



St Peter's C of E (Aided) Primary School

Little Green Lane, Farnham, Surrey, GU9 8TF

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✉: info@stpeters-farnham.surrey.sch.uk

www.stpeters-farnham.surrey.sch.uk

Head Teacher: Mrs Sarah Dunning MEd ALCM



Artsmark
Silver Award
Awarded by Arts
Council England

Admissions Policy for 2020/21 Academic year

Person Responsible:	Admissions Committee
Date Adopted:	Spring 2019
Next review:	Autumn 2019
Ratified by Admissions Committee:	Spring 2019

This policy should be read in conjunction with St Peter's School Mission Statement and the aims of the school. As a Church of England school, St Peter's is Christian in ethos but welcomes pupils of other denominations and faiths, and those of no particular faith.

Our admissions authority, the governors of the school, shall admit **60** children at the age of 4+ each year in the Reception classes in accordance with the official **Published Admission Number (PAN)** for the school as agreed with the Local Authority.

Parents submitting an application for their child's admittance to the school for Reception places for the school year 2020/2021 must apply via the Surrey County Council website www.surreycc.gov.uk/admissions or contact Surrey County Council on 0300 200 1004 for a hard copy of the form. The Supplementary Information Form, (attached and also available on the school website), for all applications under categories 4 and 5 must be returned directly to St Peter's School. If the Supplementary Information Form is not received by the closing date, applications will not be considered under categories 4 or 5. St Peter's C of E Primary School operates an equal preference system. Parents are welcome to visit the school but visits play no part in the admission process. A map of St Peter's Church parish boundary is on display in the school office and available for inspection on the school's website, (see admissions). For In Year places please contact the school regarding availability then complete form IYA-SMA and return this to St Peter's Primary School. See www.surreycc.gov.uk/admissions

The closing date for applications for Reception in September 2020 is 15/1/2020
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If the number of applications for admission into the school exceeds the agreed **PAN** of 60, the governors will bring into effect their admissions policy which gives priorities of categories as follows:-

1. Looked after children and previously looked after children (see note 1).
2. Exceptional circumstances (see note 2).
3. Children who have a sibling at the school at the time of entry to the school (see note 3).
4. Children who have a parent with a definite, **current** commitment to St Peter's Church, Wrecclesham (see note 4).
5. Children who have a parent with a definite, **current** commitment to another Christian church and live within the parish boundary of St Peter's Church, Wrecclesham (see note 4).
6. Children who live within the parish boundary of St Peter's Church, Wrecclesham.
7. Children who live outside the parish boundary of St Peter's Church.

The closing date for applications and the nominated date for notification of a place will be in accordance with the Local Authority's co-ordinated admissions policy as set out on www.surreycc.gov.uk

Notes

1. **Special Educational Needs** – The governors of St Peter's School will admit any child with an Educational Health and Care Plan that names the school. This is not an over-subscription criterion.
Looked After Child and Previously Looked After Child – 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's 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. **Exceptional Circumstances** – a child who has a serious medical, physical or psychological condition, or if there are sensitive family circumstances which make it **essential** that the child attends St Peter's rather than any other school. Appropriate documentary evidence from a consultant doctor or from the relevant support services must be submitted **at the time of application**.
3. **Siblings** – a brother/sister, half brother/ half sister, step brother/step sister, adoptive brother/adoptive sister, or foster children living in the family unit.
4. **Faith Based Applications** – Applications for entry on a faith basis must be supported **at the time of application** by written confirmation of this commitment from the minister of St Peter's Church, Wrecclesham or other appropriate church leader. In the case of St Peter's Church, the supplementary information form should be provided to the vicar at least three weeks before the closing date for applications. Evidence of a definite, current commitment to a Christian church is defined as worship by a parent and/or the child, at that particular church at least once a month over a minimum period of two years preceding the date of application.
5. **Definition of Parent** – a natural, adoptive, step or foster parent or other legal guardian.
6. **Definition of Home Address** – the child's permanent address, or in cases of shared custody where he/she lives for the majority of the school week.
7. **Tie-Breaker** – Should there be too many applicants within any one of the above categories; the distance from home to school will be the deciding factor with those living nearest given priority. 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 school gate available for pupils to use. This is calculated using the Surrey Admission and Transport Team's Geographical Information System. Some buildings may have multiple addresses with the same address point and in these cases applicants will be considered to live equidistant from the school. Where applicants live equidistant from the school, priority will be decided by lottery. If the last place to be offered is to a child from a multiple birth, governors would also offer places to the other multiple birth siblings should the parents so wish, even though this would increase the class size beyond the Published Admissions Number. However, no further places would be offered until/unless the class size dropped back to 30.
8. **Waiting List** – Applicants should contact the school to join the waiting list. Waiting lists are held until the end of the academic year for which entry has been sought, at which point they will be renewed. It is the parent's responsibility to re-apply to the school at the beginning of each academic year. It is not the school's responsibility to check continuing interest. The waiting list will be operated according to the school's admissions policy and takes no account of the length of time a child has been on the list.
9. **Late applications** – These should be made directly to the LA and they will be held until places have been allocated to those applying by the closing date. If any places remain unfilled, late applications will be subject to the same selection criteria as above.
10. **Appeals** – Parents who are unsuccessful in obtaining a place at our school for their child have the right of appeal to an Independent Appeal Panel. Should you wish to appeal please contact the school office for details.
11. **Reception Full time places and Deferred Entry** – All children will be offered full-time places from the start of the autumn term but parents have the right for their child to attend part-time until statutory school age is reached. Parents offered places in Reception classes may also defer their child's entry until the beginning of the term after their child's fifth birthday. However, **entry cannot be deferred beyond the start of the last term in the academic year of entry**.
12. **Out of Chronological Year Group** – Applicants may choose to seek places outside their child's chronological year group but should initially apply in accordance with the deadlines that apply for their child's chronological age. In the first instance, this should be discussed with the Head teacher. Applicants must state clearly why they feel admission to a different year group would be appropriate and submit any supporting documentary evidence they might have. Governors will make decisions in the best interests of each child, taking into account the particular circumstances of the case, including the views of the Head teacher. Reasons for the decision will be set out for parents. Please note that the school cannot guarantee or 'hold open' a place for the following year's entry. Please contact the school and investigate the following link for details. www.surreycc.gov.uk/admissions (under Policies and Reports). Parents should also investigate secondary school admissions procedures. Please also note that there is no right of appeal if a place is offered that is not in the parents' preferred age group.
13. **Withdrawal of Offers** – 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.



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**Supplementary Information Form
for Admission to Reception in September 2020**

To be completed for applications under criteria 4 and 5 only.

This form should be returned by applicants to the SCHOOL OFFICE by 15/1/2020

Applications for entry on a faith basis must be supported by completing this form which must then be endorsed by the vicar of St Peter's Church, Wrecclesham or other appropriate church leader, **at the time of application**. In the case of St Peter's Church, the supplementary information form should be provided to the vicar at least three weeks before the closing date for applications. **Evidence of a definite, current commitment to a Christian church is defined as worship by a parent and/or the child, at that particular church at least once a month over a minimum period of two years preceding the application.**

Name of Child:

Name of Parent/Guardian:

Address/Addresses:
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Telephone Number(s):

Email(s):

*Do you have a definite, current, commitment to St. Peter's Church, Wrecclesham or another Christian Church?

Yes / No*

Signature of Parent/Guardian: Date:

To be completed by the vicar of St Peter's Church or other appropriate church leader.

I confirm that the above named meets the church attendance criteria of a definite, current commitment to a Christian church defined as worship by a parent and/or the child, at that particular church at least once a month over a minimum period of two years preceding the application.

Name of minister and church:

Signature of minister: Date:

Church Stamp or please attach a compliment slip.

