Waverley Abbey Church of England Junior School

An Academy in the Good Shepherd Trust

Tilford Street, Tilford, Surrey, GU10 2AE. Tel: 01252 782321

Admissions Policy 2028-2029

Waverley Abbey Church of England Junior School highly values its Christian ethos, its close links with All Saints' Church, The Good Shepherd Trust and the Diocese of Guildford. Waverley Abbey Church of England School provides a distinctively Christian yet inclusive environment in which each child is motivated to acquire skills for life, a love of learning and to foster a sense of responsibility for oneself and others. As a church school, we welcome applications from other denominations and other faiths. We aim to nurture children in their Christian faith, encourage those of other faiths and challenge those of no faith. We ask all parents applying for a place here to respect this ethos and its importance to the whole school community.

As an academy in **The Good Shepherd Trust**, the Trust is the Admission Authority for the school and has agreed a Published Admissions Number (PAN) of 90 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 applicants 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. Siblings (see definitions) **who will be on roll at Waverley Abbey at the time of admission OR who have been on roll at Waverley Abbey within the past two years at the time of admission.** Supplementary Information Form (SIF) 'A' must be completed for those siblings who were on roll within the past two years only.

4. Children of staff who are on the school payroll and have been so employed at the school for at least two years at the time of application OR who meet a skills shortage. Staff must apply as all other applicants and complete SIF 'B'.

5. Children attending the following Church of England infant schools at the time of application:
All Saints Church of England (Aided) School, Tilford, St. John's Church of England (Aided) School, Churt, Puttenham Church of England (Aided) School, Puttenham , St. Mary's Church of England (Aided) School, Frensham

6. Children residing in the following ecclesiastical parishes at the time of application (see Note 3)**:** Tilford, Frensham, Churt, Seale, Puttenham, Thursley, Peper Harow, Shackleford, Tongham and Wanborough.

7. Any other children whose parents wish them to attend Waverley Abbey Church of England Junior School

Application Process for September 2028

Applications from Surrey or Hampshire residents for Year 3 in September 2028 must be made in accordance with their LA's co-ordinated admissions scheme. They should be completed on-line either via the Surrey County Council (SCC) website www.surreycc.gov.uk/admissions or Hampshire website www.hants.gov.uk/admissions If a paper copy is required, please contact SCC on 0300 200 1004 or Hants on 0300 555 1377. Completed forms must be returned directly to the LA **by 15th January 2028.**

A **Supplementary Information Form (SIF)** must be completed for applications under **Criterion 3** (previous siblings only) or **Criterion 4** and is available from the School Business Manager and the school website. If this form is not submitted at the time of application, your application may be ranked under a lower criterion.

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 Waverley Abbey Church of England 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.

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

3. The map of the Ecclesiastical Parishes can be viewed on the school web site at www.waverley-abbey.surrey.sch.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. 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 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 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 – these should be made direct to the school.

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

Right of Appeal – if your application is unsuccessful, you have a right of appeal to an Independent Appeal Panel. Please contact the School Business Manager on 01252 782321 for further information. 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.*