

**ADMISSIONS POLICY
for 2025-2026 entry to school**

Reviewed: June 2023	Next Review: June 2024	Committee: Admissions	Status: Statutory
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Ethos

At Clandon CofE 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 with the Local Authority, a Published Admission Number (PAN) of 15 at Reception and a PAN of 2 at Year 3, with priority at Year 3 being given to children attending Shere CofE Infant School.

The PAN of 2 at Year 3 will be **in addition** to children already attending Clandon CofE Primary School in Year 2, who will be moving up to Year 3.

For Year R (Reception) and Year 3, all applicants will be admitted to the school until the number exceeds 15 or 2 respectively, when Governors will apply the following over-subscription criteria which have been determined in consultation with the Diocese of Guildford and Surrey County Council, in the order shown below -

Year R Over-Subscription 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.

Year 3 Over-Subscription Criteria

- 1) Looked after children and previously looked after children (see note 1).
- 2) Exceptional circumstances (see note 2).
- 3) **Children attending Shere CofE Infant School at the time of application**
- 4) 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).
- 5) Children who live **within** the parish boundaries of East and West Clandon (see note 6).
- 6) 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).
- 7) 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 7 applicants will need to complete a Supplementary Information Form (SIF) at time of application (see note 5).
- 8) 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 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, 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, **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).

Previously Looked After Children includes 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.

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 worshipping at either the church of St Thomas, East Clandon or the church of St Peter and St Paul, West Clandon at least once a month over a period of at least one year preceding the date of application.

In the event that during the period specified for attendance at worship, the church 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 has been available for public worship.

5. **Supplementary Information Form (SIF)** – this form should be completed for applicants under criterion 6 where one or both parents are regular worshippers (once a month for the year preceding the date of application) at either the church of St Thomas, East Clandon or the church of St Peter and St Paul, West Clandon. The form is available from the school office, the school website and Surrey County Council. It must be completed by the applicant and endorsed by the Rector of St Peter and St Paul, West Clandon or St Thomas, East Clandon. **The Supplementary Information Form must be submitted at the time of application**, otherwise the application may be ranked in a lower criterion.
6. **Maps** – Maps of the two Clandon parishes are available to view in the school office or on our school website - [Clandon C of E School - East and West Clandon Parish Boundaries](#).
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 for entry to reception and more than 2 applicants for entry to Year 3, 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 online to Surrey County Council for your

child's name to be placed on the waiting list. 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 in Reception and Years 1 and 2 and 17 in Years 3, 4, 5 and 6.

Applications for September 2025

Surrey residents can apply on-line via the Surrey website www.surreycc.gov.uk/schools-and-learning/schools/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 2025. 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.

Summer Born Children/Out of Chronological Age Group Education

For children born between 1st April and 31st August 2021, 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.

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 [Guidance on the education of children outside of their chronological year group \(surreycc.gov.uk\)](http://www.surreycc.gov.uk/guidance-on-the-education-of-children-outside-of-their-chronological-year-group).

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 Surrey Admissions 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 an independently supervised lottery.