QUEEN ELEANOR'S C OF E JUNIOR SCHOOL ADMISSION POLICY 2028 – 2029

An Academy in the Good Shepherd Trust

Queen Eleanor's Road, Onslow Village,
Guildford, GU2 7SD

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 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 7+ 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 living **within** the parish of All Saints Church, Guildford, or St. Nicolas Church, Guildford (see note 4) who are a **Regular Worshipper** (see note 3) or who have at least one parent (see definitions) who are a **Regular Worshipper** (see note 3) at either church
AND
who have at least one parent (see definitions) who is **on the Church Electoral Roll**.
A **Supplementary Information Form** (SIF**)** signed by the vicar of that church **MUST** be submitted at the time of the initial application (see appendix).

4) Siblings (see definitions) living **within** the parish of All Saints Church, Guildford, or St. Nicolas Church, Guildford (see note 4), having an older sibling attending QE in the September of the admission year.

5) Children living **within** the parish of All Saints Church, Guildford, or St. Nicolas Church, Guildford (see note 4) who attend our feeder infant schools: Onslow Infant School and St Nicolas CofE (Aided) Infant School

6) Children living **within** the parish of All Saints Church, Guildford or St Nicolas Church, Guildford (see note 4).

7) Children who have at least one parent (see definition) who is **on the Church Electoral Roll** (or equivalent membership) **AND** who is a **Regular** Worshipper themselves or who have at least one parent who is a Regular Worshipper (see note 3) at another Christian church for whom Queen

Eleanor's is the nearest Church of England junior school. A **Supplementary Information Form** (SIF) signed by the vicar of that church **MUST** be submitted at the time of the initial application.

8) Siblings (see definitions) living **outside** the parish of All Saints Church, Guildford or St. Nicolas Church, Guildford (see note 4), having an older sibling attending QE in the September of the admission year.

9) Any other children whose parents wish them to attend Queen Eleanor's Church of England Junior School.

Application Process for September 2028

Applications from Surrey residents for Year 3 in September 2028 must be made in accordance with Surrey County Council's (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.**

A **Supplementary Information Form** (SIF) for applications under Criteria 3 or 7 can be obtained from the school on request or downloaded from the school's website. It **MUST** be completed and submitted to the vicar or minister at the time of the initial application. If the SIF is not submitted at this time, the application will be categorised disregarding the request for preference on grounds of religious affiliation. The definition of a **Regular Worshipper** is defined on the SIF and at note 3 below.

Notes

1. **Looked After 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 Queen Eleanor's CofE Junior 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. **Regular worshipper** is defined as at least one parent or child who has worshipped a minimum of twice a month over a period of at least a year immediately preceding the date of application. Where a family has moved into the parish only recently, parents should provide the vicar or minister with appropriate documentary evidence of the same pattern of worship.

   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. Maps showing the ecclesiastical parish boundaries for All Saints Church and St. Nicolas Church may be viewed by request at the school office and are also on our website www.queen-eleanors.surrey.sch.uk

Definitions

Sibling – brother/sister, half-brother/sister, step-brother/sister or 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. This is measured using Surrey's Geographical Information System (GIS) in a straight-line distance 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 lottery. This lottery will be supervised by someone independent of the school.

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.

Out of Chronological Age Education - parents may wish 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 supporting documentary evidence if they wish. The local committee will make their 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 the decision will be shared in writing with parents but please note that there is no right of appeal if a place is offered that is not in the parents' preferred age group. For more information, please see www.surreycc.gov.uk/admissions

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 the LA'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 or by contacting SCC on 020 8541 8092. 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.*