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Admissions Policy – Academic Year 2027/28

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ADMISSIONS POLICY FOR ST. MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL
For Entry September 2027 – Version 2

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.

Application Process

The Governing Body is responsible for the admission of pupils to St. Mary's Church of England Primary School and admits 60 pupils to Reception and a further 60 pupils (120 pupils in total), to year three each September. The admission limit has been agreed by the Governing Body and applies to the academic year 2027-2028.

In order to gain admission to St. Mary's at the beginning of a new academic year, parents must refer to the The local authority's School Admissions Team County Council Website - Admissions page 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 the local authority's School Admissions Team 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), is the 15th January 2028. The St. Mary's supplementary form, if used, should be returned to St. Mary's School also by 15th January 2028. Parents who complete the on-line LA form should still return the St. Mary's supplementary form direct to the school. If a supplementary information form is submitted late it is unlikely to be considered until after the initial allocation of places. 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 School's admissions criteria.

Where an application is made on time the outcome will be communicated to parents on 16th April 2028. Parents will be asked to confirm their acceptance of the school place offered. 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.

Waiting list

In the event of a child being refused admission, his/her name will automatically be put on the school waiting list. Any late applicants for places will also have their names put on the waiting list which will be maintained until the end of the summer term 2028. 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.

To stay on the waiting list from one academic year to the next:-

All parents and carers whose child's name is on the waiting list for admission will be contacted at the end of the

school year to inform them that if they wish their child's name to remain on the waiting list **they must reapply through the local authority's School Admissions Team Admissions using the Centrally Managed Application, CMA form for "In-year school admissions" each summer. For Year 2 waiting list they would do an in-year application for Year 3 if they have not already applied for Year 3.** New in-year applications for the following academic year will only be accepted after 01 July of that year.

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

Part A: Entry to Reception in September 2027 and in year admissions for EYFS and KS1
(Please see Part B for Admissions to Year Three)

Please note: The School adheres to the statutory infant class size limit of 30 pupils per class.

<u>If the school is over-subscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP), priority for admission will be given to those children who meet the criteria as set out below in order;</u>

1. 'Looked after Children' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order or special guardianship order. (See Note A).
2. Children of members of the teaching staff of the school provided the member of staff with whom they are living 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. (see Note B)
3. Children living in the parish* of Oxted (*see Note C)
4. Children who will have siblings living at the same address, in the school at the date of admission (see Note D)
5. Children who are resident in the parishes* of Limpsfield and Titsey, Tandridge, and Hurst Green for whom St Mary's is their nearest church school, and whose parent/carer is a regular and faithful worshipper in one of the four churches of the Oxted Team Ministry (namely St Mary's Church, Oxted, St John's Church, Hurst Green, St Peter's Church, Tandridge, or St George's Church, Crowhurst) for whom St Mary's is their nearest church school (see Note E)
6. Children who are resident in the parishes* of Limpsfield and Titsey, Tandridge, and Hurst Green for whom St Mary's is their nearest church school, and whose parent/carers a regular and faithful worshipper at an Anglican Church or Churches of other denominations in membership of Churches Together in Britain and Ireland or the Evangelical Alliance. (See note E)
7. All other children in order of nearness to the school. (See Note F).

<u>Deferred Entry to Reception Class/Part time entry</u>

The School admits children to the Reception year in the September of the school year in which the child attains the age of five years. (The School year runs from 1st September to 31st August). All parents/carers are entitled to a full time place for their child in the Reception Year from September but may defer entry until the beginning of the term after their child is five years old (i.e. when the child reaches compulsory school age) or until the beginning of the summer term, whichever is earlier. Children may attend part-time until they reach compulsory school age. Parents/carers who have been offered a place at the School for their child and wish the child to defer entry

and/or attend part-time must put this in writing to the Headteacher at the earliest opportunity and before the start of the autumn term.

Educating children out of their chronological year group

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

- Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the headteacher, governors agree for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.
- Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the headteacher, governors agree for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at www.surreycc.gov.uk/admissions.

Part B: Entry to Year Three in September 2027 and in year admissions for KS2

All children who will be on roll in year two at St. Mary's School automatically continue into year three at St. Mary's School. This means that there will be a minimum of 60 places available for year three applicants new to the school.

If the school is over-subscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP), 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, child arrangement order or special guardianship order. (See Note A).
2. Children of members of the teaching staff of the school provided the member of staff with whom they are living 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.(see Note B)
3. Children attending St Peter's C of E Infants School, Tandridge, or Limpsfield C of E Infant school living in the parish* of Oxted. (see Note C)
4. Children who are resident in the parishes of Limpsfield and Titsey, TandrIdge, Crowhurst, Limpsfield Chart and Hurst Green and whose parent/carers are regular and faithful worshipers in one of the four churches of the Oxted Team Ministry, (namely St Mary's Church, Oxted, St John's Church, Hurst Green, St Peter's Church, Tandridge, or St George's Church, Crowhurst), St Peter's Parish Church Limpsfield or St Andrew's Church Limpsfield Chart for whom St Mary's is their nearest church school. (see Note D)
5. Children attending St Peter's C of E Infants School, Tandridge, or Limpsfield C of E Infant school who are resident in the parish* of Limpsfield and Titsey, Tandridge, Crowhurst, Limpsfield Chart or Hurst Green for whom St Mary's is their nearest church school, and whose parent/carers is a regular and faithful worshipper at an Anglican Church or Churches of other denominations in membership of Churches Together in Britain and Ireland or the Evangelical Alliance. (see Note D)

6. Children attending St Peter's C of E Infants School, Tandridge, or Limpsfield C of E Infant school who will have siblings living at the same address, in the school at the date of admission (see Note E)
7. All other children attending St Peter's C of E Infant School Tandridge or Limpsfield C of E Infant school by order of distance
8. All other children with a sibling at St Mary's School
9. All other children in order of nearness to the school. (See Note F).

For in year entry after September 2027 criteria nos 3, 5, 6 and 7 will not apply as children will have left the infant schools, admissions will be processed using criteria 1,2, 4, 8 and 9

Explanatory Notes

Note A -- A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school. A previously looked after child is a child who immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). 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 – For the purpose of giving priority to children of members of the teaching staff the following criteria apply :

A person will be considered to be a child's parent for the purpose of this criterion if they are living in the same family unit as the child at the same address and are:

- their mother or father:
- any other person who has parental responsibility, such as an adoptive parent, step-parent, a special guardian or person named in a child arrangements order
- any other person who does not have parental responsibility but otherwise has the care of the child, such as a foster carer'

Note C – *In this policy the word 'parish' refers to the ecclesiastical parish – whose boundaries are determined by the Church of England. **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– In Criteria numbers 5 and 6 for year R and 4 and 5 for Junior entry, '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 rota's on a regular basis for activities that contribute to the work and worship of the church, e.g.

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 (but see the rider on the supplementary form)
- 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 F – The distance will be measured in metres in a straight line from the address point of the pupil's home, as set by Ordnance Survey, to the main entrance of the infant section of the school in Downs Way for Reception year applicants and to the main entrance of the junior section of the school in Silkham Road for all year three applicants. Home to school distances will be calculated using Surrey Admissions Team's Geographical Information System. The child's home address excludes any business or childminder's address and must be the child's normal place of residence. It also excludes any relative's address unless the child lives at that address as their normal place of residence'. 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. We will not generally accept a temporary address if the main carer of the child still possesses or rents a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.

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 equidistant 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 and Disability (SEND)

Parents of pupils who have an 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 an 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.

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. The admission criteria that will be used to prioritise late applications will be the same as those for the initial applications.

Applications received after the allocation date 2027

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 4, 5 or 6 to claim church allegiance.
2. Supplementary Form – for parents/carers to fill in if they are applying under criteria 2 – for children of teaching staff.
3. Clergy Form – this form is sent to the relevant clergy by the school to confirm whether family members are regularly involved with the life of a church and can claim church allegiance. ***This form is not for parents' use.***

Supplementary Information Form - Church

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 15th JANUARY 2027**. 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 by 15th January 2027.

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:

"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".

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 :

Supplementary Information Form - Staff

To be completed for applications under criterion number 2
(Children of Teaching 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 15th 2027.

Name of child:	
Date of Birth:	
Name of Member of Staff:	
Address:	
Tel numbers: (Home) (Mobile)	
E-mail Address:	
I confirm I am a member of staff in accordance with the school's admissions policy (signed):	
I have been working at the school for at least two years (signed):	
Signature of parent/guardian:	
Date:	

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 15th January 2027?

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

If attendance is not possible twice per month please explain why:

"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".

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.

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