



## **St John's C of E Aided Infant School, Churt, Farnham, Surrey, GU10 2JE Determined Admissions Policy for Academic Year 2019/2020**

### **St John's has a Published Pupil Admissions Number (PAN) of 30 as agreed with the Local Authority**

St John's Church of England School highly values its Christian ethos, its close links with St John The Evangelist Church and the Diocese of Guildford. It is also a school at the heart of a village community and therefore we have tried to balance the fact that we are distinctively Christian yet inclusive in determining the entry criteria. We therefore welcome applications from parents from all faiths and those of none.

As a Church of England Aided School, the governors are the Admission Authority. They have determined the following admission criteria in consultation with the Diocese of Guildford and the Local Authority, which will be strictly applied in the order below, as soon as the number of applicants exceeds the PAN.

#### **Admission Criteria for 2019/2020**

- 1 Looked after children and previously looked after children (see note 1)
- 2 Children with exceptional circumstances, documented medical or social needs (see note 2).
- 3 Children who have a sibling (see note 3) at school at the time of application OR a sibling who has previously attended the school for a minimum of one year (see note 4)
- 4 Children of staff who have been employed at the school for at least 2 years by the closing date for applications OR who have been recruited to fill a vacant post for which there is a demonstrable skills shortage (see note 5)
- 5 Children for whom St. John's school is the nearest school (see note 6) admitting pupils of the same age.
- 6 Children for whom St John's is not the nearest school but who are, in priority order:
  - a) Children of parent(s) who are regular worshippers (see note 8) at St John the Evangelist Church, Churt with Rushmoor or
  - b) Children of parent(s) who are regular worshippers (see note 8) at a Christian church of another denomination
- 7 Children whose parents wish them to attend this church school.

If the school is oversubscribed within any category, priority will be given to those children who live nearest to the school, as defined at note 6.

#### **Applications**

All applications can be made on-line via [www.surreycc.gov.uk](http://www.surreycc.gov.uk). For all general enquiries or for a hard copy, please telephone 0300 200 1004. Please note that these forms must be returned to the Local Authority by 15<sup>th</sup> January 2019.

**Supplementary Information Form (SIF)** – this is available from the school office and on the website. It must be completed for all applications under criteria **3** (siblings who **previously attended** only), **4**, **6a**) or **6b**) and returned to **St John's C of E Infant School office** by 15<sup>th</sup> January 2019. Failure to do so may mean that you will be ranked under a lower criterion.



## Late Applications

These will be considered in accordance with Surrey's co-ordinated admissions scheme.

## In-Year Applications

These should be made direct to the school or via the above website, ([www.surreycc.gov.uk](http://www.surreycc.gov.uk)).

## Waiting List

Children who are unsuccessful in obtaining a place may apply to the school to be placed on the waiting list. (This will not happen automatically). Applications received after the closing date may also apply to be placed on the waiting list. If vacancies occur, places will be offered strictly on the basis of the above criteria. The waiting list is retained for one year only and thereafter, parents should make an In-Year Application to the school.

## Appeals

Parents who have not been allocated a place for their child have the right to appeal to an Independent Appeal Panel against the Governors' decision. Information on the procedure is available from the school.

## Deferred Entry

Parents can defer their child's entry to Reception until the term after the child turns five, but not beyond the start of the summer term of the academic year for which a place has been offered. A child may also take-up the place part-time until the child reaches compulsory school age.

**Children with Special Educational Needs** – a child with an Education, Health and Care Plan (EHCP) which names St John's will **automatically be allocated a place**. Parents are advised to visit the school before the Plan is issued to make sure that St John's is suitable to meet their child's needs.

## Out of chronological age education

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, ie, 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, governors agree 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, ie, 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, governors agree 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 any 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).

## **NOTES**

### **Note 1 Looked after child and previously looked after child -**

- Children who are registered as being in the care of a Local Authority or provided with accommodation by the Local Authority in accordance with Section 22 of the Children Act 1989 (a), eg, fostered or living in a children's home, at the time an application for a school is made; 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, Child Arrangement Order or Special Guardianship Order.

**Note 2 Exceptional Circumstances** – a child who has a serious medical, physical or psychological condition, or if there are sensitive family circumstances, which make it essential that the child attends this school rather than any other. Appropriate documentary evidence from a consultant doctor or the relevant support services must be submitted *at the time of application*. Please note a GP letter will not be sufficient medical evidence. Governors will assess such evidence and may consult medical advisors/specialists if required.

**NB:** All schools support children with the more common medical conditions such as asthma, nut allergies and stress related symptoms.

**Note 3 Sibling** – a brother/sister, half brother/sister, stepbrother/sister or adoptive brother/sister or foster children, living in the family unit at the same address in each case.

In the case of **multiple births** where there are not sufficient vacancies remaining for each of them, the child(ren) to be offered the last remaining place(s) will be determined by their consecutively ranked places.

**Note 4 Sibling who previously attended the school** – applicants under this criterion must complete Supplementary Information **Form B** for verification of attendance.

**Note 5 Children of Staff** – this includes all full and part-time staff who are on the school pay-roll. Supplementary Information **Form C** must be completed for verification of the applicant's employment.

**Note 6 Nearest school and Tie-breaker** – the distance is measured in a straight line from 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 (GIS). Parents should note that if they apply for free transport, different criteria apply. For applicants who share the same address point or who live equidistant from the school, priority will be decided by lottery.

**Note 7 Home address** – this is the child's permanent address or in cases of shared custody, where s/he spends the majority of the school week. In the case of formal equal shared custody it will be up to the parents to agree which address to use.

**Note 8 Regular Worship** – this is defined as "worship by a parent and/or the child at St John The Evangelist or another Christian church at least twice per month over a minimum period of one year preceding the application". Supplementary Information **Form A** is the means by which this requirement is endorsed. If this form is not received at the time of application, your application will not be considered under categories 6a or 6b. If you are recent arrivals into the village you will need to provide evidence of the same pattern of worship.

**Note 9 Parent** – a natural, adoptive, step or foster parent or other legal guardian.

### **Withdrawal of Offers:**

The governors reserve the right to withdraw the offer of a place where the parent has made a fraudulent or intentionally misleading application which effectively denied a place to another child.



**St John's Church of England School  
Supplementary Information Form A (Regular Worship)**

To be completed and returned to St John's School office at the time of application.  
St John's Church of England School, Barford Lane, Churt, Farnham, Surrey, GU10 2JE  
office@stjohns-farnham.surrey.sch.uk

Please complete this section of the form if you are a regular worshipper at St John's the Evangelist in Churt or a Christian church of another denomination, as explained in over-subscription criterion 6 and return it to the school office at the above address at the time of application or by the Surrey closing date of 15 January 2019.

**N.B. This is in addition to the Surrey County Council application which must be completed online by 15 January 2019.**

Name of Child: .....DOB: .....

Name of Parent(s):  
.....

Address:  
.....  
.....

Tel No: ..... Mobile: .....

E-mail: .....

Please tick the appropriate box:

I am a regular worshipper at St John's the Evangelist, Churt with Rushmoor (criterion 6a refers)

I am a regular worshipper at a Christian church of another denomination (criterion 6b refers)

Parent / Carer signature: ..... Date: .....

**TO BE COMPLETED BY THE VICAR / MINISTER / PASTOR**

I confirm that ..... is known to me  
as a regular worshipper at ..... Church.

Signed: ..... Date: .....

**Note for Vicar:** Regular worship is defined as at least twice per month over a minimum period of one year preceding the application.



**St John's Church of England School  
Supplementary Information Form B (Sibling)**

To be completed and returned to St John's School office at the time of application.  
St John's Church of England School, Barford Lane, Churt, Farnham, Surrey, GU10 2JE  
office@stjohns-farnham.surrey.sch.uk

Please complete this section of the form if you have another child who **previously attended St John's** for a minimum of one year, as explained in over-subscription criterion 3, and return it to the school office at the above address at the time of application or by the Surrey closing date of 15 January 2019.

**N.B. This is in addition to the Surrey County Council application which must be completed online by 15 January 2019.**

Name of Child: .....DOB: .....

Address:

.....  
.....

Tel No: ..... Mobile: .....

E-mail: .....

Name of Sibling: .....DOB: .....

Dates sibling attended St John's CofE Infant School: From ..... to.....

Parent / Carer signature: .....

Date: .....

**Note 3 Sibling** – a brother/sister, half brother/sister, stepbrother/sister or adoptive brother/sister or foster children, living in the family unit at the same address in each case.



**St John's Church of England School  
Supplementary Information Form C (Staff)**

To be completed and returned to St John's School office at the time of application.  
St John's Church of England School, Barford Lane, Churt, Farnham, Surrey, GU10 2JE  
office@stjohns-farnham.surrey.sch.uk

Please complete this section of the form if you are applying for a place at St John's under criterion 4 and return it to the school office at the above address at the time of application or by the Surrey closing date of 15 January 2019.

**N.B. This is in addition to the Surrey County Council application which must be completed online by 15 January 2019.**

Name of Child: .....DOB: .....

Name of Member of Staff: .....

Relationship to Child:.....

Address: .....

.....

Tel No: ..... Mobile: .....

E-mail: .....

I am a member of staff and have been employed at St John's since .....

I am a member of staff employed to meet a demonstrable skills shortage

Parent / Carer signature: ..... Date: .....

**Admissions criterion 4**

Children of staff who have been employed at the school for at least 2 years by the closing date for applications OR who have been recruited to fill a vacant post for which there is a demonstrable skills shortage (see note 5)

**Note 5**

**Staff** – this includes all full and part-time staff who are on the school pay-roll.

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To be completed by the Headteacher and Chair of Local Governing Body of St John's School.

I confirm that the above named staff member meets the criterion of working at the school for at least two years preceding the date of this application or is meeting a skills shortage.

Name of Headteacher ..... Name of GB Chair .....

Signature of Headteacher ..... Signature of GB Chair .....

Date .....