendance at worship, the church or in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance, will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship

iv) 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.

v) Multiple births

If the final place to be offered is to a child from a multiple birth, the remaining children from the same multiple birth will also be admitted (up to a maximum of 4) even though this will exceed the PAN. However, no other places will be offered until or unless the number in the year group falls back below 90.

vi) Tie-breaker – In the event of oversubscription in any of the above categories, priority will be given to those living nearest to the school measured using the Admissions and Transport Team's Geographical Information System. Measurements are by straight line distance from the address point of the pupil's home, as set by Ordnance Survey, to the nearest school gate available for pupils to use. Where two children live equidistant from the school or share the same address point, Governors will draw independently supervised lots to determine which child should be given priority.

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

viii) Parent – a natural, adoptive, step or foster parent or other legal guardian.

ix) Waiting List – this is held for one year and administered strictly in accordance with the above criteria, taking no account of the length of time that a child has spent on the list. Thereafter parents should make an in-year application to the school.

x) Right to Appeal –If your child is not allocated a place at our school; you have the right to appeal. The letter you receive telling you that admission has been refused will also contain information on how to appeal.

You can call the contact centre on 0300 200 1004. Appealing can be a complicated process, so if you need help or advice at any stage please get in touch with the Surrey Schools Appeal Service on 020 8541 9029. More information is available on the Surrey County Council website: <http://www.surreycc.gov.uk/learning/schools/school-admission-appeal/about-school-admission-appeals>

xi) 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.