



Littleton Church of England Infant School Admissions Policy September 2021

To apply for a place at Littleton Church of England Infant School parents/carers must complete their home local authority Common Application Form (CAF). You can apply online by visiting www.surreycc.gov.uk/admissions Paper application forms are available by calling the Surrey Schools & Childcare Service on 0300 200 1004 (Mon-Fri, 9am-5pm).

For parents/carers who are applying under **criteria 3, 4 or 6** a Supplementary Information Form should be completed and **sent TO THE SCHOOL BY THE DATE OF THE SURREY ONLINE APPLICATION DEADLINE of 15 January 2021**, so that the governors may consider their application fully.

According to the capacity of the School, the Published Admission Number for Littleton School is 30. As required by law Littleton Church of England Infant School will admit no more than 30 children to each Reception, Year 1 and Year 2 class.

Children will be eligible for admission at the beginning of the academic year (September) in which they will have their fifth birthday. Children with birthdays between **1st September 2016 and 31st August 2017 can attend full time from September 2021.**

Parents may choose to defer their child's entry to Reception until later in the school year, but this will not be agreed beyond the beginning of the term after the child's fifth birthday, or beyond the beginning of the final term of the academic year for which the original application was accepted. Parents may also choose for their child to start part time until their child reaches statutory school age however a discussion with the Head teacher must take place if a choice for deferral or part time attendance is made.

If a child's fifth birthday falls between 1st April and 31st August parents may consider deferring their child's entry to the following September (out of chronological age group). Parents must discuss this with the Head teacher at an early stage. The decision will be made on the circumstances of each case and in the best interests of the child. If, after liaising with the Headteacher and Governors that deferred entry is agreed then this does not guarantee a place for the deferred year. Parents will need to apply again in the following year's admission round. 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.

In cases where applications for admission exceed the places available, priority will be given to children in the following order:

1. First priority will be given to children who are "Looked After" (children in Public Care), and previously looked after children will have first priority for admission. Looked after and previously looked after children will be considered to be:

- 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).

- 2. Second priority will be given to children who at the time of entry will have siblings at the school. By siblings we mean a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living at the same address.**
- 3. Third priority will be given to children of families who live in the Parish of Littleton, Charlton and Ashford Common (A map is attached to this policy) and who have worshipped together** at St Mary Magdalene Church at least once a month for the past year (as vouched for by the Priest-in-Charge). ***
- 4. Fourth priority will be given to children of families who have worshipped together** at St Mary Magdalene Church but who do not live in the Parish of Littleton, Charlton and Ashford Common. (A map is attached to this policy).**

Parents and children must have worshipped together at St Mary Magdalene Church at least once a month for the past year (as vouched for by the Priest-in-Charge). ***

- 5. Fifth priority will be given to children who live in the Parish of Littleton, Charlton and Ashford Common (South of the A308, but are not covered by 1. to 4. above. A map attached to this policy).**
- 6. Sixth priority will be given to children of families who have worshipped together at another Christian denomination Church (as defined by the Council of Churches for Britain and Ireland and the Evangelical Alliance. Parents and children must have worshipped together** at this church at least once a month for the past year (as vouched for by the Priest-in Charge/minister/worship leader). ***
- 7. Seventh priority will be given to any other children.**

*** 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.**

**** Definition of the terms "parent" and "worshipped together" is as follows: That the child/ren and at least one of the parents/guardian or grandparents of the child is regarded by the priest / minister / worship leader as part of the worshipping community at the church / worship centre. This would not necessarily mean that the parent/grandparent is a "Member" in a technical sense (e.g. through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than "occasional" and has been sustained for at least once a month for the past year.**

Section 324 of the Education Act 1996 requires that the Governors of the school admit any child with an Education, Health and Care Plan that names the school. In this way, at the initial allocation of places, the number of places to be offered will be reduced by the number of children who's EHCP has named this school.

In the case of multiple births, governors will admit the second twin where the first one is 30th on the admission list and the third triplet where one is outside of the admission figure.

In the case of children who appear to have equal entitlement for admission, the Governors will offer the place to the child, who lives nearest the school, measured "as the crow flies" radially from the main front door of the school. In the case of formal equal shared custody, it will be up to the parents to agree which address to use. In other cases, it is where the child spends most of the time. Where two or more children live equidistant from a school and only one place remains, lots will be drawn to determine which child should be given priority. When using distance as a criterion the address that will apply will be the address at the closing date for application, unless a change of address for good reason has been accepted by the Home Local Authority.

Right of Appeal - Parents of a child who does not gain admission have the right of appeal to an Appeal Committee set up by Governors. Appeals should be sent to the Clerk of the Appeal Committee, c/o the School.

Waiting Lists - A waiting list will be held for each year group and children will be admitted from the list in accordance with the normal admissions criteria at the time of entry, without regard to the date of entry on to the waiting list.

Applications for In-Year admissions must be made directly to the school. If a place is available and there is no waiting list, then the school will communicate the governors' offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the admissions criteria. If a place cannot be offered at this time you will be provided with the reasons why and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in order of the oversubscription criteria and not in the order in which the applications are received. When a place becomes available the governing body will decide who is at the top of the list and inform the parent of the offer.

Parish of Littleton, Charlton and Ashford Common

Note: Upper Halliford Road – Left side only





Littleton C of E Infant School

SUPPLEMENTARY ADMISSIONS FORM

To be completed in addition to the standard Surrey admission form by parents applying under criteria 3, 4, 6 and returned to the school so that the governors can consider the application fully

Child's Information

Forename(s)	Surname(s)
Date of Birth	Gender
Home Address	
Postcode	
Name of Sibling currently at Littleton (if applicable)	Sibling Date of Birth

Parent/Carer Information

Title	Forename(s)	Surname(s)
Address		
Postcode	Relationship to child	Parental Responsibility Yes/No
Daytime Contact No	Email	

Please tick the box to indicate which applies to you if you are applying under criteria 3, 4 or 6

3. Third priority will be given to children of families who live in the Parish of Littleton, Charlton and Ashford Common (A map is attached to this policy) and who have worshipped together** at St Mary Magdalene Church at least once a month for the past year (as vouched for by the Priest-in-Charge). *	
4. Fourth priority will be given to children of families who have worshipped together** at St Mary Magdalene Church but who do not live in the Parish of Littleton, Charlton and Ashford Common. (A map is attached to this policy).	
6. Sixth priority will be given to children of families who have worshipped together at another Christian denomination Church (as defined by the Council of Churches for Britain and Ireland and the Evangelical Alliance. Parents and children must have worshipped together** at this church at least once a month for the past year (as vouched for by the Priest-in-Charge/minister/worship leader). *	

***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.**

**** Definitions of the term "parent" and "worshipped together" is as follows: That the child/ren and at least one of the parents/guardian or grandparents of the child is regarded by the priest / minister / worship leader as part of the worshipping community at the church / worship centre. This would not necessarily mean that the parent/grandparent is a "Member" in a technical sense (e.g. through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than "occasional" and has been sustained for at least once a month for the past year.**



This part is to be completed if applying under criteria 3, 4 or 6

Name of Church/Place of Worship
Address of Church/Place of Worship
Name of Priest/Minister

***The section below is to be completed by the Parish Priest/Minister of your place of worship.**

I can confirm that the family of the child overleaf has worshipped together at the Church/Place of Worship stated above at least once a month for the past 12 months.
*Signature of Priest/Minister in charge
*Name of Priest/Minister (block capitals)
*Date:

Parent Declaration

I have read the Littleton C of E Admission Policy on the school website and wish to apply under the criteria stated. I can confirm that all information provided is true.	
Parent Signature	Date:

Please return to:
Littleton C of E Infant School
Rectory Close Shepperton
Middlesex
TW17 OQE

Late Applications: It is important that this form is returned to the school by Surrey County Council's closing date. An application received after this date, or incomplete, will only be considered after places have been offered to those applicants who met the closing date.