



St. Paul's Dorking
Church of England (Aided) Primary School



THE GOOD
SHEPHERD TRUST

Admissions Policy for Academic Year 2027-2028

St Paul's is a Church School. We work together within a caring Christian environment to promote a love of learning by developing children's sense of curiosity, excitement and wonder. We work together to support the intellectual, creative, emotional, social, spiritual and physical development of us all. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

As an Academy in The Good Shepherd Trust, the Trust is the Admission Authority for the school and has agreed with the Local Authority (LA) a Published Admission Number (PAN) of 60 children at the age of 4+. 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.

Parents have the right to defer entry to Reception until the beginning of the term after their child's fifth birthday but not beyond the beginning of the final term in the academic year for which the application is made. A child may also take up the place part-time until compulsory school age is reached.

The LA closing date for all applicants to Surrey schools is 15th January 2027. Further information can be found on the Surrey website - www.surreycc.gov.uk/admissions - or by phoning the school.

Over Subscription Criteria

Should there be more applications than places then the Local Committee will apply the following criteria in order when offering places.

1. Looked After Children and previously Looked After Children. (See note a)
2. Exceptional Circumstances. (See note b)
3. Children of permanent members of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Siblings of children who will still be in attendance at the school on the date of admission. (See note e)
5. Children whose home address is in the ecclesiastical parish of St Paul's Church, Dorking. (See note f and g)
6. Children who live outside the parish whose parents wish them to attend this church school.

In the case of over subscription in any category applications within each priority criteria will be ranked by distance from the school. (See Tie-Breaker note)

Contact details for further information: St Paul's Primary School. Tel. 01306 883547

E-Mail: info@stpauls-dorking.surrey.sch.uk Surrey LA: Tel 0300 200 1004

Web: www.stpaulsschool-dorking.co.uk Web: www.surreycc.gov.uk

Notes and Definition of Terms

a) 'Looked After Children and previously Looked After Children' are:

- children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989). This also includes those children 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.

A letter from the Children's Services Department confirming the child's status must be submitted at the time of application.

b) '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 Paul's school rather than any other. Appropriate documentary evidence from a consultant doctor or from the relevant support services must be submitted at the time of application. Governors will assess such evidence and/or consult a specialist if required.

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

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

d) 'Applicant(s)' – parent(s) applying for a place for a child at St Paul's School.

e) 'Sibling' – a brother/sister, half-brother/half-sister, step-brother/step-sister or adoptive brother/adoptive sister or foster children, living in the family unit at the same address in each case.

f) 'Home address' – the child's permanent address, or in cases of shared custody, where he/she lives for the majority of the school week. The child's home address excludes any business or childminder's address and must be the child's normal place of residence. In the case of formal equal shared custody it

will be up to the parent/carers to agree which address to use. In other cases it is where the child spends most of the time.

The address will apply at the closing date of application, unless a change of address for good reason has been accepted by the Local Authority.

The address to be used for waiting lists, after the initial allocation, will be the child's current address.

Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date.

- g) Ecclesiastical parish – A map showing the ecclesiastical boundaries of the parish of St Paul's Dorking is available in the school office for reference purposes, however eligibility for Criterion 4 (living within the parish of St Paul's Church, Dorking) will be determined by reference to the Church of England website www.achurchnearyou.com.

Tie-Breaker - Should the school be over-subscribed within any criterion, a place will be allocated to the child living nearest to the school (usually referred to as a 'distance tie-breaker'). 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 Surrey's Geographical Information System. Where two or more children share the same address point or live equidistant from the school, lots will be drawn by an independent person to determine which child should be given priority.

Multiple Births

If the final place to be offered is to a child from a multiple birth, the remaining consecutively ranked child/children will also be offered places, even though this will exceed the PAN. No further places will be offered however until the PAN falls back to below 60.

Other information

Closing date for applications

The LA closing date for all applicants to Surrey schools is 15th January 2026. Further information can be found on the Surrey website - www.surreycc.gov.uk/admissions - or by phoning the school.

Late Applications

Applications received after the closing date will be considered in accordance with Surrey's coordinated admissions scheme. If places are not available they will then be ranked accordingly on the waiting list.

Waiting list

The waiting list is maintained in the same order as the over-subscription criteria. Parents are asked to inform the school if they wish to be placed on a waiting list which will be retained until the end of the 2026-27 academic year.

Summer Born Children/Out of chronological year group requests

For children born between 1st April and 31st August 2023, 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.

In year applications

Applications can be made via the school. The same over subscription criteria as above apply.

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 that effectively denied a place to another child.

Appeal

Should a place not be offered, parents have the right of appeal to an independent Appeal Panel.

Appeals should be directed to www.surreycc.gov.uk/learning/schools/school-admission-appeal or via Angela Bridgman at Surrey County Council, angela.bridgman@surreycc.gov.uk or telephone 0208 541 9029.