



ADMISSION ARRANGEMENTS FROM SEPTEMBER 2021/2022

In order to apply for a place in the Reception year and Year 3 at the school, parents apply on-line at www.surreycc.gov.uk/admissions where the local authority application form and information on the application process can be found. Parents name the school on this application. Alternatively, paper copies can be obtained from Surrey.

A notice showing the closing date for entry the following September will be displayed at the school entrance each year. After the closing date, governors will consider all the applications and all parents will be advised of the results in line with Local Authority procedures. Applications received after the closing date will not be considered until those received by the closing date have been considered. There is no automatic transfer into the Reception Year from any nursery or infant school or from any playgroup. Receipt by the school of a completed application form cannot be taken as an offer of a place.

Entry into Reception classes

In addition to the county form, parents who are applying under criteria 4, 6 or 7 should complete a St Nicholas School Supplementary Form, so that governors may consider their application fully. This is obtainable from the school office, on the school's website or Surrey's website. The completed St Nicholas form should be returned to the school no later than the closing date, which is the same as for Surrey County schools. (For arrangements for Year 3, see below.)

The date of entry will normally be for the beginning of the school year (1st September to 31st August) in which the child has his/her fifth birthday. Sixty places will be offered. All children who are offered a place may attend full time after a phased entry programme although, where parents wish, and a child may attend part-time until they reach compulsory school age.

Applicants can 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, nor beyond the beginning of the final term of the academic year for which the offer was made. Applicants may also arrange for their child to start part time until their child reaches statutory school age.

The governors and staff at St Nicholas feel that it is generally in the best interests of all children to start school together at the same time, but also recognise that some children may have particular needs which make this either inadvisable or not possible

See Note '6' regarding admission of a child outside their chronological year group.

Entry into Year 3

Children already at St Nicholas School will move into Year 3 without further application. Thirty-six additional places will be offered to external applicants. In addition to the local authority application form, parents who are applying under criteria 4, 6 or 7 should complete a St Nicholas School Supplementary Form, so that governors may consider their application fully. This is obtainable from the school office, on the school's website or Surrey's website. The completed St Nicholas form should be returned to the school no later than the closing date, which is the same as for Surrey County schools. Applications should be made on-line at www.surreycc.gov.uk/admissions or a paper copy of the admissions form can be obtained from Surrey.

Class size

As required by law we will admit no more than 30 children to each Reception, Year 1 and Year 2 class (see Note 3). **The size of all classes in Years 3 and above will not normally exceed 32.**

Waiting lists

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

Pupils with disabilities

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.



Appeals

In the event of a place not being offered, parents may appeal to an independent appeal panel by putting their grounds for appeal in writing to the Clerk to the Governors c/o the school office.

Review of admission arrangements

The governors will review the admission arrangements annually in consultation with the London Diocesan Board for Schools, the Local Authority and other local schools.

ADMISSIONS CRITERIA

In line with the Local Authority, we follow an equal preference system with regard to admission arrangements.

If a child has an Education, Health and Care Plan (EHCP) and St Nicholas CE Primary School is named on the EHCP as the preferred school, this will take priority over all applications and the number of places available will be reduced by the number of children with an EHCP that has named the school.

Different criteria apply for Reception and Year 3.

Admission to Reception

In the case of over-subscription governors will offer places for Reception in accordance with the following criteria:

First priority will be given to 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).

Second priority will be given to children with documented severe medical or social needs. Supporting evidence from a registered health or social professional is an essential requirement to establish this need.

Third priority will be given to children who will at the time of entry have one or more siblings at the school.

Fourth priority will be given to children of families who are on the electoral roll of St Nicholas Church and who live in the Parish of Shepperton. Parent(s) / Carer(s) and children must have attended Sunday worship at least monthly for a period of twelve months (as certified by the incumbent) (or, in the case of families moving into the parish, can claim the same pattern of regular worship at their former church as vouched for by that church).

Fifth priority will be given to children who live in the Parish of Shepperton.

Sixth priority will be given to children of families who are members of St Nicholas Church but who do not live in the Parish of Shepperton. Parent(s) / Carer(s) and children must have attended Sunday worship at least monthly for a period of twelve months (as certified by the incumbent).

Seventh priority will be given to children of families who attend another church of Christian denomination, as defined by Churches Together in Britain & Ireland and The Evangelical Alliance. Parent (s) and children must have attended Sunday worship at least monthly for a period of twelve months (as certified by the incumbent/minister).

All other applicants.



Admission to Year 3

- The admission criteria that will apply for admission to Year 3 will be as those that apply for Reception (above) other than **for admission into Year 3 only**, pupils attending **Littleton Church of England Infant School** will be considered after children who qualify under criterion 1 but before children being considered under criteria 2 to 8. to a maximum of 32 places
- If applications from children attending Littleton Church of England Infant School exceed 32 then the remaining places will be offered to children being considered under criteria 2 to 8, except that references to the Parish of Shepperton shall be read as references to the Parish of Shepperton or the Parish of Littleton, and references to St Nicholas Church shall read as references to St Nicholas Church or St Mary Magdalene Church.

In-Year Admissions

Enquiries regarding in-year applications should be made direct to the school or information is available via www.surreycc.gov.uk/learning/schools/school-admissions/in-year-admissions.

NOTES:

1. A map showing the parish boundary of St Nicholas Church, Shepperton, is available from the school office or on the school's website.
2. In some cases, applicants who live in the same block of flats may share the same address point. In such cases, applicants will be considered to be living equidistant from the school.
3. Infant classes must not contain more than 30 pupils, apart from 'excepted' pupils in very limited circumstances, including children with an Education, Health and Care Plan (EHCP) and 'Looked-After Children' (as in Category 1 of Admissions Criteria). Children of UK Armed Services personnel with a confirmed posting to the area, plus twins and children of a multiple birth when one of the siblings is the 30th child admitted, may be considered as 'excepted pupils' if the school is able to offer a place.

3a: If the school is not able to offer a place to a child who is a twin, triplet or other multiple births, a 'tie breaker' system will be used in order to prioritise between applicants. The remaining siblings will be placed at the top of the waiting list.
4. A sibling will be considered to be 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 an adoptive or foster sibling, living as part of the same family unit at the same address.
5. In the case of children who appear to have equal entitlement of admission, the governors will offer the place to the child who lives nearest the school. The distance is measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey, to the nearest school gate available for pupils to use. This is calculated using the Admissions and Transport Team's Geographical Information System. Should there be more than one child with the same distance; places will be decided by random allocation.

5a Addresses for application will apply on the closing date for the year of the admission round.

5b If a child lives at two different addresses, the address of the parent who claims Child Benefit will apply if there is formal equal shared custody. In other cases, it is where the child spends most of the time.



ST NICHOLAS CHURCH OF ENGLAND PRIMARY SCHOOL

6. 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 what 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.

7. The closing date for 2021 primary applications is **15th January 2021**.
8. Late applications will be considered in accordance with Surrey's Coordinated Admission Scheme.

Governors reserve the right to withdraw the offer of a place if the information contained in the application is found to be incorrect. Further information may be obtained from the school office.