



ADMISSIONS POLICY
FOR ADMISSION TO PYRFORD CHURCH OF
ENGLAND PRIMARY SCHOOL
1ST SEPTEMBER 2025 – 31ST AUGUST 2026

Determined: 7th February 2024

Review Date: Autumn 2024

The Newark Trust is the Admissions Authority for Pyrford Church of England School. Our school has a distinctively Christian ethos but is open to all children regardless of their families' religious beliefs or affiliations. This inclusive principle underlies the Admissions Policy of Pyrford Church of England Primary School, subject to the constraints of the Published Admission Number and the extent to which we are over-subscribed each year.

The school will admit children up to its Published Admission Number (PAN) of 60 children per year into the Reception Year.

If there are more applications than places available, places will be offered in accordance with the criteria listed below and in the following order of priority: -

1. 'Looked after children' and 'previously looked after children' (**see note 3**).
2. Children with a substantive documented medical or social need which makes it essential that the child attends Pyrford Church of England Primary School rather than any other (**see note 4**).
3. Children with a parent who is a member of staff employed by Governors of Pyrford Church of England Primary School, subject to the conditions detailed in **note 5**.
4. Children whose home address is within the Ecclesiastical Parish of Wisley with Pyrford and who have a sibling on roll at the school at the time of their admission (**see note 7**).
5. Children whose home address is within the Ecclesiastical Parish of Wisley with Pyrford (**see note 7**).
6. Children whose home address is outside the Ecclesiastical Parish of Wisley with Pyrford, but who have a sibling on roll at the school at the time of their admission and at least one of whose parents worships regularly at a Christian Church, in the following order of priority: -
 - a. a church in the Ecclesiastical Parish of Wisley with Pyrford
 - b. a church elsewhere, for whom Pyrford would be their nearest age appropriate Church of England School (**see notes 7 & 8**).
7. Children whose home address is outside the Ecclesiastical Parish of Wisley with Pyrford, but who have a sibling on roll at the school at the time of their admission (**see note 7**).
8. Children whose home address is outside the Ecclesiastical Parish of Wisley with Pyrford, but at least one of whose parents worships regularly at a Christian Church, in the following order of priority: -
 - a. a church in the Ecclesiastical Parish of Wisley with Pyrford
 - b. a church elsewhere, for whom Pyrford would be their nearest age appropriate Church of England School (**see notes 7&8**).

9. All other children whose parents wish them to attend Pyrford Church of England Primary School.

If it is not possible to offer places to all applicants who meet a particular criterion (1-9 above), places will be offered to children meeting the criterion whose home address is nearest the school. This distance is measured in a straight line from the address point of the child's home, as set by Ordnance Survey, to the nearest official school gate for pupils to use. This is calculated using the Surrey Admissions Team's Geographical Information System. If applicants cannot be separated on distance, the place will be allocated by an independently supervised lottery.

The school operates a waiting list for any places which may become available in each year group during the academic year. When such places come up, all children on the relevant year's waiting list are considered and places are offered in accordance with the above admissions criteria at the date the vacancy is formally notified. Children remain on the waiting list until the parent requests their removal or fails to respond within 28 days to a letter or email asking if they wish to remain on the list.

If it becomes apparent at any time that a parent/carers has made a fraudulent or intentionally misleading application, which has effectively denied a place to another child, the Board of Trustees reserves the right to withdraw the place.

Guidance Notes

1. The School Admissions page of the Surrey County Council website <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions> gives full details of how to apply. Applications for admission to Reception and the associated arrangements and timescales will be coordinated as described on their website, including how late applications are handled.

Applications for in-year admissions (outside of the normal admissions round) are made on the School Managed Application Form (SMA) and returned to the school. The form is available on the Surrey County Council website <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/in-year/step-4-complete-form>

2. Children with an Education Health and Care Plan (EHCP) naming the school will be admitted under separate statutory arrangements. Where a child with an EHCP is given a place in the normal admissions round, that will reduce the number of places available within the Published Admission Number.
3. 'Looked after' and 'previously looked after' are defined as children who are in the care of a local authority, provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, eg 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's Act 1989 and who have left that care through adoption, a child arrangements 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's Act 1989). This includes 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 child will be regarded as having been in

state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Applications in this category may need to be supported by documentary evidence confirming the child's status, such as a signed letter from the child's social worker or former social worker confirming their current or previous status; or an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted will be required. Ideally, this should be received by the application deadline in the normal admission round. When assessing the evidence provided, the DfE's guidance in the School Admissions Code will be followed. Where the Virtual School Head has already verified the child's status, parents should let the Local Authority/School know, as there should be no need for further evidence to be provided in this case.

4. For applications made on medical or other grounds as specified in criterion 2 of the admissions policy:
 - If, at the time of application, the child has a serious or life-threatening medical condition which the parent considers makes attendance at this school essential, this must be stated on the application form and must be supported by written evidence from a Consultant Doctor of the nature and effect of the medical condition – please note: a letter from a GP will not be deemed as sufficient medical evidence. Please note that all mainstream schools will normally be able to support children with more common medical conditions such as asthma, nut allergies, etc.
 - If there are sensitive and/or serious individual and/or family circumstances which the parent considers makes attendance at this school essential, these must be stated on the application form. Written evidence will need to be provided at the time of application, such as a report from a support service.
 - In all applications made under Criterion 2, it will be for the Admissions Authority to decide whether the conditions of the criterion have been met and therefore whether no other school could meet the child's needs.
5. There are two possible conditions. The member of staff must either:
 - have been employed on a continuous basis at the school for two or more years. For normal round admissions the date that will be used to assess the length of time that a member of staff has been employed will be the closing date for applications. Or
 - have been recruited to fill a vacant post for which, in the opinion of the Governors, there is a demonstrable skill shortage.

Applicants who wish to apply for a place under this criterion must complete a Supplementary Information Form relating to this criterion, obtainable from the Admissions Officer or from the school website.

6. When considering twins, triplets or other multiple birth siblings, places will be offered above the Published Admission Number to any consecutively ranked child whose twin, triplet or multiple birth sibling was offered a place within the admission number.
7. The Ecclesiastical Parish in which a child's home address lies can be found by entering the postcode of that address on the Church of England website A Church Near You. <https://www.churchofengland.org/resources/church-near-you>. A map showing an outline of the

parishes is at the end of this policy although the boundary no longer extends over the A3 near Wisley. Please note that the parishes of Wisley and Pyrford are shown separately.

8. Applicants who wish to apply under criterion 6 or criterion 8 of the school's Admissions Policy must also obtain a Supplementary Information Form, either online or from the school, complete it as detailed therein and return it to the school by the closing date for applications. If the form is not received by that closing date, the child's admission cannot be considered under those criteria and will be considered under the next highest criterion which the child meets.

The Governors' definition of a Christian church is one which is a member of Churches Together in Britain and Ireland (www.ctbi.org.uk)

The Governors' definition of regular attendance at your place of worship is no less than twice per calendar month. This criterion must have been met in each of 11 of the 12 months leading up to the date of application.

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.

A pro-rata figure will be applied in respect of church attendance requirements for 2024.

Within the Ecclesiastical Parish of Wisley with Pyrford the following services, at any of the three churches within the Parish (Church of the Good Shepherd, St Nicholas' Church and Wisley Church), are deemed to constitute worship:

- Sunday
 - 08.00 Holy Communion or 1662 Communion
 - 10.00 Morning Worship, Holy Communion or Family Service
 - 11.30 Mattins or 1662 Communion
 - Evening Service or Choral Evensong
- Wednesday
 - 10.15 Holy Communion

If a family has recently moved into the area, the Board of Trustees will take into account previous attendance at a Christian church on submission of a Supplementary Information Form relating to that attendance. Please note however, it may be necessary to submit two such forms in order to establish previous and current worship which fulfils the regular worship requirement defined above.

9. Pupils are normally admitted into the school in the September of the school year in which they become 5 years old. Applicants can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they meet compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made. Parents may also choose that their child attends part-time until later in the school year but not beyond the point at which they reach compulsory school age.
10. For children born between 1st April and 31st August 2021, parents may choose to delay admission to school until the term *after* their child turns five ie. 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 will need to make a Request for Delayed Admissions to Reception for Summer Born Children, details of which are on the Surrey County Council website

<https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/primary-junior-and-infant/apply/step-2-complete-the-form#age> This should be completed at the same time as applying for a school place for September 2024 in case the request is refused. Parents should discuss their wishes with the Head Teacher as early as possible and obtain a decision in principle from the Board of Trustees. Please note, there is no statutory right of appeal against a refusal of a delayed admissions request.

For In-Year Admissions, parents may make a request to the school for admission outside normal age group, stating clearly why they feel admission to a different year group would be appropriate, including supporting documentary evidence if they wish. The Board of Trustees will then make a decision as to which year group the child should enter, 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.

11. Please note that children attending 'Squirrels Nursery' do not have automatic admission to the school. Applications for places should be made as above and the published criteria will be applied.
12. Parents of children not offered a place at the school have the right to appeal against the decision of the Governing Body. Further details can be obtained from the school office.

For further information regarding admissions to Pyrford Church of England Primary School please contact:

Admissions
Pyrford Church of England Primary School
Coldharbour Road
Pyrford
Surrey GU22 8SP

Tel: 01932 342693

email: info@pyrford.surrey.sch.uk

GLOSSARY

Home Address

A child's home address is considered to be the child's permanent address where he/she lives with at least one parent and where he/she spends more than 50% of their time from Sunday to Thursday night during term time. Where there is uncertainty, the school may obtain further documentary evidence, and may refer to the relevant information on the School Admissions page of the Surrey County Council website

<https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/primary-junior-and-infant/apply/step-2-complete-the-form#address1>

In-year application

An application is an in-year application if it is for the admissions of a child to a relevant age group and it is submitted on or after the first day of the first school term of the admission year; or it is for the admission of a child to an age group other than a relevant age group.

Late application

Late applications are applications for entry in a relevant age group which are submitted before the first day of the first term in the admission year but have not been made in time to enable the local authority to offer a place on National Offer Day.

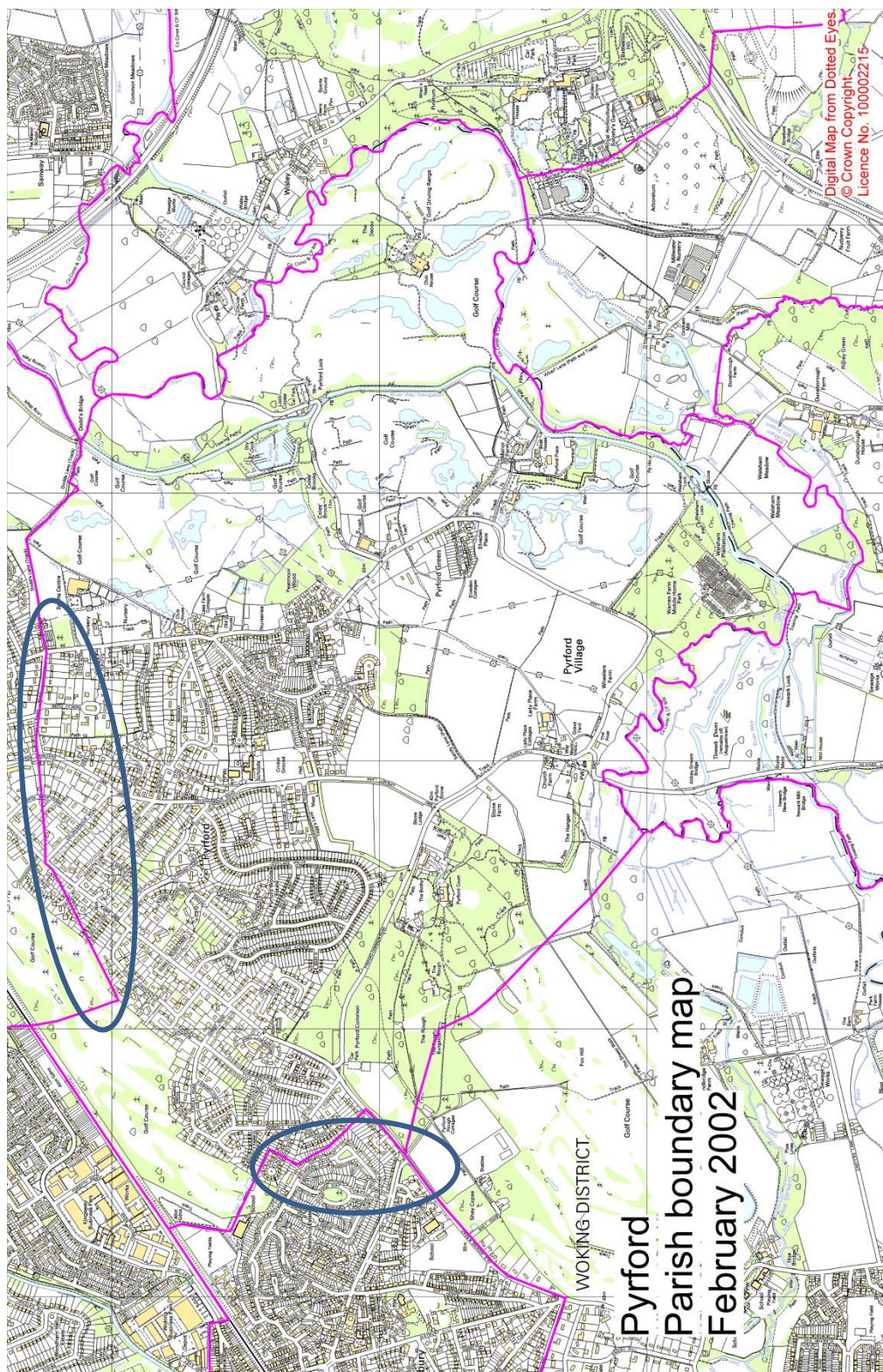
Parent

A person will be considered to be a child's parent for admissions purposes if they are a natural, adoptive, step or foster parent or other legal guardian.

Sibling

A child's sibling is considered for admissions purposes to be another child who shares the same home address and at least one parent as defined above.

ECCLESIASTICAL PARISH OF PYRFORD

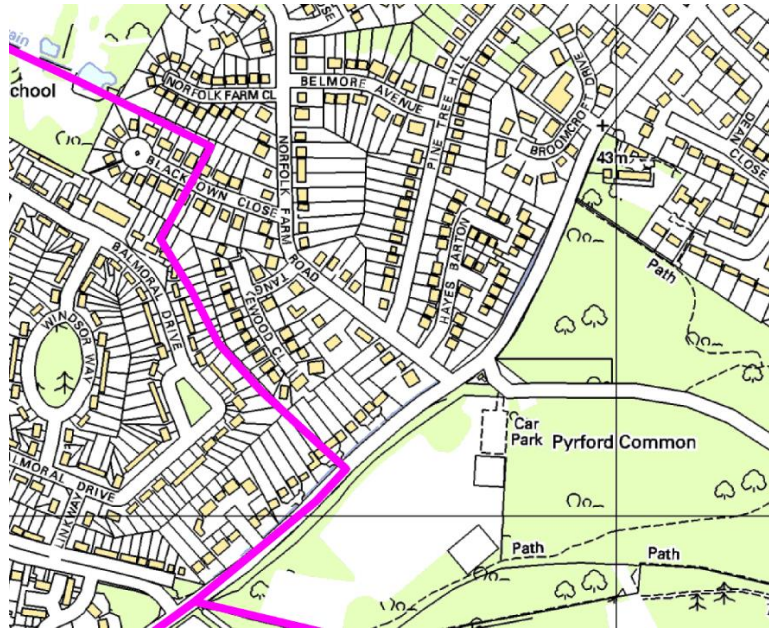


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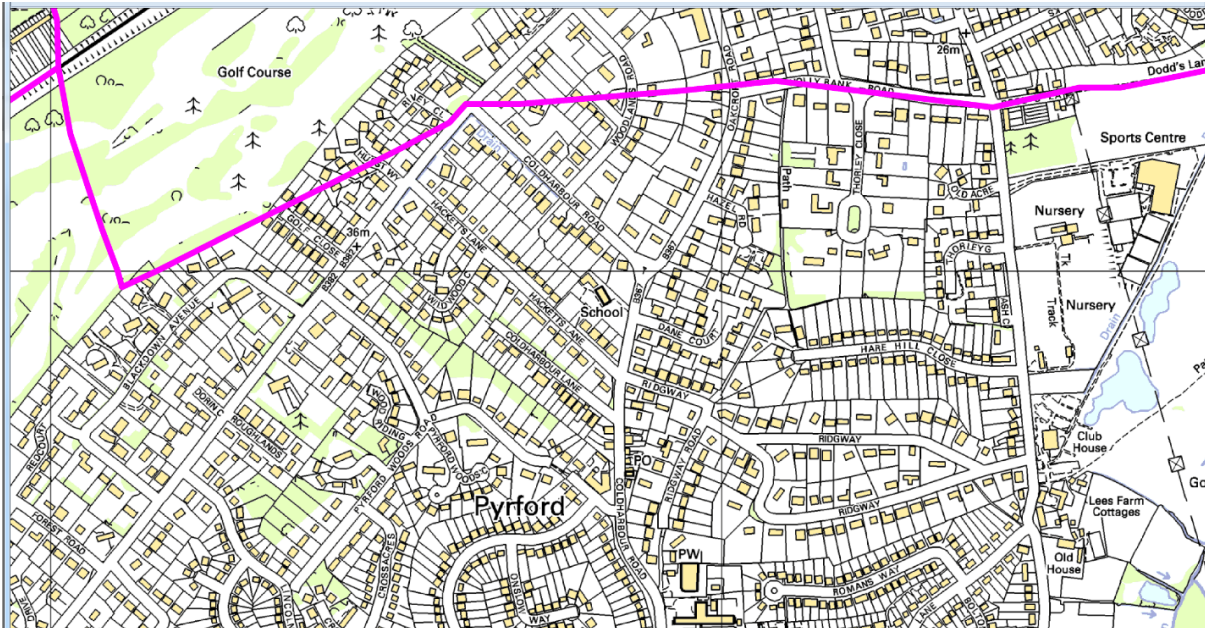
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see maps on
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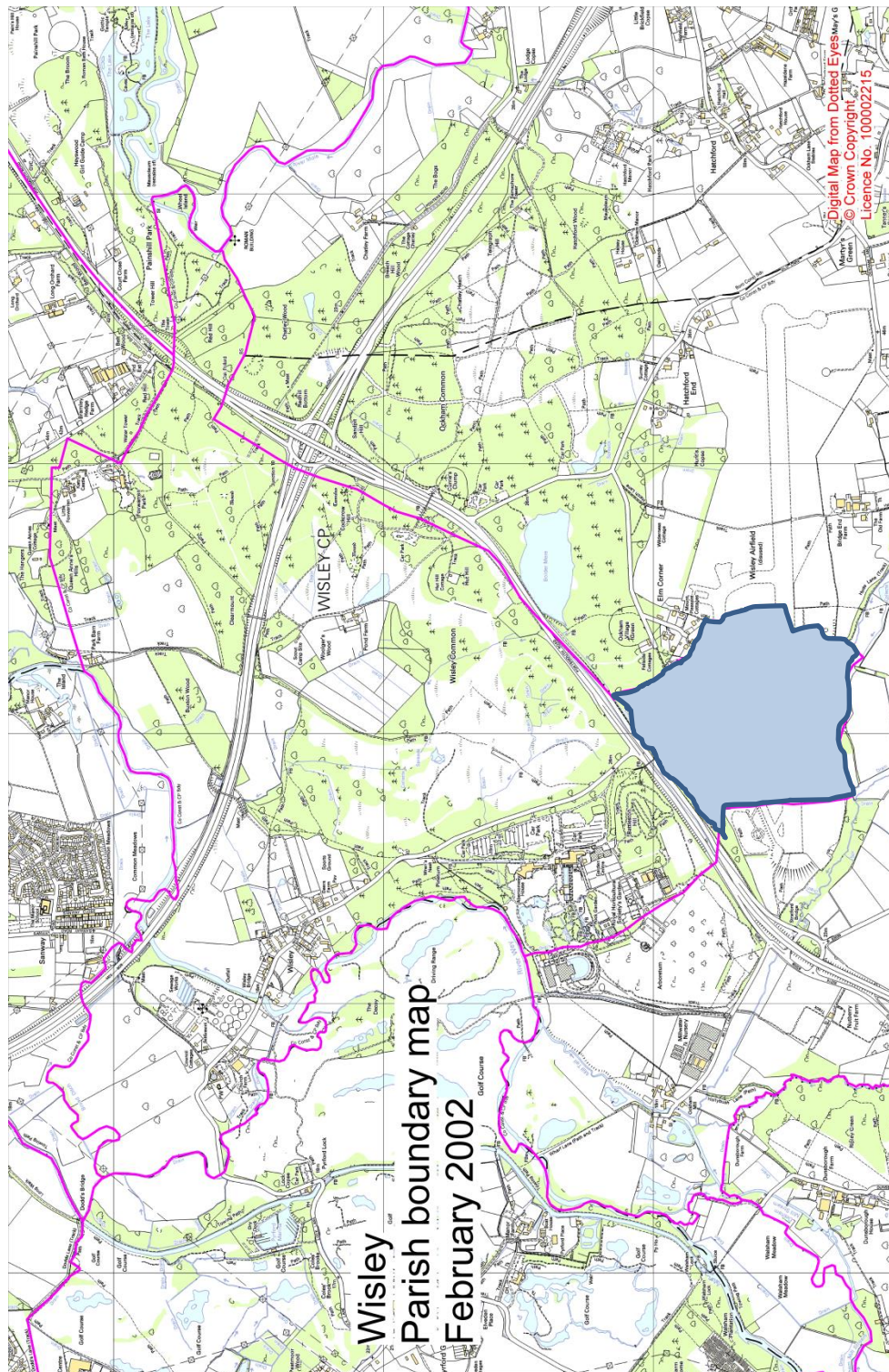
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ECCLESIASTICAL PARISH OF WISLEY



No longer part of the parish