

## **DRAFT ADMISSION ARRANGEMENTS FROM SEPTEMBER 2013**

In order to apply for a place in the Reception year and Year 3 at the school, parents must complete a Common Application Form from their home local authority naming the school. In addition, parents who are applying under criteria 4, 7 or 8 **should** complete a St Nicholas School Supplementary Form, so that governors may consider their application fully. This is obtainable from the school office, on Surrey LA's website or the school's website. The completed St Nicholas form for both groups should be returned to the school no later than the closing date, which is the same as for Surrey County schools. The Common Application Form will need to be returned to the local authority as directed or, alternatively, applications can be made on-line. (For arrangements for Year 3, see below)

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 taken into account 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

The date of entry will normally be for the beginning of the school year (1<sup>st</sup> September to 31<sup>st</sup> August) in which the child has his/her fifth birthday. Sixty places will be offered. All children who are offered a place will attend full time after a phased entry programme, although children whose birthday falls between 1<sup>st</sup> April and 31<sup>st</sup> August may opt to attend school in the mornings only for the autumn term of their Reception year.

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. **Once a place has been offered, governors will consider requests for deferral, if applicable.**

### 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. For children currently at other schools, a St Nicholas supplementary form (see earlier comment) should be completed for criteria 4, 7 and 8 and returned to St Nicholas School by the January closing date. The County Common Application Forms should be returned to their current infant school by the closing date, or alternatively applications can be made on-line to the County.

### 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 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. **The timescale for appeals will be the same as the dates published in the Surrey County Council Primary Schools Admissions Booklet for the appropriate year.**

### 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.

## ST NICHOLAS CHURCH OF ENGLAND PRIMARY SCHOOL

### ADMISSIONS CRITERIA

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

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

1. **First** priority will be given to looked-after children (as defined by Section 22 (i) of the Children Act) and children who were looked after but ceased to be so because they were adopted (as defined by the Adoption and Children Act 2002) or became subject to a special residence order or special guardianship order.
2. **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.
3. **Third** priority will be given to children who live in the Parish of Shepperton, and who will at the time of entry have one or more siblings at the school.
4. **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).
5. **Fifth** priority will be given to children who live in the Parish of Shepperton.
6. **Sixth** priority will be given to children who will at the time of entry have one or more siblings at the school but do not live in the Parish of Shepperton.
7. **Seventh** 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).
8. **Eighth** 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) / Carer[s] and children must have attended Sunday worship at least monthly for a period of twelve months (as certified by the incumbent/minister).
9. All other applicants.

**For admission into Year 3 only**, pupils of Littleton Church of England Infant School will have a higher priority than any of the above categories, other than children in Category 1 above and children with a Statement of Special Educational Needs, to a maximum of 32. If applications from Littleton pupils exceed 32 then those places will be offered as set out above and below, 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

Applications for in-year admissions are made in the same way as those made during the normal admissions round.

**NOTES:**

1. A map showing the parish boundary of St Nicholas Church, Shepperton, is included in the school prospectus and copies are available from the school office.
2. If there is more than one application from the same block of flats or building address, priority will be decided by random allocation.
3. Infant classes must not contain more than 30 pupils, apart from 'excepted' pupils in very limited circumstances, including children with a Statement of Special Educational Needs 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 30<sup>th</sup> child admitted, may be considered as 'excepted pupils' if the school is able to do so.
4. Siblings are defined to be in line with Surrey's published booklet for Primary School Admissions.
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.
6. The closing date for 2013 primary applications is 15<sup>th</sup> January 2013.

**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.**

*This policy is subject to any changes made during Parliamentary Scrutiny of the School Admissions Code*