



# Laleham Church of England Primary School

## Governors' Admissions Policy

### ARRANGEMENTS FOR ENTRY TO SCHOOL FROM 1<sup>ST</sup> SEPTEMBER 2021

1. All applications to Laleham Primary School must comprise:  
Completed Home Local Authority Common Application Form. This can be completed online or on paper.  
For those applying under criteria 3, 4, 5, 7 and 8 a completed Laleham School Supplementary Admissions Form should be completed so that the governors may consider their application fully.
2. If the number of applications for admission to the school exceeds 60, the Governors will bring into effect their Admissions Policy, which gives priorities of categories.
3. Children with an Education Health and Care Plan (EHCP), will be allocated to the school before other applicants are considered and the number of places available will be reduced by the number of children with a statement of EHCP that names Laleham School.
4. If all applications in a particular category cannot be accommodated, the Governing Body shall decide who shall be admitted, having regard to the straight line distance from the address point of the pupil's house, as set by the Geographical Information System (GIS), to the Broadway entrance to the school. This is the home address at the closing date for applications, unless a change of address for good reason has been accepted by the Home Local Authority. In the case of formal equal shared custody, this is the address of the parent who claims Child Benefit for the child. In other cases, it is where the child spends most of the time.

The distance is calculated using the Admission and Transport Team's Geographical Information System. Those living nearest to the school will be given priority.

Where two or more children share a priority for a place, eg where two children live equidistant from the school and only one place remains, lots will be drawn to determine which child should be given priority this will be administered independently.

5. In the case of multiple births, where one of those siblings is the 60th child the governors will admit the other/s.
6. Those seeking a school place outside the normal round of admissions should apply to the school for an admission form. If a place is not immediately available, their name will be added to the waiting list.
7. In the event of a space becoming available in a year group where there is a waiting list, the Governors' Admissions criteria shall be applied, regardless of the date of application. The Governors have set a maximum class size of 30 for all key stages
8. The waiting list will be kept for the academic year of the application, after which time the parent will have to communicate with the school indicating a wish to remain on the waiting list.

9. The school will allow parents of children who are offered a place at the school before they are of compulsory school age to defer their child's entry until later in the school year. Where entry is deferred, the school will hold the place for that child. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, or beyond the end of the academic year for which a place has been applied. Parents can choose that their child takes up their Reception place part-time until the child reaches compulsory school age.
10. All applications for reception classes received by the published deadline will take priority over late applications. Late applications will be considered in accordance with Surrey's Co-ordinated Admissions Scheme.
11. Applicants may choose to seek places outside of their child's chronological year group. Decisions will be made on the basis of the circumstances of each case. Applicants should apply in the correct chronological year, and must state clearly why they feel admission to a different year group is in the child's best interest. Evidence should be provided to support this if they wish. Please note however, that the school cannot guarantee or 'hold open' a Reception place for the following year's entry, and that there is no right of appeal if a place is offered that is not in the parents' preferred age group. More information on educating children out of their chronological year group is available at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)
12. In the event of the school being oversubscribed and a place not being allocated to your child, parents who wish may appeal via the clerk to governors, c/o the School.
13. The school is committed to the principle of equal opportunities. Applications in respect of pupils with disabilities will be considered using the admissions criteria which apply to all pupils.
14. Governors reserve the right to withdraw the offer of a place if the information contained in the application is found to be incorrect.

Governors hope that parents who have chosen this school for their child have done so knowing that it is a Church of England school with a distinctive Christian ethos.

In case of oversubscription the governors will offer places according to the following criteria in order:

- 1) Looked After and Previously Looked After Children. Looked after and previously looked after children will be considered to be: a) children who are registered as being 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(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and b) 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(a) 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) Siblings, i.e. a child who will have a brother or sister (resident at the same address) attending the school at the time of admission. This includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address.
- 3) Children whose parent has been employed at Laleham Primary School for a minimum of 2 years at the time at which the application is made
- 4) Children whose parents are involved in the work and worship\* of All Saints' Church, Laleham and live within the parish boundary.

- 5) Children whose parents are involved in the work and worship\* of All Saints' Church, Laleham but live outside the parish boundary.
- 6) Other children who live within the local parish boundary of All Saints' Church, Laleham.
- 7) Children who live outside the parish boundary as indicated above, but whose parents are involved in the work and worship\* of an Anglican church.
- 8) Children who live outside the parish boundary as indicated above, but whose parents are involved in the work and worship\* of other Christian denominations, as defined by Churches Together in Britain & Ireland and The Evangelical Alliance.
- 9) All other applicants

\* by work and worship we mean attendance at church by parent(s)/carer(s) and children, at least twice monthly for a minimum period of at least 12 months immediately prior to the date of application.

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.

**Policy status:**

**Date of Policy:** November 2019

**Revised:** September 2020

**Governors' Committee:** Admissions

**Date of Review:** November 2020

## SUPPLEMENTARY ADMISSIONS FORM (2021/22)

To be completed by parents who are applying under criteria 3, 4, 5, 7 & 8

NAME OF CHILD ..... DATE OF BIRTH .....

NAME OF PARENT ..... (please print)

ADDRESS ..... POSTCODE .....

TEL. NO .....

**Please COMPLETE THE FORM, TICK THE BOXES to indicate which points apply to you and RETURN to the School Office**

- |   |                          |
|---|--------------------------|
| 3) Children whose parent has been employed at Laleham Primary School for a minimum of 2 years at the time at which the application is made.   | <input type="checkbox"/> |
| 4) Children whose parents are involved in the work and worship* of All Saints' Church, Laleham and live within the parish boundary.   | <input type="checkbox"/> |
| 5) Children whose parents are involved in the work and worship* of All Saints' Church, Laleham but live outside the parish boundary.  | <input type="checkbox"/> |
| 7) Children who live outside the parish boundary as indicated above, but whose parents are involved in the work and worship* of an Anglican church.   | <input type="checkbox"/> |
| 8) Children who live outside the parish boundary as indicated above, but whose parents are involved in the work and worship* of other Christian denominations, as defined by Churches Together in Britain & Ireland and The Evangelical Alliance. | <input type="checkbox"/> |

Governors hope that parents who have chosen this school for their child have done so knowing that it is a Church of England school with a distinctive Christian ethos.

\* by work and worship we mean attendance at church at least twice monthly for a minimum period of 12 months.

### Part 2 To be completed by your vicar, priest or minister for children in categories 4, 5, 7 and 8

I confirm that the parent(s)/carer(s) and children are involved in the work and worship of:

..... Church,

**by attending worship at least twice monthly for a minimum period of at least 12 months immediately prior to the date of application.**

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.

Address .....

Signature of Vicar, Priest or Minister in charge: .....

Name (block capitals) ..... Contact tel no.....

**Please confirm with an official stamp or seal of your church if possible.**