



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

Little Green Lane, Farnham, Surrey, GU9 8TF

☎: 01252 714115 Fax: 01252 721215

✉: [info@stpeters-farnham.surrey.sch.uk](mailto:info@stpeters-farnham.surrey.sch.uk)

[www.stpeters-farnham.surrey.sch.uk](http://www.stpeters-farnham.surrey.sch.uk)

Head Teacher: Mrs Sarah Dunning MEd ALCM



## Admissions Policy for 2021/22 Academic year

St Peter's Church of England Primary School is a successful two form entry primary providing an education which seeks to develop the whole child through an exciting and challenging curriculum, underpinned by excellent pastoral care. Our school ethos promotes Christian values; everyone is welcomed and valued for who they are. We place great importance on developing a strong social, moral, spiritual and cultural experience for all of our children and we seek to ensure that everyone in our school family is included and given the opportunity to be themselves and develop as an individual. All staff have high expectations and children are challenged and supported to achieve their potential across the curriculum. The school's performance in national tests is consistently strong, but we place great emphasis on other areas of the curriculum: both the Arts and Sport flourish at St Peter's, providing many opportunities for children to participate and discover new talents.

To support the learning in the classroom, we have an excellent Forest School curriculum which helps to develop independence and resilience through problem solving and teamwork. Children also participate in cookery and yoga - which both provide essential skills for lifelong physical and mental health. At St Peter's, there is a strong sense of family and community - children are encouraged to develop an awareness of their place in the local community and the wider world. We have active links with schools overseas and through our Fair trade and Global focus, children learn to appreciate their own privileges and discover the values they share with people and communities around the world.

As a Voluntary Aided school, the Governors are the admission authority for the school and have agreed a Published Admission Number (PAN) of 60 at the age of 4+ with the Local Authority (LA). The Governors have also determined the following over-subscription criteria in consultation with the Diocese of Guildford, which will be strictly applied in the order shown below, as soon as the number of applicants exceeds the PAN.

### Over-subscription Criteria

1. **Looked after children and previously looked after children (see note 1).**
2. **Exceptional circumstances (see note 2).**
3. **Children who have a sibling (see note 3) at the school at the time of application.**
4. **Children and /or a parent with a definite, *current* commitment to St Peter's Church, Wrecclesham, another Christian church or a place of worship of another faith (see note 4).**
5. **Any other children whose parents wish them to attend St Peter's CofE Primary School.**

**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.

### Application Process for September 2021

Applications from Surrey residents for Reception in September 2021 must be made in accordance with Surrey County Council's (SCC) co-ordinated admissions scheme. Forms should be completed on-line via [www.surrey.gov.uk/admissions](http://www.surrey.gov.uk/admissions) or obtained from SCC by telephoning 0300 200 1004. Completed forms must be returned direct to the LA **by 15<sup>th</sup> January 2021**. The Supplementary Information Form (SIF), attached and also available on the school website, for all applications under categories 3 (former siblings ONLY) or 4, must be returned directly to St Peter's School. If the SIF is not received by the closing date, applications will not be considered under categories 3 (former siblings ONLY) or 4. Parents are welcome to visit the school, but visits play no part in the admission process.

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.**

### Notes

1. **Looked After Child and Previously Looked After Child** – 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'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, stepbrother / stepsister, 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/faith leader. In the case of St Peter's Church, the SIF 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 or place of worship of another faith, is defined as worship by a parent and/or the child, at that particular church/place of worship at least once a month over a minimum period of two years preceding the date of application.
- 5. Parent** – a natural, adoptive, step or foster parent or another legal guardian.
- 6. 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 and priority will be decided by lottery.
- 8. Multiple Births** - 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.
- 9. 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 and 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.
- 10. Late Applications** – these should be made directly to the LA and will be considered in accordance with their co-ordinated admissions scheme.
- 11. In-Year Applications** - 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](http://www.surreycc.gov.uk/admissions)
- 12. 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.
- 13. Summer Born/Out of Chronological Age Group** - for children born between 1<sup>st</sup> April and 31<sup>st</sup> August 2017, parents may choose to delay admission to school until the term *after* their child turns five (when statutory school age is reached). A child would normally start school in Year 1 the following year, missing out on Reception altogether. However, a parent may *request* that their child is admitted to Reception instead, meaning that the child would be educated outside their correct year group. In this instance parents should discuss their wishes with the Head Teacher, stating clearly why they feel admission to a different year group would be appropriate, including supporting documentary evidence if they wish. (Parents applying for their child to enter the school in later years may also choose to seek places outside their child's correct year group, but in all cases, this should be discussed with the Head Teacher). Governors will then make a decision as to which year group (YR or Y1) the child should enter in the following year, based on the particular circumstances of the case and in the best interests of the child. The Head Teacher's views will be taken into account and reasons for the decision shared in writing with parents. However, please note that the school cannot 'reserve' a place either in Reception or Year 1 for the following year, when a fresh application must be made.
- 14. 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.



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

Little Green Lane, Farnham, Surrey, GU9 8TF

☎: 01252 714115 Fax: 01252 721215

✉: [info@stpeters-farnham.surrey.sch.uk](mailto:info@stpeters-farnham.surrey.sch.uk)

[www.stpeters-farnham.surrey.sch.uk](http://www.stpeters-farnham.surrey.sch.uk)

**Head Teacher: Mrs Sarah Dunning MEd ALCM**



Artsmark  
Silver Award  
Awarded by Arts  
Council England

**Supplementary Information Form  
for Admission to Reception in September 2021**

To be completed for applications under criterion 4 only

**This form should be returned by applicants to the SCHOOL OFFICE by 15/1/2021**

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 or to a place of worship of another faith, 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: .....

Telephone Number(s): .....

Email(s): .....

\*Do you have a definite, current, commitment to St. Peter's Church, Wrecclesham or another Christian Church or place of worship of another faith? **Yes / No\***

Signature of Parent/Guardian: ..... Date: .....

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

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

Name of minister and place of worship.....

Signature of minister: ..... Date: .....

Church Stamp or please attach a compliment slip.