



St Andrew's Primary School

Admissions Policy 2025-2026



Approved by	Governing Body	Date Approved	9 February 2024
Review Cycle	Annual	Date of next review	8 February 2025

St Andrew's CE Primary School, Cobham

An Academy in Enlighten Learning Trust (ELT)

As an Academy in **Enlighten Learning Trust (ELT)**, the Trust is the Admission Authority for the school and has agreed with the Local Authority (LA), a Published Admission Number (PAN) of **30** children at the age of 4+ and PAN of **4** children at the age of 7+. Any child with an Education, Health and Care Plan naming the school will be admitted, where possible within the PAN. In addition, the Trust has determined the following over-subscription criteria in consultation with the Diocese of Guildford, which will be strictly applied in the order shown below, as soon as the number of applications exceeds the PAN.

Over-subscription criteria

- 1. Looked After and previously Looked After Children** (see Note 1)
- 2. Exceptional medical or social circumstances** (see Note 2)
- 3. Siblings** (see Note 3) **of children on roll at the time of admission**
- 4. Children of Staff** (see Note 4)
- 5. Any other children whose parents wish them to attend this Church of England school**

Application Process for September 2025

Applications from Surrey residents for Reception in September 2025 must be made in accordance with Surrey County Council's (SCC) coordinated admissions scheme, which operates an Equal Preference System where parents may express a preference for four schools. All applications should be completed on-line via the SCC website www.surreycc.gov.uk/admissions or if a paper copy is required, by contacting SCC on 0300 200 1004. Completed forms must be returned directly to the LA **by 15th January 2025**.

Children are entitled to a full-time place at school, in September following their 4th birthday. However, parents may defer entry to the beginning of the term after their child's 5th birthday, but not beyond the beginning of the summer term in the academic year for which the application is made. A child may also attend part-time until statutory school age is reached.

'Summer Born' Children/Out of Chronological Age Education

For children born between 1st April and 31st August 2021, parents may decide to delay admission to school until the term *after* their child turns 5 ie. when statutory school age is reached. In such a scenario, a child should start school the following year in Year 1, missing out on Reception. However, a parent may request that their child is admitted to Reception instead, meaning that the child would be educated outside their chronological year group. In all cases, parents should discuss their wishes with the Headteacher, stating clearly why they feel admission to a different year group would be appropriate and including any supporting documentary evidence they may have. Thereafter, the local committee will make a decision as to which year group 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 Headteacher'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. Applications outside the normal age group may also be made to other year groups at the school - for further information, please see www.surreycc.gov.uk/admissions

Notes

- 1. Looked After and previously Looked After Children** – children who are in the care of the LA or provided with accommodation by a LA in accordance with S.22 of the Children Act 1989; or children who were in the care of the LA or provided with accommodation by a LA and who left that care through adoption, Child Arrangement Order or Special Guardianship Order. Official confirmation of the child's status must be submitted at the time of application. Previously Looked After Children also includes those who appear (to the Admission Authority) to have been in state care outside England and who ceased to be in state care as a result of being adopted.

2. **Exceptional Medical or Social circumstances** – a child who has a serious medical condition or if there are sensitive family circumstances which make it *essential* that the child attends St Andrew’s CofE Primary School, rather than any other. Appropriate documentary evidence from a Consultant Doctor (a letter from a General Practitioner alone will not suffice) or from the relevant support services, must be submitted at the time of application, making clear why attendance at this school is essential. The local committee will assess such evidence and make a decision on each individual case. Please note that all schools are expected to support children with more common medical conditions such as asthma, nut allergies and stress-related symptoms.
3. **Siblings** - a brother or sister (that is, another child of the same parents, whether those parents both live at the same address or not); or a half-brother or half-sister, adopted or fostered brother or sister or step-brother or step-sister, living as part of the same family unit at the same address.
4. **Children of Staff** – full or part-time members of staff on the school payroll at the closing date for applications, who have been so employed at the school for two or more years by that date. Or, members of staff who are recruited to fill a vacant post for which there is a demonstrable skills shortage, as agreed by the Local Committee. Children must be living at the same address as the staff member. Qualifying staff should apply using the **Supplementary Information Form** (SIF) available below, from the school office or on the school website and return it to the school office by the closing date for applications.

Definitions

Parent – a natural, adoptive, step or foster parent or other legal guardian.

Home address – the child’s permanent address or in cases of shared custody, where the child lives for the majority of the school week. The address used for the initial allocation of places will be the child’s address at the closing date for applications.

Tie-Breaker – if the school is over-subscribed within any criterion, places will be allocated to the child living closest to the school. Distances are measured using Surrey’s Geographical Information System (GIS), in a straight line from the address point of the child’s home as set by Ordnance Survey, to the nearest school gate available for pupils to use. Where there are two or more applicants who live equidistant from the school, or multiple addresses with the same address point, priority will be decided by an independently supervised lottery

Multiple Births – if the final place is offered to such a child, the school will admit any other consecutively ranked siblings from the same multiple birth, even though this may exceed the PAN. However, no further children will be admitted until the number drops below PAN.

Waiting List – if there are more applicants than places, the school will hold a Waiting List (WL), which will be ranked strictly in accordance with the over-subscription criteria, taking no account of the date that a child’s name was added to it. The WL will be maintained until the last day of the academic year, after which parents must complete an in-year application if they still wish their child to be considered for a place.

In-Year Applications – these should be made direct to the school.

Late Applications – these will be considered in accordance with the LA’s co-ordinated admissions scheme.

Right to Appeal – if your application is unsuccessful, you have the right of appeal to an Independent Appeal Panel. Details are available from the school office on 01932-863452 or by contacting Surrey CC on 020 8541 8092.

All applicants to Note – *the Trust reserves the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child.*

Appendix 1

St Andrew's CofE Primary School Cobham
An Academy in Enlighten Learning Trust

Supplementary Staff Information Form

(To be completed for applications submitted under Criterion 3, Children of Staff)

Applications for entry on a staff basis must be made by submission of this form by the closing date. Once completed, the form must be returned to the school office, who will seek the necessary endorsements.

Name of Child:

Date of birth of Child:

Name of Staff Member:

Relationship to Child:

Address:

Tel Nos: Home Mobile

Email Address:

*I am a member of staff at St Andrew's CofE Primary School and I have been employed, either full time or part time, since (date of appointment). **Or**, *I was recruited to fill a vacancy at the school, for which there was a demonstrable skills shortage, as agreed by the Local Committee. * *please delete as appropriate*

Signature of Staff Member:

Date:

To be completed by the Head of School:

I confirm that the above-named member of staff meets the criterion necessary for their child(ren) to be offered a place under criterion 3.

Name of Headteacher:.....

Signature of Headteacher:.....

Date:.....