



Policy Number RHR-16 Admissions Policy

September 2018

- **THIS POLICY** has been drawn up after discussion between the school Governors and Head teacher following advice from the DfE, Diocese and Local Authority.
- **IT WILL BE REVIEWED** annually.

Mission.

At The Chandler we provide a safe, secure and caring Christian environment in which children can develop academically, socially, creatively, spiritually and morally. We aim for our pupils to become fully equipped for the challenges of later life in an advancing technological world and an integrated society. We value all achievements, talents and interests and recognise the importance of the development of the “whole” child through the setting of high expectations and a challenging and creative curriculum.

The Aim of this policy

The aim of this policy is to ensure that admissions to the school reflect its Anglican ethos and recognise the benefits of including children of other denominations and faiths and children of no particular faith. All children admitted under this policy will be offered an education in accordance with the mission statement and values of the school (see www.thechandlercofejuniorschool.org.uk).

As a Voluntary Aided school the Governors act as the Admission Authority for the school and Surrey County Council act as the co-ordinating home authority.

The Chandler will admit a child with an Education Health and Care Plan that names the school.

Published Admission Number

The Governors will admit 90 children into Year 3. If the Governors receive a number of applications that is less than or equal to 90 then every child who has applied will be offered a place.

In the event of Governors receiving more applications than there are places available in any year group, priority for places will be determined for children in the following order:

- 1) **Looked After Children** and **previously Looked After Children (See Note 1)**
- 2) **Children with exceptional medical or social circumstances (See Note 2).**
- 3) **Siblings(in parish)** Children living within the ecclesiastical parishes* of St John’s Milford and All Saints Witley having a sibling in attendance at The Chandler in the September of the admission year.(**See Note 3**)
- 4) **Regular Worshippers** Children who are regular worshippers, or for whom a parent or grandparent is a regular worshipper (**See Note 4**), of the congregations of St. John’s, Milford, and All Saints, Witley, with a **Supplementary Information Form (See Note 5)** from the vicar of that church submitted at the time of initial application.
- 5) **Siblings (out of parish).** Children living outside the ecclesiastical parishes* of St John’s Milford and All Saints Witley having an older sibling in attendance at The Chandler in the September of the admission year. (See Note 3)
- 6) **Children of the parishes.** Children of families living within the ecclesiastical parishes* of St John’s Milford and All Saints Witley.
- 7) **Other Regular Worshippers.** Children who are regular worshippers or for whom a parent or grandparent is a regular worshipper (**See Note 4**) at a Christian Church, **and** for whom The Chandler is the nearest church junior school. **A Supplementary Information Form (See Note 5)** from their parish priest or minister must be submitted at the time of the initial application.
- 8) **Feeder Schools.** Children from our main feeder infant schools: Witley CE Infants; Milford Infants and Grayswood CE Infants.

9) **Others.** Children of other parents expressing a preference for The Chandler Church of England (Aided) School.

Where there are not enough places to allocate to all applicants, places will be allocated within each category to children living closest to the school (**See Note 6**).

Notwithstanding the foregoing distance criterion, children of multiple births from the same home address will be allocated the highest priority in whichever category they each fit. If it is necessary in order to accommodate all children from a single group of such children the number of offers to be made will be increased above the PAN by the minimum number necessary.

Where two or more children, other than those from multiple births, share a priority for a place, e.g. where two children live equidistant from the school and only one place remains, the school admissions group will draw lots to determine which child should be given priority. The drawing of lots will be witnessed by the Clerk to the Governing Body.

A waiting list, **compiled from specific requests from parents for a place on the waiting list**, will be held for each year group for a period of one year. If vacancies arise the places will be allocated to the child placed highest in the order of categories listed above and within those categories by shortest distance to the school entrance. Late applications will be considered in accordance with Surrey's Coordinated Admission Scheme.

* **Maps** showing the ecclesiastical parish boundaries for Milford and Witley are displayed on the school website and may be viewed by request at the school office.

Admission out of chronological year group

Applicants may choose to seek places outside their child's chronological year group. Although in the first instance this should be discussed with the Headteacher. Applicants must state clearly why they feel admission to a different year group would be appropriate and submit what supporting supplementary evidence they have. Governors will make a decision in the best interests of each child, taking into account the particular circumstances of the case, including the views of the Headteacher. Reasons for their decision will be set out for parents but please note that there is no right of appeal if a place is offered that is not in the parent's preferred year group. For more information about education outside a child's chronological year group or about the application process, please see www.surreycc.gov.uk/admissions.

The Governors reserve the right to withdraw the offer of a place where the parent has made a fraudulent or intentionally misleading application which effectively denied a place to another child.

Admission Appeals

Appeals against a decision not to offer a place at The Chandler will be administered by Surrey CC from whom the appropriate forms may be obtained.

Web link www.surreycc.gov.uk/schoolappeals

Notes.

1 Looked After Children and previously Looked After Children are defined as –

A child who is in the care of the Local Authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989 or any child who was previously in the care of the Local Authority or provided with accommodation by a Local Authority and who left that care through adoption, Child Arrangement Order or Special Guardianship Order.

A letter from the Children's Services Department confirming the child's status **must** be submitted at the time of application.

2 Children with exceptional medical or social circumstances for whom The Chandler is uniquely suitable. In the case of these special circumstances the Governors will require formal evidence to establish why The Chandler is the most suitable junior school and that another school will not be appropriate. Appropriate documentary evidence from a consultant doctor or from the relevant support services must be submitted at the time of application. The Governors will be unable to consider an application under this criterion if such evidence is not submitted at the time of application. The Governors reserve the right to take advice from the LA, support agencies and medical consultants before making a decision. It should be noted that a letter from a general practitioner alone is unlikely to be sufficient.

NB. All schools support children with the more common medical conditions such as asthma, nut allergies and stress-related symptoms.

3. A sibling is defined as a brother/sister, half-brother/half-sister, step-brother/step-sister or adoptive brother/adoptive sister or foster children, living in the family unit at the same address in each case.

4. **Regular Worshipper.** For this application '**regular worshipper**' means a parent, grandparent or child who has worshipped once a month on a regular basis over a period of a year preceding this application. Where a family has moved into the parish only recently, or will move into the parish by the commencement of the school year, parents must provide the priest with appropriate documentary evidence of the same pattern of attendance in the previous worshipping congregation.
5. The **Supplementary Information Form** follows as page 4 of this policy; it must be submitted at the time of the application. If no SIF is submitted at the time of application the application will be categorised disregarding the request for preference on grounds of religious affiliation. '**Regular worshipper**' is defined above.
6. **Children living closest to the school.** The shortest distance is calculated using the Surrey CC's Admission and Transport team's Geographical Information System of which the website <https://www.surreycc.gov.uk/schools-and-learning/schools/school-admissions/about-find-a-school/find-a-school>, provides the public access. The detailed calculation uses the address point of the pupil's home as set by Ordnance Survey by straight line to the nearest school gate available for pupils to use. The **Home address** is defined as the child's permanent address, or in cases of shared custody, where he/she lives for the majority of the school week. In the case of formal equal shared custody it will be up to the parents to agree which address to use. In all cases, the home address that will apply will be the one specified at the closing date of application, unless a change of address for good reason has been accepted by the Home Local Authority.

Parent is defined as a natural, adoptive, step or foster parent or other legal guardian.

For Sept 2018 Intake

In year Admissions.

From September 2013 Surrey, as the Co-ordinating Authority, is no longer required to process all in-year admissions.

Applications for in-year admission should be made directly to the school. For such admissions the governors will be guided by the above order of priority.

Please see the next page for the Supplementary Information Form

**Admission Application
for The Chandler CofE (Aided) Junior School
Supplementary Information Form
To be used for oversubscription categories 4 and 7 only**

This form is to be used by an Applicant seeking admission for a child on the basis of being a **regular worshipper** of the congregations of St John's Milford and All Saints Witley, or regular worshippers of the worshipping congregation of a Christian Church for which The Chandler is the nearest church junior school and where the parents are seeking a Christian education for the child. **It should be returned by the Priest, or Minister, directly to The Headteacher**, The Chandler CofE Junior School, Middlemarch, Witley, GU8 5PB, **at the time of the initial application**. On receipt in the school the form will be date stamped and initialled, photocopied and the copy returned by post to the Applicant as evidence of receipt.

Name of the child

Name(s) of the parent(s)

Home address

Name of the Parish Priest or Minister completing the form

Priest**Parish**.....

Statement by the Minister

(e.g. Name of child, parent or grandparent is a **regular worshipper** at (name of Church and Parish) and has attended for not less than once per month for the year preceding this application.)

Signature of Priest

Date.....

Policy No/Name:	PE-14 Admissions	RHR-16 Admissions	RHR-16 Admissions
Category: 1			
Review Frequency:	Annual	Annual	Annual
	2014/6	2015/2	
Staff Member responsible	Chair/HT	Chair/HT	Chair/HT
Nature of changes made	Pan /consultation	Admin	Admin
Governor Committee	Personnel	Resources	Admissions
Date reviewed by Committee		Nov 2014	Sep 2016
Date of FGB Approval (Category 1 only)	13/03/2015	22/01/2016	13/01/2017
Date next review is due	Sept 2015	Sept 2016	Sept 2017
DMC File Version		1	1r