

St Lawrence Church of England (Aided) Junior School

Admissions Policy – September 2019

The Church of England's prime aim is to provide the best possible education for children of the community in which the school is located. This education has a fundamentally Christian ethos, but is open to all children regardless of their families' religious beliefs or affiliations. As a Church of England Voluntary Aided school, the Governing Body is its own Admission Authority.

The published admission number is 90 pupils, (as agreed with Surrey County Council) and in the event of the school being over-subscribed, places will be offered in the following priority order:-

1. Children who are registered as being in the care of, or provided with accommodation by, a local authority; or any child who was previously in the care of, or provided with accommodation by, a local authority, and who left that care through adoption, a child arrangements order or special guardianship order.
2. Children applying for a place in exceptional circumstances (see note 1).
3. Siblings of pupils already attending St. Lawrence School at the time of admission (see note 2).
4. Children currently attending The Orchard Infants School, East Molesey.
5. Children of parent(s) living in Molesey who are regular worshippers at any Christian Church (see note 3).
6. Other children who wish to attend this Church of England school.

All governing bodies are required to admit to the school a child with an Education Health and Care Plan that names the school. Such children will be allocated a place before other applicants are considered and the number of other places offered will be reduced accordingly.

Applying for a place at St Lawrence.

All applications for St Lawrence School, whether ranked first, second, third or fourth on the Surrey County Council ("SCC") preference form will be considered equally against St Lawrence's entry criteria. All applications must be made on the SCC application form. This may be completed online ([website:surreycc.gov.uk/admissions](http://website.surreycc.gov.uk/admissions)) or on a paper form available from SCC by telephone 0300 200 1004. Completed paper forms should be returned to SCC (not to St Lawrence).

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, should initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the headteacher, governors agree for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.

Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the headteacher, governors agree for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort.

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide any evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at www.surreycc.gov.uk/admissions.

Late applications will be considered in accordance with SCC's Co-ordinated Admissions Scheme.

Supplementary Information Form

All parents who wish their child to be considered for a place at St Lawrence School under criterion 5 above (i.e. regular worshipper) must also complete the Supplementary Information Form. The form is included in the school prospectus, on the school website, and is available from the school office. This form must be submitted to **St Lawrence School**. Failure to do so may mean that the application will be considered under a lower criterion. The closing date for applications will be the same as the local authority, SCC.

A map showing the boundaries of Molesey is available at the school office and on the school website.

Offer of Place

All parents who are offered a place at the school will be required to provide proof of address, in the form of their most recent council tax statement, when they confirm acceptance of the offer.

The Governors reserve the right to withdraw the offer of a place where a parent or guardian has made a fraudulent or intentionally misleading application which effectively denies a place to another child.

This Admissions Policy is reviewed annually by the Governing body of the school and due consultation is carried out if significant changes are proposed.

Guidance notes

Note 1: Exceptional Circumstances

Application for admission based on serious medical, physical or psychological conditions or if there are sensitive family circumstances which make it essential that the child attends this school. Applications will only be considered if you attach substantive evidence from a consultant doctor or relevant specialist support service. (A letter from your GP will not be sufficient medical evidence). N.B. All schools support children with the most common medical conditions such as asthma, nut-allergies and stress related symptoms.

Note 2: Siblings and parents

A child's sibling is considered to be a brother or sister (or a half brother or sister, adopted or fostered brother or sister, or step brother or sister) who shares at least one parent with the child and who shares the same home address. A parent is considered to be a natural, adoptive, step or foster parent, or other legal guardian. In the case of twins or multiple births (and insufficient places being available to accommodate all of them), priority will be decided by their ranked position.

Note 3: Regular Worship

Families applying for a place on the basis of regular worship (i.e. at least one parent who attends a church service an average of at least once a month in the year prior to application) will need to provide proof of this attendance. Documented evidence will be required in the form of a signed confirmation from their rector, vicar, priest or minister, by completion of Pages 1 and 2 of the Supplementary Information Form.

Note 4: Tie Break methodology

Over subscription in any category will be decided on priority, based on the shortest distance, in a straight line, from the Ordnance Survey point of the child's permanent home address (at the closing date for applications) to the school pedestrian entrance in Church Road, using the Surrey County Council GIS system. In the case of formal equal sharing child custody arrangements, it is the address of the parent who claims Child Benefit for the child and, in other cases, it is the address where the child spends the majority of its time. Where two or more children share a priority for a place e.g. where two children live equidistant from the school or share the same address point, priority will be decided by lottery.

Note 5: Waiting List

Waiting lists for the initial intake will be maintained until the last day of the summer term 2020 when they will be cancelled. Applicants wishing to remain on the waiting lists after this date must write to the school by 1st July 2020 stating their wish and providing their child's name, date of birth, and the name of the child's current school. After that date, applicants whose children are not already on a waiting list, but who wish them to be so, must apply for in-year admission. Waiting lists for all year groups will be cancelled at the end of each academic year.

Note 6: Appeals

Parents who are unsuccessful in their application may appeal by contacting the school office for details of the appeals process.

Note 7: In-Year Applications

All applications made at any other time of the year (and to any other year group) should be sent directly to the school, and not to SCC.