Ashley Church of England Primary School

An Academy in The Good Shepherd Trust

ADMISSIONS POLICY 2028-2029

Ashley Church of England Primary School highly values its Christian ethos, which is nurtured through its close links with St Mary's and St John's Churches and the Diocese of Guildford. Ashley Church of England Primary School provides a distinctively Christian yet inclusive environment in which every child is motivated to acquire skills for life, to develop a love of learning and to foster a sense of responsibility for themselves, each other and their world.

As a Church of England school, we welcome applications from families of other Christian denominations and other faiths, or none. We ask all parents applying for a place to respect this ethos and its importance to the whole school community.

The Trust, including the local committee, believe that active participation in church life by both the parent and applicant makes an important contribution towards strengthening the Christian ethos of the school.

As an Academy in **The Good Shepherd Trust**, the Trust is the Admission Authority for the school and has agreed a Published Admission Number (PAN) of **60** children at the age of 4+ with the Local Authority (LA). Any child with an Education, Health and Care Plan naming the school will be admitted. Where possible such children will be admitted within the PAN. In addition, the Trust has 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 applications exceeds the PAN.

Over-Subscription Criteria

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. Exceptional medical or social circumstances (see note 2)

3. Children of staff on the school payroll, who have been employed at the school for two or more years at the closing date of application. A maximum of 3 places will be available for this category.

4. An applicant with a sibling (see definitions) on roll at the time of admission.

5. An applicant who lives within the Ecclesiastical Parish boundary (see note 4 of Walton on Thames **AND** the applicant and at least one parent (see definitions) regularly attend (see note 3) either St Mary's or St John's Churches in Walton on Thames

6. The applicant lives within the Ecclesiastical Parish boundary (see note 4) of Walton on Thames **AND** the applicant and at least one parent (see definitions) regularly attend another Christian Church (see note 3).

7. The applicant lives within the Ecclesiastical Parish boundary of Walton on Thames (see note 4).

8. Any other children whose parents wish them to attend Ashley Church of England Primary School.

Application Process

Applications from Surrey residents for Reception in September 2028 must be made in accordance with the Surrey County Council (SCC) co-ordinated admissions scheme. They should be completed on-line via the SCC website www.surreycc.gov.uk/admissions or if a paper copy is required, please contact SCC on 0300 200 1004. Completed forms must be returned directly to the LA **by 15th January 2028**.

Children start school in September following their 4th birthday. However, parents may defer entry to the beginning of the term after their child's 5th birthday, but not beyond the beginning of the summer term in the academic year for which the application is made. A child may also attend part-time until statutory school age is reached.

Summer Born Children/Out of Chronological Age Education

For children born between 1st April and 31st August, parents may decide to delay admission to school until the term *after* their child turns 5, i.e. when statutory school age is reached. In such a scenario a child would normally start school the following year in Year 1, missing out on Reception. 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. Applications outside the normal age group can be made to other year groups at the school. If parents wish to apply for their child to be placed within a different year group, they should discuss their wishes with the Headteacher, stating clearly why they feel admission to a different year group would be appropriate, including any supporting documentary evidence if they wish. The local committee will then make a decision as to which year group the child should enter in the following year, based on the particular circumstances of each case and in the best interests of the child. The Headteacher'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. For further information and on other out of correct year group requests, please see www.surreycc.gov.uk/admissions

A **Supplementary Information Form (SIF)** must be completed by those applying for a place at the School under Criteria 3, 5 or 6. These forms are available from the school website or from the Admissions Officer. The Staff SIF must be completed by the parent and endorsed by the Headteacher (Criterion 3); or the Church SIF by the vicar/minister of St Mary's or St Johns (Criterion 5); or by the senior minister of the Christian Church named (Criterion 6). It should then be submitted to the school office by 15th January 2028. **If this form is not submitted by the closing date, your application may be ranked in the relevant lower criterion**.

Notes

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 –** children who are in the care of the LA or provided with accommodation by a LA in accordance with S.22 of the Children Act 1989; or children who were in the care of the LA or provided with accommodation by a LA and who left that care through adoption, Child Arrangement Order or Special Guardianship Order. Official confirmation of the child's status must be submitted at the time of application.

2. **Exceptional Medical or Social circumstances** – A child who has a serious medical condition or if there are sensitive family circumstances which make it ***essential*** that the child attends Ashley CofE Primary School rather than any other. Appropriate documentary evidence from a Consultant Doctor (a letter from a General Practitioner alone will not suffice) or from the relevant support services must be submitted at the time of application, making clear why attendance at this school is essential. The local committee will assess such evidence and make a decision on each individual case.

N.B. All schools are expected to support children with more common medical conditions such as asthma, nut allergies and stress-related symptoms.

3. **Regularly attend** - at least one Parent and the applicant attend Church twice a month, for a period of at least two years immediately preceding the date of application (relevant to Criteria 5 and 6 above). The Parent of an Applicant who has moved into Walton during the two-year period preceding the date of application must provide evidence of their fulfilment of the faith criterion and of the same pattern of attendance at a previous church or churches during the period in question. 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.

4. **Ecclesiastical parish boundary -** a link to the map is available on the school website www.ashleyschool.org.uk or the parish website www.waltonparish.org.uk.

Definitions

Sibling – brother/sister, half-brother/sister, step-brother/sister, adoptive brother/sister or foster children, all living as part of the same family unit at the same address.

Parent – a natural, adoptive, step or foster parent or other legal guardian.

Home Address – the child's permanent address or where the child lives for the majority of the school week. The address used for the initial allocation of places will be the child's address at the closing date for applications.

Tie-Breaker – if the school is over-subscribed within any criterion, places will be allocated to the child living closest to the school. Distances are measured using Surrey's Geographical Information System (GIS) in a straight line from the address point of the child's home, as set by Ordnance Survey, to the nearest school gate available for pupils to use. Where there are two or more applicants who live equidistant from the school, or multiple addresses with the same address point, priority will be decided by an independently supervised lottery.

Multiple Births - if the final place is offered to such a child, the school will admit any other consecutively ranked siblings from the same multiple birth, even though this may exceed the PAN. However, no further children will be admitted until the number drops below PAN.

Waiting List – Where the school is oversubscribed, a waiting list (WL) will be maintained until at least 31 December in the admission year. Children who are refused admission will be automatically placed on the waiting list, in accordance with the School Admissions Code. Parents do not need to make a separate request for their child's name to be added. The waiting list will be ranked in accordance with the oversubscription criteria set out in this policy and not in the order in which applications were received. Whenever a place becomes available, it will be offered to the child at the top of the waiting list at that time. Parents may request that their child's name is removed from the waiting list at any time. The Trust may also contact parents to ask whether they wish their child to remain on the waiting list. The WL will be maintained until the last day of the academic year, after which an in-year application should be completed if parents still wish their child to be considered for a place.

In-Year Applications – In-year applications are dealt with by the LA - please contact the school if you require further information.

Late Applications – these will be considered in accordance with Surrey's co-ordinated admissions scheme.

Right to Appeal – if your application is unsuccessful, you have the right of appeal to an Independent Appeal Panel. Details are available from the school. The right of appeal is entirely separate from the operation of the waiting list. A child's position on the waiting list will not be affected by whether or not an appeal is lodged, heard, or decided.

All Applicants to Note *– the Trust reserves the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child.*