



ADMISSIONS POLICY FOR ST. MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL  
Year Three Entry September 2018

St Mary's Church of England Primary School has a distinctive Christian ethos which is at the heart of the School and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to our community. This does not affect the right of any parents to apply and be considered for a place for their child at St. Mary's School.

In order to gain admission to St. Mary's at the beginning of a new academic year, parents must refer to the Surrey County Council website [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions) via which online applications can be made. Alternatively a Primary School Admissions booklet and a paper preference form can be obtained by ringing the Contact centre on 0300 200 1004. All parents living in Surrey must only complete the online application form or a Surrey paper form. Parents living outside Surrey can apply for a place at St. Mary's School on their home Local Authority (LA), form. If entry is being sought through church allegiance then the St. Mary's supplementary application form should also be completed. This can be obtained as a hard copy on the Open Days or from the St Mary's School office or from the local authority. The form will also be available on both the local authority's and the school's websites.

**The closing date for all applications (either paper or on-line), will be 15<sup>th</sup> January 2018. The St. Mary's supplementary form, if used, should be returned to St. Mary's School also by 15<sup>th</sup> January 2018.** Parents who complete the on-line LA form should still return the St. Mary's supplementary form direct to the school. In common with all Surrey schools St. Mary's operates a system of equal preference which means that the school will consider all applications equally against the the School's admissions criteria.

Please note that Surrey Local Authority does **NOT** operate a system whereby designated schools feed into the next stage of education at Junior level.

The Governing Body is responsible for the admission of pupils to the school and will admit a total of 120 pupils. The admissions number has been agreed between the Governing Body and Local Authority and applies to the academic year beginning September 2018. Please note that all those hoping for a place in year three must submit an application, including those from year two in Downs Way School. All applicants will be admitted if 120 or fewer apply.

**The result of each application should be sent out to all parents who have completed a Surrey form by April 16<sup>th</sup> 2018. The letter will ask parents to confirm that they want the school place.** Successful applicants will receive an invitation to bring their child to the school later in the summer term to meet the teacher, see the classrooms and sort out final details.

The Governors reserve the right to withdraw the offer of a place if it is found that it has been offered on the basis of a fraudulent or intentionally misleading application (for example a false claim to residence), which effectively denied a place to a child with a stronger claim.

In the event of a child being refused admission, his/her name can be put on the school waiting list provided a request in writing is received for this. Any late applicants for places will also have their names put on the waiting list. If places become available, they are awarded to children whose names are on the waiting list according to the criteria agreed by the governors, as published below. Such places will be offered through the LA. Parents are entitled to know their child's place on the waiting list but this position can change as other people move into the area. Parents who have been unsuccessful in the application for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain the necessary form from the school office.

In order to gain admission to St. Mary's part way through the school year, parents should contact the School for the necessary application form. If the year group is full, an appeal may be made - as above.

If the school is over-subscribed, after the admission of pupils with a Statement of Special Educational Needs where the school is named in the Statement, and the admission of pupils with an Education, Health and Care Plan (EHC), priority for admission will be given to those children who meet the criteria set out below in order :-

1. 'Looked after Children' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. (See Note A)
2. Children of a parent/carer residing in the ecclesiastical parishes of Oxted, Limpsfield, Tandridge, Crowhurst, Limpsfield Chart and Hurst Green who is a regular and faithful worshipper at an Anglican church. (See Notes B and C)
3. Children of a parent/carer residing in the ecclesiastical parishes of Oxted, Limpsfield, Tandridge, Crowhurst, Limpsfield Chart and Hurst Green who is a regular and faithful worshipper at a Christian church of other denominations that is a full member of Churches Together in England and Wales or The Evangelical Alliance'. (See Notes B and C)
4. Children residing in the ecclesiastical parishes of Oxted, Limpsfield, Tandridge and Limpsfield Chart who will have a sibling in the school at the proposed date of admission. (See Notes C and D)
5. All other children residing in the ecclesiastical parishes of Oxted, Limpsfield, Tandridge and Limpsfield Chart (See Note C).
6. All other children who will have a sibling in the school at the proposed date of Admission. (See Note D)
7. Children of members of the teaching staff of the school provided the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
8. All other children in order of nearness to the school. (see Note E)

**Note A** -- Looked after children are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.

**Note B** – In Criteria numbers 2 and 3, 'Regular and faithful worshipper' means :--

- People who have been worshipping in their church on average twice per month, rather than just occasionally.
- If attendance twice per month is not possible significant involvement in the life of the church, by being on church rotas on a regular basis for activities that contribute to the work and worship of the church, eg. leading house groups, being involved with youth work or being on church committees (this list is not exhaustive), will also be taken into consideration.
- Worship or involvement must have been for at least 12 consecutive months immediately prior to the closing date for applications.
- The relevant clergy will be asked to confirm details of church allegiance on a form sent especially to them after the supplementary application form has been received by the school.

**Note C** -The boundaries of the ecclesiastical parishes are different from those of the civil parishes. A map showing the boundaries of the ecclesiastical parishes can be viewed in the school office or on the school web site.

The ecclesiastical parish for a specific address can be found at <http://www.achurchnearyou.com/parishmap.php>

**Note D** - Siblings refer to blood relatives, step-siblings, foster and adopted children living at the same address.

**Note E** - The distance will be measured in metres in a straight line from the address point of the pupil's house, as set by Ordnance Survey, to the main entrance of the junior section of the school in Silkham Road. This is

calculated using the Admission and Transport Team's Geographical Information System which can be accessed via <http://findaschool.surreycc.gov.uk/>.

- Where children live at two different addresses during the course of a week the address considered will be that at which they reside for the greatest amount of time. Written evidence of this will be required.

### Tie breaker

In the event of oversubscription in any of the above criteria, priority will be determined in order of nearness from the home to the school in a straight line with those living nearer according to the local Authority's computerised measuring system being accorded the higher priority. If two applicants live equi-distant from the school the drawing of lots will be used to determine the matter.

### Fair Access

The School is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.

### Special Educational Needs

Parents of pupils who have a statement of special educational needs, or Education, Health and Care (EHC) Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement, or EHC Plan, is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced.

### Education of Children out of their Chronological Age Group

Children are educated in school with others of their age group. However in exceptional circumstances parents/carers may choose to seek places outside of their child's chronological year group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel that admission to a different year group is in the child's best interest and may provide recent professional evidence to support this. Further details of how to make such a request are available at [www.surrey.gov.uk/admissions](http://www.surrey.gov.uk/admissions)

### **Applications in the Main Round**

St. Mary's C/E Primary School, by virtue of being a voluntary aided school, is its own admissions authority and therefore has the power to decide its own admissions policy and criteria. Nevertheless it is also a Surrey school and falls within the Coordinated Admissions scheme for Primary Schools within Surrey. It is a requirement of this scheme that all parents in Surrey will be sent their allocation letters on the same date. The results of each application will therefore be sent out at this time before the September in which the child is due to start at the school.

### **Late applications**

Late applications and changes of preference will be dealt with in accordance with Surrey's coordinated admissions scheme.

Applications received after the allocation date 2018: Applications should be made to the Local Authority. A decision will be made as to whether a place can be offered or not within approximately 14 days.

### Appendices

The following forms are used in our admissions process:

1. Supplementary Form - for parents/carers to fill in if they are applying under criteria 2 or 3 to claim church allegiance
2. Supplementary Form - for parents/carers to fill in if they are applying under criteria 7 - for children of teaching staff
3. Clergy Form - this form is sent to the relevant clergy by the school to confirm whether a family are regularly involved with the life of a church and can claim church allegiance. This form is not for parents use.

The forms used are attached overleaf.



ST. MARY'S C OF E PRIMARY SCHOOL, OXTED  
Silkham Road, Oxted, Surrey RH8 0NP  
e.mail: [info@st-marys-oxted.surrey.sch](mailto:info@st-marys-oxted.surrey.sch).

TEL : 01883 712817

FAX : 01883-723554

**SUPPLEMENTARY APPLICATION FORM FOR ADMISSION SEPTEMBER 2018**

Proposed Date of Entry \_\_\_\_\_

**Completion instructions:** Parents/carers should fill in this form **only** if they are applying for a place under church allegiance (criteria Numbers 2 and 3). The completed form should be returned direct to the school. Failure to return this form will result in any application being considered under the "non-church" criteria

You should ensure that you have read a copy of the admissions policy prior to completing the form and returning it to the school by **12.00 hours on 15<sup>th</sup> JANUARY 2018**. You must also complete the Common Application Form available from your Local Authority and name this school on that form. The Common Application Form should be returned direct to your Local Authority.

Surname of child: \_\_\_\_\_ Other names(s) \_\_\_\_\_  
Date of birth: \_\_\_\_\_  
Address of child \_\_\_\_\_  
Name of parent(s)/carers(s) living at this address: \_\_\_\_\_  
Home telephone: \_\_\_\_\_ Parents' daytime tel.nos. (if different) \_\_\_\_\_

**Church commitment**

Name of church which you attend:  
If this is not an Anglican Church please state the denomination to which your church belongs:

Name and address of the Minister/Priest of the church attended :

NB If you have moved recently, please give the name and address of your previous minister.

On average do you worship at church twice per month? Yes/No  
Please give details of your commitment to your church/place of worship, e.g., participation in church activities, membership of church committees, responsibilities in the church etc.

If attendance at services twice per month is not possible please explain why

*Note : Your Priest/ Minister will be contacted to verify your church attendance and involvement.*

I confirm that the information given above is correct and that I have read the admissions policy.

Signature of Parent/guardian .....

Date :



St. Mary's C of E (Aided) Primary School  
 Silkham Road  
 OXTED  
 Surrey  
 RH8 ONP

Headteacher  
 Mrs S Lewis  
 Email: [info@st-marys-oxted.surrey.sch.uk](mailto:info@st-marys-oxted.surrey.sch.uk)  
[www.st-marys-oxted.surrey.sch.uk](http://www.st-marys-oxted.surrey.sch.uk)

Tel: 01883 712817  
 Fax: 01883 723554

## Supplementary Information Form

To be completed for applications under criterion number 7  
 (Children of Staff)

Applications for entry on a staff basis must be supported by submission of this form which may be obtained from the Admissions Officer at School. Once completed it must be returned to the Admissions Officer by January 15<sup>th</sup> 2018

Name of child: Surname: .....

Forenames: .....

Date of Birth: .....

Name of Member of Staff: .....

Address: .....

.....

Tel numbers: Home ..... Mobile .....

E-mail.....

I am a member of staff in accordance with the school's admissions policy:

I have been working at the school for at least two years

Signature of parent/guardian..... Date.....

At St Mary's, everyone is supported, challenged and secure in a caring Christian environment



# St. MARY'S C OF E PRIMARY SCHOOL, OXTED

## CLERGY FORM

The Parents/carers of the child named below have applied for a place at St. Mary's C/E Primary School and have given your name as a referee. Would you kindly complete and return this form in the envelope provided by .....

Thank you for your help.

Surname of child:

Other names(s)

Date of birth:

Name of parent(s)/carers(s):

Address:

Has the parent/carer worshipped at your church for at least a year prior to 15<sup>th</sup> January 2018

Does the parent/carer worship on average twice per month?

If attendance is not possible twice per month please explain why

Does the parent/carer have active involvement in activities that contribute to the work and worship of your church?

Signed:

Date:

Minister/Incumbent of

Church

***Note: The contents of this form will be confidential between the school and the clergy unless the parent/carer has to go to Appeal for a place for their child.***

***No child will be considered for a place under criteria nos. two or three (which involve church allegiance) unless this form has been completed and returned by the date given above.***