



## NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL

### Nutfield Church (C of E) Primary School Mission:

- We are a church school, which believes in the importance of **community**, where people from all races, religions and cultures act in **peace** together
- Our pupils, staff and families work together as a team, with **wisdom** supporting each other through our learning. We have **hope** in our challenges and in our successes.
- We recognise the **dignity** and ultimate worth of each person, created in the image of God, further shaped by the person, teaching and example of Jesus. We look to the future with **joy**.

### Policy for the Admission of pupils to Nutfield Church (C of E) Primary School from September 2018

This policy describes how places will be allocated and how priority for places will be set if there are more applications than there are places available.

The Governing Body is responsible for the admission of pupils to Nutfield Church (C of E) Primary School and the Published Admission Number will be 30. The Governing Body is bound by the statutory maximum class size limit of 30 pupils in the Foundation Stage (Reception class) and Key Stage 1 (Years 1 and 2). The school admits children to the reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31<sup>st</sup> August.) Parents/carers may request to defer entry to the reception class until the beginning of the term after their child is five years old, but cannot defer entry beyond the start of the last term of the academic year of entry. Parents/carers may also request that their child attends part-time until their child reaches compulsory school age.

The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities although the school has a specified disabled toilet. The school is on a level site and all the accommodation is on one floor. All classrooms may be entered without steps. As far as possible the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

If there are more than 30 applications, then 30 places will be allocated to the children of parents/carers whose completed application forms (CAF) have been received by their home LA( this is the LA in which they live) by the published closing date. Those applying under criteria 2, 5 and 6 must also have completed a supplementary information form (SIF) available from the school) which is sent directly to the school by the published closing date. (Failure to complete the SIF would mean the Governors apply the other criteria 1, 3, 4 and 7 only to the application.). The school is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the local authority. Parents must complete the Local Authority's Common Application Form (CAF) and return the form to Surrey County Council by the dates published.

The school will consider late applications in accordance with the procedure in the Surrey Admission Booklet. This means that late applicants will be considered after those who have met the deadline; where the school is over-subscribed this is likely to reduce considerably your chance of gaining a place.

Where there are more applications than there are places available, the Governors will admit pupils according to the criteria below, listed in order of priority.

1. ‘Looked After Children’ or previously looked after children. (see note i)
2. Children whose parents (One or both) are “active participants” (see note (iii) of an Anglican or other Christian Church, Evangelical Alliance or Affinity Church (see note ii) and who live in the Parish of Nutfield as defined on the map.
3. Children who will have a sibling in school at the time of admission.
4. Children who live in the Parish of Nutfield as defined by the map.
5. Children whose parents (one or both) are “active participants” (see note (iii) of the Nutfield Parish Churches but do not live in the Parish of Nutfield as defined on the map.
6. Children from other parishes whose parents (one or both) are “active participants” (see note (iii) of an Anglican or other Christian Church and for whom this is the nearest Church school as measured by the shortest driving distance.
7. Children in order of nearness to the school measured from the child’s home to the main entrance gate of the school, as measured by the shortest available walking distance on metalled footpaths/roads for those living within the Parish of Nutfield, from their front door, as defined on the map and by the shortest driving distance for those who do not live within the Parish of Nutfield as defined on the map from the point where the exit meets the road.

In the event that two or more applicants have equal right to a place under any of the above criteria and there are insufficient places, the Governing Body will use distance, in the first instance, to decide between applicants (as described in criteria 7 above.) In the event that applicants live equidistant from the school and there are insufficient places available, the Governing Body will then draw lots to decide between applicants.

**Notes:**

- i. *Looked after children and previously looked after children (children who have left care through adoption or a residence or special guardianship order) must be given top priority in admission arrangements (Admissions Code – December 2014)*  
*Looked after children are children who are registered as being 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(a), 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)a and who have left that care through adoption, a child’s arrangement 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) . Children who are under an agreed series of short-term placements (such as respite) are excluded. The Governors receive written confirmation that the child is in public care from the LA and will be so at the time of admission to the school.*
- ii. *Christian Churches are defined by full membership of ‘Churches Together in Britain and Ireland’, the Evangelical Alliance or Affinity churches.*
- iii. *Our policy is to give priority for ‘Church’ places to children of parents who are active participants of their church. Your local priest or minister of religion will complete a form, sent out by the school, on receipt of the completed supplementary form confirming your Church attendance. “Active participation” requires at least one parent to have attended church regularly (Fortnightly or more often) for at least the period of the last 3 years prior to application.*
- iv. *In the event of the school being oversubscribed a waiting list is drawn up in accordance with the admissions criteria. The list remains open all year when parents will then be contacted to see if*

*they wish to remain on the list for the following year. Subsequent applicants who wish to be placed on the waiting list are ranked in accordance with the criteria. This may affect those already on the list.*

- v. *Siblings are defined as blood relatives, stepsiblings, foster and adopted children living permanently at the same address.*
- vi. *"Parents of pupils who have a statement of special educational needs or an Education, Health and Care Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement or an Education, Health and Care Plan is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced"*
- vii. *Child with more than one residence – the child's main residence is where s/he normally spends the majority of weekday nights during term time in the direct care of a "parent".*

#### ***Entry outside chronological year group***

*'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, must 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, the admission authority agrees 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, the admission authority agrees 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](http://www.surreycc.gov.uk/admissions).*

#### ***Appeals***

- viii. *Should the Governors not accept a child for admission to this school, there is a statutory right of appeal to an independent committee. Information can be obtained from the Surrey Schools Appeals Service on 0208 541 9029.*

**UPDATED NOVEMBER 2015**

Map of Boundary for Nutfield C of E Primary School – an A3 version is available from the school.

