

**ADMISSIONS POLICY
2020/2021**

Reviewed	November 2018	Next Review	October 2019
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Ethos

At Clandon Primary 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.

As a Voluntary Aided school the Governors are the Admission Authority and have agreed a Published Admission Number (PAN) of 15 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 with a sibling (see note 3) on roll at Clandon Primary School at the time of admission and who live **within** the parish boundaries of East and West Clandon (see note 6).
- 4) Children who live **within** the parish boundaries of East and West Clandon (see note 6).
- 5) Children with a sibling (see note 3) on roll at Clandon Primary School at the time of admission and who live **outside** the parish boundaries of East and West Clandon (see note 6).
- 6) Children where one or both parents are regular worshippers at either the church of St Thomas, East Clandon or the church of St Peter and St Paul, West Clandon (see note 4). To qualify under Criterion 6 applicants will need to complete a Supplementary Information Form (SIF) at time of application (see note 5).
- 7) Any other children whose parents wish them to attend this Church of England School.

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.
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 either the church St Thomas, East Clandon or the church of St Peter and St Paul, West 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 6, it must be completed by the applicant, endorsed by the Rector of St Peter and St Paul, West Clandon and St Thomas, East Clandon. **If this form is not submitted at the time of application**, your application may be ranked in a lower criterion.

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. Where two or more applicants live equidistant from the school or if buildings share a single address point, then places will be allocated by lottery.

6. **Maps** – Maps of the two parishes are available to view in the school office or on our school website (www.clandon.surrey.sch.uk/Admissions/AdmissionsInfo or copy the following links into your browser).

EAST <https://www.google.co.uk/maps/place/East+Clandon/@51.2570227,-0.4984897,14z/data=!3m1!4b1!4m5!3m4!1s0x4875d8e3629a6ee5:0x82669fc96ef6b446!8m2!3d51.2569442!4d-0.4847704>

WEST <https://www.google.co.uk/maps/place/West+Clandon/@51.2608646,-0.5267453,14z/data=!3m1!4b1!4m5!3m4!1s0x4875dbd5e834fd8d:0x43efa443f0992b34!8m2!3d51.2568448!4d-0.5082551>

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 15 applicants, the school will hold a waiting list for places until the end of the academic year for which entry has been sought. 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.
12. **Multiple birth children** - If the last place to be offered is to a child from a multiple birth, then the remaining consecutively ranked multiple birth children 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 15.

Applications for September 2020

Surrey residents can apply on-line via the Surrey website www.surreycc.gov.uk/admissions 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 2020. Residents of other authorities must apply via their own local authority.

Late Applications – these will be dealt with in accordance with Surrey's coordinated admissions scheme.

Education Health and Care Plan Clandon Primary School will automatically admit a child with an Education Health and Care Plan that names the school. This is not an over-subscription criterion.

Deferred Entry to Reception – the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the application was made.

Part time attendance in Reception – where parents wish, children may attend part-time, until later in the school year but not beyond the point at which they reach compulsory school age. We encourage all children to start full-time in September.

Out of Chronological Age Group Education

Applicants for a small number of children born from 1st April to 31st August 2016 may feel 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 (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 Headteacher in the first instance. Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this. 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. Please also note that there is no right of appeal if a place is offered that is not in the parents' preferred age group. More information on educating children out of their chronological year group and the process for making such requests is available at www.surreycc.gov.uk/admissions.

BREAKDOWN BY ADMISSIONS CRITERIA FOR RECENT CLANDON C of E PRIMARY SCHOOL RECEPTION INTAKES		
SEPTEMBER 2018 INTAKE BY CRITERIA (no admissions under Criteria 1, 2 or 5)		
1) Looked after children and previously looked after children 2) Exceptional circumstances 3) Children with a sibling on roll at Clandon Primary School at time of admission. 4) Children who live within the parish boundaries of East and West Clandon. 5) Children where one or both parents are regular worshippers at either the church of St Thomas, East Clandon or the church of St Peter and St Paul, West Clandon 6) Any other children whose parents wish them to attend this Church of England School.		
Criterion 3	Criterion 4	Criterion 6
6	2	5
SEPTEMBER 2017 INTAKE BY CRITERIA (no admissions under Criteria 1, 2, 4 or 5)		
1) Looked after children and previously looked after children (see note 1) 2) Exceptional circumstances. (See note 2) 3) Children with a sibling on roll at Clandon Primary School at time of admission. 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 either the church of St Thomas, East Clandon or the church of St Peter and St Paul, West Clandon. (See note 5) 6) Any other children whose parents wish them to attend this Church of England School.		
Criteria 3		Criteria 6
4		7
SEPTEMBER 2016 INTAKE BY CRITERIA (no admissions under Criteria 1, 2 or 5)		
1) Looked after children and previously looked after children 2) Exceptional circumstances. 3) Children who have a sibling attending Clandon C of E Infant School at the time of application. 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. 6) Any other child whose parents wish them to attend this Church of England School, whether or not they are residents of the parishes of East or West Clandon, or regular worshippers at the churches of St Peter and St Paul, West Clandon or St Thomas, East Clandon.		
Criteria 3	Criteria 4	Criteria 6
4	4	10