



*Status:*

*Governors' Committee Responsible:*                      **ADMISSIONS COMMITTEE**

*The below admission arrangements for 2025/2026 have been determined by the Governing Body.*

*This policy should be read in conjunction with the following documents Supplementary Information Forms A,B & C September 2025/26.*

### **Our Christian Ethos**

At Esher Church School we are proud of our distinctly Christian environment in which each child is motivated to acquire skills for life and to develop a sense of responsibility for oneself and others. Whilst we are a Church of England school, we welcome and encourage applications from children of other denominations, other faiths and 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 Guildford Diocese and the Local Education Authority.

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 a Local 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, including those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted. 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**. Governors will then 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 (see note vi).

4. Children who currently have a sibling (see note i) at the school at the time of application or whose sibling left Year 6 at the school in the preceding two years (see note vi)
5. Children whose permanent home is within the catchment area of **Esher**, as defined in the following link [click here for map](#) - (see note ii)
6. Children whose permanent home is within the catchment areas of:  
**Claygate** - [click here for map](#), **Weston Green** - [click here for map](#), or **Hinchley Wood** - [click here for map](#)  
(see note ii)
7. Children whose parents (see note iii) have an active affiliation (see note iv) with any Christian Church (see notes v and vi).
8. Children of parents who wish their child to attend Esher Church School

#### Notes

- i) **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.
- ii) *Maps of the catchment areas relate to the Ecclesiastical Parish boundaries which are also available from the school office or to download from the school website*
- iii) **Parent** - Natural, adoptive, step or foster parent/s or other legal guardian/s.
- iv) **Active affiliation** – defined as attendance by one or both parents AND the child for whom the application is being made at Sunday worship (this could include any Sunday service for example youth services) at least once a month for a period of at least 12 months immediately before the closing date for applications or at the point at which a place becomes available later in the school year. 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.
- v) **Christian Church** – a church that is a member of Churches Together in Britain and Ireland or a member of The Evangelical Alliance.
- vi) **Supplementary Information Forms - Form A** for completion by applicants under **Criterion 3**; **Form B** for completion by applicants under **Criterion 4**, whose sibling left Y6 at the school in the preceding two years only; and **Form C** for completion by applicants under **Criterion 7**

#### 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, an independently supervised 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 Head teacher in the first instance, to discuss your child's needs.

### **Applications for Reception Places in September 2025**

All children whose date of birth falls between **1 September 2020 and 31 August 2021** will be eligible to apply for a full time place in Reception at a Surrey school for September 2025. 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/admissions](http://www.surreycc.gov.uk/admissions)) using the Common Application Form (CAF). This can be completed on line via the Surrey County Council website ([www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)), or on a paper form available from Surrey County Council. In addition applicants applying under criteria 3, 4, or 7 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 2025. 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 or 7, 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 Administrator on 01372 463139 should you require further information. Parents will be notified of the result within 10 school days if possible but 15 at the latest, giving reasons for refusal.

### **Summer Born Children/Out of Chronological Age Education**

For children born between 1<sup>st</sup> April and 31<sup>st</sup> August 2021, parents may decide to delay admission to school until the term *after* their child turns 5 i.e. when statutory school age is reached. A child would normally start school in Year 1 the following year, missing out on Reception altogether. However, a parent may request that their child is admitted to Reception instead, meaning that the child would be educated outside their correct year group. In this instance parents must discuss their wishes with the Head Teacher, stating clearly why they feel admission to a different year group would be appropriate, including supporting documentary evidence if they wish. (Parents applying for their child to enter the school in later years may also choose to seek places outside their child's correct year group, but in all cases this should be discussed with the Head Teacher). Governors will then make a decision as to which year group (YR or Y1) the child should enter in the

following year, based on the particular circumstances of the case and in the best interests of the child. The Head Teacher's views will be taken into account and reasons for the decision shared in writing with parents. However, please note that the school cannot 'reserve' a place either in Reception or Year 1 for the following year, when a fresh application must be made. For further information and on other out of correct year group requests, please see [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)

### **Multiple Births**

Where the final place is allocated to a child from a multiple birth, e.g twins, we will admit any other consecutively ranked siblings from the same multiple birth, up to a maximum of 62 children, even though this may exceed the PAN of 60 pupils in the year group. However, no further children will be admitted until the number drops below PAN.

### **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.