

**ADMISSIONS POLICY
for 2026-2027 entry to school**

Reviewed: June 2024	Next Review: June 2025	Committee: Admissions	Status: Statutory
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Introduction

Clandon Church of England Primary School is part of the Newlands Church of England School Federation with Shere Church of England Infant School. Clandon is a thriving family school set in the beautiful village of West Clandon. We warmly welcome children from four to eleven.

At Clandon, children experience personalised learning that is meaningful and memorable: collaborative, lively and playful. Our children are happy, motivated and excited by their learning. They thrive through a cutting-edge curriculum that offers challenge and choice.

Our dedicated staff are specialists in primary education and will support and nurture your child as they grow, providing an outstanding education throughout their infant and junior years.

The school is an important part of our local community and our close relationship with the church supports children's spiritual wellbeing, supporting them as they develop into responsible citizens.

As a Voluntary Aided Church School, the Governing Body is its own admission authority. Decisions on admissions are delegated to an Admissions Committee, which offers places in strict accordance with the admissions criteria as soon as the school is over subscribed.

We admit 15 children to Reception, the Published Admission Number (PAN), as agreed with the Local Authority. At Year 3 we admit a further 2 children, with priority at Year 3 being given to children attending Shere CofE Infant School. The PAN of 2 at Year 3 is **in addition** to children already attending Clandon CofE Primary School in Year 2, who will be moving up to Year 3.

Clandon School operates an equal preference system. This means that all applications are considered equally against our admission criteria. Parents are invited to contact the school to arrange to meet the Headteacher and to be shown around the school (although this forms no part of the admissions process).

September 2026 School Entry

Deferred Entry to Reception: Children are accepted into the school at the beginning of the academic year in which they reach their fifth birthday, although parents have the right to defer entry until the beginning of the term after the child reaches five, but not beyond the beginning of the final term in the academic year for which the application is made.

Part-time attendance in Reception: All children are admitted full time from September. However, this is flexible and the views of parents along with the professional judgement of staff working with the child will be taken into account when planning to meet the needs of individual children. All parents of children who are applying to start Reception have the right for their children to start full or part time until they are of statutory school age.

Summer Born Children/Out of Chronological Age Group Education

For a small number of summer born children born between 1st April and 31st August 2022, parents may feel that 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 age group.

Parents applying for their child to enter the school in later years may also choose to seek places outside their child's normal age 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 would be appropriate and submit any supporting documentary evidence they have. Governors will make their decision in the best interests of the child, taking into account the particular circumstances of each case, including the views of the Headteacher. Reasons for their decision will subsequently be shared in writing with parents.

Please note that the school cannot guarantee or 'hold open' a Reception place for the following year's entry, 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 their chronological year group and the process for making such requests is available at [Guidance on the education of children out of their chronological year group \(surreycc.gov.uk\)](http://surreycc.gov.uk).

Special Educational Needs

Any child with an Education Health and Care Plan that names the school will be admitted. This is not an over-subscription criterion.

Process of Application

Surrey residents can apply online via the surrey County Council website: [Primary, infant and junior school admission applications - Surrey County Council \(surreycc.gov.uk\)](http://surreycc.gov.uk) or submit a paper copy to Surrey County Council. Applicants living in other areas should apply through their own Local Authority.

Late applications will be considered in accordance with Surrey's co-ordinated admissions scheme.

Year R Over-Subscription Criteria

All applicants will be admitted to the school until the number exceeds 15, 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:

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.
4. Children who live within the ecclesiastical parishes of East and West Clandon or within the ecclesiastical parishes of Shere and Albury (see note 5).
5. Children with one or both parents regularly worshipping at any of the following churches: St Thomas of Canterbury, East Clandon, St Peter and St Paul, West Clandon, St James', Shere, or St Mark's, Peaslake (see note 6). To qualify under Criterion 5 applicants will need to complete a Supplementary Information Form (SIF) at time of application (see note 6).
6. Children where one or both parents are regular worshippers at a Christian church. Applicants must complete a Supplementary Information Form (SIF) at the time of application (see note 6).
7. Any other children whose parents wish them to attend this Church of England school.

Year 3 Over-Subscription Criteria

All applicants will be admitted to the school until the number exceeds 2, 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:

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.
5. Children who live within the ecclesiastical parishes of East and West Clandon or within the ecclesiastical parishes of Shere and Albury (see note 5).

6. Children with one or both parents regularly worshipping at any of the following churches: St Thomas of Canterbury, East Clandon, St Peter and St Paul, West Clandon, St James', Shere, or St Mark's, Peaslake (see note 6). To qualify under Criterion 5 applicants will need to complete a Supplementary Information Form (SIF) at time of application (see note 6).
7. Children where one or both parents are regular worshippers at a Christian church. Applicants must complete a Supplementary Information Form (SIF) at the time of application (see note 6).
8. Any other children whose parents wish them to attend this Church of England school.

In the event of over-subscription within any of the above criteria, priority will be given to applicants who live closest to the school (see note 5).

Multiple Births

If the final place is offered to a child from a multiple birth, the remaining multiple birth children will be admitted, even though this will exceed the PAN. However, no further children will be admitted to the year group until/unless the number falls back to 15 in Years R-2 or 17 in Years 3-6.

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. **Medical or social grounds:** If, when you apply, your child has a serious medical condition or there are sensitive family circumstances which mean you feel s/he must go to this school, you must put this on the application form. The Governors will only consider this if you attach supporting evidence such as a letter from a Consultant Doctor or from the appropriate support service e.g. Social Services, setting out the particular reasons why this school is the most suitable school and the difficulties that would be caused if s/he had to attend another school. Please note that a letter from a General Practitioner will not suffice.
NB: All schools support children with the more common medical conditions such as nut-allergies, asthma or stress-related symptoms.
3. **Sibling:** A sibling is a brother or sister (that is, another child of the same parents), whether living at the same address or not, or a half-brother or half-sister, or a step-brother or step-sister, living at the same address, or foster children living at the same address. Where a child lives with parents with shared responsibility, the 'home address' is where the child lives for the majority of the school week.
4. **Parent:** A natural, adoptive, step or foster parent or other legal guardian.
5. **Home address:** A home address is the child's permanent address or, in cases of shared custody, where s/he lives for the majority of the school week. Where a tie-breaker is required, 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 main school gate available for pupils to use. This is calculated using the Surrey Admissions Team's Geographical Information System. Where two or more children share a priority for a place, e.g. where two children live equidistant from a school or have the same address point, the school will draw independently supervised lots to determine which child should be given priority.

Maps: [Clandon C of E School - East and West Clandon Parish Boundaries](#)
[Clandon C of E School - Shere Parish Boundaries](#)

6. **Faith Criterion:** Regular worship means one or both parents worshipping at least once a month in the twelve months preceding the date of application at any of the following churches: St Thomas of Canterbury, East Clandon, St Peter and St Paul, West Clandon, St James', Shere, St Mark's, Peaslake or another Christian church. 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.

Christian church means a church that is a member of Churches Together in Britain or Ireland CTBI – more together less apart or the Evangelical Alliance Evangelical Alliance | Together making Jesus known since 1846 (eauk.org).

Applications under the Faith Criterion (Criterion 5 for Reception applications/ Criterion 6 for Year 3 applications) must be supported by a **Supplementary Information Form (SIF)**, signed by the vicar, rector or minister to confirm regular church attendance, submitted at the time of application, otherwise the application may be ranked in a lower criterion.

7. **Waiting List** – In the event of there being more applicants than places available, unsuccessful applicants will automatically be added to a waiting list which will be held until 31st December of the admission year for which entry has been sought. The school will then contact parents to enquire if they wish their child's name to remain on the waiting list.

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. Names may move down as well as up the list as places will be allocated, according to the oversubscription criteria, when the number of children has dropped below the PAN for the year.

Parents wishing their child to be considered for a place at the school in the following year, should make an in-year application.

8. **Right of Appeal:** Parents of a child who has not been allocated a place, have the right to appeal to an independent panel. Details of this process can be obtained from the school.
9. **Withdrawal of Offers:** The Governing Body reserves the right to withdraw the offer of a place where the parent has made a fraudulent or intentionally misleading application which denied a place to another child who would otherwise have been offered a place.