



Status: APPROVED  
Governors' Committee Responsible: ADMISSIONS COMMITTEE

*The below admission arrangements for 2019/2020 have been determined by the Governing Body.*

*This policy should be read in conjunction with the following document Supplementary Information Form September 2019/20.*

### **Our Christian Ethos**

Esher Church School provides a distinctly Christian environment in which each child is motivated to acquire skills for life, and to develop a moral code to foster a sense of responsibility for oneself and others. We ask all parents applying for a place here to respect this ethos and its importance to the whole school community. Whilst we are a Church of England school, we welcome applications from children of other denominations, other faiths and those of no faith. We aim to nurture children in their Christian faith, encourage those of other faiths and challenge those of no faith.

### **Published Admission Number (PAN)**

The Governing Body is responsible for determining the admissions arrangements to the school. The Governors of Esher Church School have agreed a Published Admission Number (PAN) of 60 pupils per year group with the Local Authority.

### **Oversubscription Criteria**

If the number of applications for admission into the school exceeds 60, the Governors will apply the following criteria, in the order set out below, until there are no places remaining. These criteria are reviewed annually by the Governing Body, and due consultation is carried out with the Diocesan Board of Education, the Local Education Authority, the neighbouring admission authorities and schools.

1. Looked after and previously looked after children, that is a child who is in the care of the Local Authority or is provided with accommodation by that authority or any child who was previously in the care of the Local Authority or provided with accommodation by a Local Authority and who left that care through adoption, a Child Arrangement Order or Special Guardianship Order. The Child arrangement order is in accordance with Section 8 of the Children Act 1989 as amended by the Children and Families Act 2014.  
A letter from the Children's Services Department confirming the child's status must be submitted at the time of application.
2. Children with a substantive documented medical or social need, which makes it essential that the child attends Esher Church School rather than any other.  
If your child has a serious medical or social need your application must be supported by up to date evidence from the relevant specialist hospital consultant or support service, making clear why attendance at this school is essential. A letter from your GP will not suffice. Relevant documentation **must be submitted at the time of application**. Advice will then be sought by the school to determine whether priority admission on medical or social grounds is appropriate. Please note that all mainstream schools will normally be able to support children with more common medical conditions such as asthma, nut allergies and stress-related symptoms.

3. Children of a member of staff at the school where the member of staff has been employed at the school for two or more years at the closing date for applications or at the point at which the place becomes available later in the school year, and who has an active affiliation (*see note ii*) to any Christian church designated or pursuant to the Church of England (ecumenical relations) Measure 1988.
4. Children of parents (*see note i*) who have an active affiliation (*see note ii*) with Christ Church, Esher, or St George's, West End AND who
  - a) live in the ecclesiastical parishes of Esher, Claygate, Hinchley Wood or Weston (*see note iii*) OR
  - b) will have a sibling (*see note iv*) attending the school at the date of admission
5. Children of parents who have an active affiliation (*see note ii*) with Holy Trinity, Claygate, St Christopher's, Hinchley Wood or All Saints', Weston AND who
  - a) live in the ecclesiastical parishes of Esher, Claygate, Hinchley Wood or Weston (*see note iii*) OR
  - b) will have a sibling (*see note iv*) attending the school at the date of admission
6. Children who will have a sibling (*see note iv*) attending the school at the date of admission
7. Children who live in the ecclesiastical parish of Esher (*see note iii*)
8. Children of parents who have an active affiliation (*see note ii*) to any Christian church designated or pursuant to the Church of England (ecumenical relations) Measure 1988.
9. Children of parents who wish their child to attend Esher Church School

*Notes*

*i)Parent* - Natural, adoptive, step or foster parent/s or other legal guardian/s.

*ii)Church Affiliation requirement for criteria 3, 4, 5 and 8*

**Active affiliation** is defined as attendance by one or both parents and the child for whom the application is being made at Sunday worship at least twice a month for a period of at least 24 months immediately before the closing date for applications or at the point at which a place becomes available later in the school year.

*If you are applying under category 3, 4, 5 and 8 the Esher Church School supplementary information form must be completed and returned to Esher Church School by the closing date for applications.*

*If you are applying under categories 3, 4, 5 and 8 and you have moved into the area in the past 24 months and so have not been actively affiliated to your current church for 24 months immediately prior to your application, please also complete the previous church attended details on the supplementary form.*

*iii)Maps of the **Parish boundaries** are available from the school office or to download from the school website.*

*iv)Sibling* - a brother/sister, half-brother/half-sister, step-brother/step-sister or adoptive brother/adoptive sister or foster children, living in the family unit at the same address in each case.

### **Tie Breaker**

If all applications in a particular category cannot be accommodated, priority will be given to those living nearest the school determined in a straight line as the crow flies between the address point of the pupil's home, as set by Ordnance Survey, to the nearest school gate available for pupils to use. This is calculated using the Admission and Transport Team's Geographical Information System. For applicants who share the same address point or those whose addresses are equidistant from the school, a lottery will be used to determine which applicant is given priority.

The address used for application to the school must be the child's home address at the closing date for applications unless a change of address for good reason has been accepted by the home local authority. This is the child's permanent address, or, in cases of shared custody, where he/she lives for the majority of the school week.

### **Special Educational Needs**

Children with an Education Health and Care Plan naming the school are admitted to Esher Church School regardless of the priorities given above. In this case we recommend that an appointment is made with the Headteacher in the first instance, to discuss your child's needs.

### **Applications for Reception Places in September 2019**

All children whose date of birth falls between **1 September 2014 and 31 August 2015** will be eligible to apply for a full time place in Reception at a Surrey school for September 2019. Parents may start their child part-time until their child reaches compulsory school age. Parents may also defer their child's entry to Reception until the child reaches compulsory school age but, neither beyond the beginning of the term following the child's 5<sup>th</sup> birthday, nor beyond the beginning of the final term in the academic year for which the offer was made.

### **Admissions Process**

Application by Surrey residents for Reception places must be made in accordance with the Surrey County Council Admissions guidelines (available at [www.surreycc.gov.uk](http://www.surreycc.gov.uk)) using the Common Application Form (CAF). This can be completed on line via the Surrey County Council website ([www.surreycc.gov.uk](http://www.surreycc.gov.uk)), or on a paper form available from Surrey County Council. In addition applicants applying under criteria 3, 4, 5 and 8 must complete the Esher Church School Supplementary Information Form in order for the correct admissions criteria to be applied. This is available from the school office or can be downloaded from the school website ([www.esherchurchschool.co.uk](http://www.esherchurchschool.co.uk)). This must be returned directly to the school, fully completed, before 15<sup>th</sup> January 2019. A receipt will be issued once the SIF is received at the school. Applications received without the Esher Church School Supplementary Information Form will be ranked only on the information provided on the Surrey County Council form.

### **Late Applications**

It is important that applications, including the Esher Church School Supplementary Information Form, are returned by the published closing date. Applications received after the closing date will be considered in accordance with Surrey's co-ordinated admissions scheme.

### **In-Year Admissions**

In-Year applications should be made direct to the school via the school office by completing The School Managed Application Form (IYA-SMA) and if applying under categories 3, 4, 5 and 8 the Esher Church School Supplementary Information Form. These are available from the school office or can be downloaded from the school website ([www.esherchurchschool.co.uk](http://www.esherchurchschool.co.uk)) Please contact the Admissions Secretary on 01372 463139 should you require further information.

### **Our of Chronological Age Education**

For a small number of children born between 1<sup>st</sup> April 2015 and 31<sup>st</sup> August 2015, parents may feel that it would be appropriate if their child's admission to Reception were delayed until the following year, meaning that if a place could be offered, the child would be educated outside their chronological (correct) age group. Parents applying for their child to enter the school in later years may also choose to seek places outside their child's chronological year groups, but in all cases this should be discussed with the Headteacher in the first instance. Applicants must state clearly why they feel admission to a different year group would be appropriate and submit supporting documentary evidence they may have. Governors will make their decision in the best interests of the child, taking into account the particular circumstances of the case, including the views of the Headteacher. Reasons for their decision will subsequently be set out for parents. Please note however, that the school cannot guarantee or 'hold open' a Reception place for the following year's entry and a fresh application would have to be made. Please also note that there is no right of appeal if a place is offered that is not in the parents' preferred age group. For further information about education outside a child's correct year group or for the application process, please see [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)

### **Multiple Births**

Where there are multiple births e.g. twins, we will still only admit up to our PAN of 60 pupils per year group. A lottery will be used to determine which previously ranked applicant is given priority.

### **Waiting List**

The school operates a waiting list for places which may become available during the year. Places on the waiting list are allocated strictly in accordance with the Oversubscription Criteria. When a place becomes available, positions on the list are frozen in accordance with the published criteria for the academic year. Places will not be offered on the basis of time on the waiting list.

Parents must ask for their child's name to be added to the waiting list. This will remain open until the end of the academic year. After that time parents will be required to complete a new in-year application form to apply for a place.

Offers from the waiting list are made subject to confirmation that any information on which they are based remains up to date at the time of offer and in accordance with the published criteria for the academic year.

### **Appeals**

Parents who are unsuccessful in their application for a place for their child have a right of appeal to an Independent Appeal Panel. Please contact the Admissions Secretary in the school office for further information.

### **All applicants please note**

The Governors reserve the right to withdraw any offer of a place should any details of the application be subsequently found to be incorrect. Please note that when accepting a place you may be required to supply a copy of your child's birth certificate and proof of address.

If you would like any clarification of this policy, or to arrange a visit to the school, please contact the school office. Please note that visits are not obligatory and do not form part of the process of deciding which children will be offered places at the school.