



Policy Number RHR-16 Admissions Policy

September 2022

- **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. Applicants living in Surrey should apply online via the Surrey website www.surreycc.gov.uk/admissions or on a paper application form available by phoning 0300 200 1004. Parents have the opportunity to state up to four preferences in Surrey and applications must be submitted to the Local Authority by 15th January 2022.

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, including 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.** (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) **Children of Staff.** Children of full time or part time paid members of staff who are employed at the school at the closing date for applications, and who have been so employed continuously for two or more years by the school; or staff who have been employed to meet a demonstrable skills shortage. Staff members *must* complete the appropriate Supplementary Information Form (See Note 4).
- 5) **Regular Worshippers** Children who are regular worshippers, or for whom a parent or grandparent is a regular worshipper (See Note 5), of the congregations of St. John’s, Milford, and All Saints, Witley, with a **Supplementary Information Form** (See Note 6) from the vicar of that church submitted at the time of initial application.
- 6) **Siblings (out of parish).** Children living outside 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)

- 7) **Children of the parishes.** Children of families living within the ecclesiastical parishes* of St John's Milford and All Saints Witley.
- 8) **Other Regular Worshippers** Children who are regular worshippers or for whom a parent or grandparent is a regular worshipper (**See Note 5**) at a Christian Church, **and** for whom The Chandler is the nearest Church of England junior school. **A Supplementary Information Form (See Note 6)** from their parish priest or minister must be submitted at the time of the initial application.
- 9) **Feeder Schools.** Children from our main feeder infant schools: Witley CE Infants and Milford Infants.
- 10) **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 7**).

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, 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 (summer born children – please follow Surrey's Admissions link below, or ask for clarification)

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 any supporting evidence they may 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 a Local 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.

'Previously Looked After Children' also 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. **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. 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. The **Supplementary Information Form** for Children of Staff priority (criterion 4), 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 being a member of staff
5. **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. ***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 or alternative premises have been available for public worship.***
6. The **Supplementary Information Form** for Regular Worshippers (criteria 5 and 8) follows as page 5 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.
7. **Children living closest to the school**. The shortest distance is calculated using the Surrey CC’s Admission and Transport team’s Geographical Information System. 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 2022 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 Forms

**Admission Application
for The Chandler CofE (Aided) Junior School
Supplementary Information Form
To be used for category 4 only - Staff**

Name of the child

Name(s) of the parent(s)

Home address

Date when Parent/Guardian commenced working at The Chandler CofE (Aided) Junior School:

.....

To be completed by the Headteacher of The Chandler

I confirm that is working at The Chandler CofE (Aided) Junior School and has done so from the date listed above or who was recruited to fill a skills shortage.

Signature of Headteacher Date.....

**Admission Application
for The Chandler CofE (Aided) Junior School
Supplementary Information Form
To be used for categories 5 and 8 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 a **regular worshipper** of the worshipping congregation of a Christian Church for which The Chandler is the nearest Church of England junior school. **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.

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 or alternative premises have been available for public worship.

Name of the child

Name(s) of the parent(s)

Home address

Name of the Parish Priest or Minister completing the form

PriestParish.....

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:	RHR-16 Admissions 2020 Entry	RHR-16 Admissions 2021 Entry	RHR-16 Admissions 2021 Entry	RHR-16 Admissions 2022 Entry	RHR-16 Admissions 2022 Entry
Category: 1					
Review Frequency:	Annual	Annual	In-Year	Annual	In-year
	2018/19	2019/20		2020/20	2020/20
Staff Member responsible	Chair/HT	Chair/HT	Chair/HT	Chair/HT	Chair/HT
Nature of changes made	Clarification	Admin	OSA Variation	Staff\ nearest school criteria Consultation	Mandatory – Admissions Code
Governor Committee	Admissions	Admissions		Admissions	
Date reviewed by Committee	Sep 2018	Sep 2019			
Date of FGB Approval (Category 1 only)	24/01/2019	24/01/2020	Chair's Action 15/07/2020	22/01/2021	25/06/2021
Date next review is due	Sep 2019	Sep 2020	Sep 2020	Sep 2021	
DMC File Version	2	3	4	5	6