



Diocese of Guildford



CLANDON CHURCH OF ENGLAND AIDED INFANT SCHOOL

ADMISSION POLICY 2016/2017

Ethos

At Clandon Infant School we believe that children learn best in a caring community, where they feel secure and accepted. Our small, supportive school enables each child to flourish in a Christian environment where they are all valued. We ask all parents applying for a place here to respect this ethos and its importance to the whole school community.

Parents can defer their child's entry to reception until later in the school year or choose for them to attend part-time, but this will not be agreed beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the academic year for which the offer was made. However, we encourage all children to start full-time in September.

Parents may choose to seek places outside their child's chronological year group. Decisions will be made by the Governors on the basis of the circumstances of each case, taking into account the views of the headteacher. Parents must state clearly why they feel admission to a different year group is in the child's best interest and provide evidence to support this. More information on educating children out of their chronological year group is available at www.surreycc.gov.uk/admissions

As a Voluntary Aided school the Governors are the Admission Authority and have agreed a Published Admission Number (PAN) of 25 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 1)
- 2) Exceptional circumstances. (See note 2)
- 3) Children who have a sibling attending Clandon C of E Infant School **at the time of application.** (See note 3)
- 4) Children who live within the parish boundaries of East and West Clandon. A map is available to view in school and on our school website.
- 5) Children where one or both parents are regular worshippers at the churches of St Peter and St Paul, West Clandon or St Thomas, East Clandon. (See note 4 and 5)
- 6) Any other child whose parents wish them to attend this Church of England School.

Applications for September 2016

Applicants can apply on-line via the Surrey website or by completing an application form available from Surrey County Council or from the school office. Forms must be completed and returned by 15th January 2016.

Late Applications - these can only be considered when all of the on-time applications have been ranked.

Special Educational Needs - in accordance with s. 324 of the Education Act 1996, Clandon Church of England School will automatically admit a child with a statement of Special Educational Needs or an Educational Health Care Plan that names the school. This is not an over-subscription criterion.

Notes

1. **Looked After Children and previously Looked After Children** - children who are registered as being 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(a), e.g. fostered or living in a children's home, at the time an application for school is made; and children who have previously been 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(a), **and who have left that care through** adoption, a child arrangements 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. **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 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**, 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.
3. **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.
4. **Regular worshipper** is defined as one or both parents attending the churches of St Peter and St Paul, West Clandon or St Thomas, East Clandon at least once a month for the year preceding the date of application.
5. **Supplementary Information Form (SIF)** - this form is available from the school office, the school website and Surrey County Council. To be considered under criterion 5, it must be completed by the applicant, endorsed by the Rector of St Peter and St Paul, West Clandon or St Thomas, East Clandon or other appropriate church leader. **If this form is not submitted at the time of application**, your application may be ranked in a lower criterion.
6. **Tie-breaker** - Should the school be oversubscribed within any of the above criteria, a place will be allocated to the child living nearest to the school. The distance is 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. This is calculated using the Admission and Transport Team's Geographical Information System. For blocks of flats or buildings where there are multiple addresses with only one address point or where two or more applicants live equidistant from the school, the place will be allocated by lottery.
7. **Home address** - the child's permanent address or in cases of shared custody, where s/he lives for the majority of the school week.
8. **Parent** - a natural, adoptive, step or foster parent or other legal guardian.
9. **Waiting List** - In the event of there being more than 25 applicants, the school will hold a waiting list for places until the end of the academic year. Waiting list places will be offered in line with the criteria shown above and not by the length of time the child has been on the list. If you are not offered a place, you will need to apply in writing to the school for your child's name to be placed on the waiting list (forms are available from the school office). Names may move down as well as up the list as places will be allocated when the number of children has dropped below the PAN for the year.

10. **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.
11. **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.

Reviewed

December 2014