



Pyrford Church of England Primary  
Academy Trust

ADMISSIONS POLICY  
FOR ADMISSION TO THE SCHOOL  
1<sup>ST</sup> SEPTEMBER 2019 – 31<sup>ST</sup> AUGUST 2020

Determined: 21 February 2018

Review Date: Autumn 2018



As a Church of England school the Board of Directors is its own Admission Authority. For schools within its care, the Church of England's prime aim is to provide the best possible education for the children of the parish in which the school is located. 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 of staff employed by the Directors 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 notes 6-8**).
5. Children whose home address is within the Ecclesiastical Parish of Wisley with Pyrford (**see notes 7 & 8**).
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 6-9**).
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 notes 6-8**).



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 7-9**).
9. Other children whose parents wish them to attend this Church of England 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 Admission and Transport Team's Geographical Information System. If applicants cannot be separated on distance, the place will be allocated by lottery.

The school operates a waiting list for any places which may become available in each year group during the year. When such places come up, all children on the 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 to a letter asking if they wish to remain on the list.

If it becomes apparent at any time that a parent/carer has made a fraudulent or intentionally misleading application, which has effectively denied a place to another child, the Directors reserve the right to withdraw the place, and/or commission an Address of Convenience investigation.

### Guidance Notes

1. The Surrey County Council website [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions) gives full details of how to apply. Applications can be made online through their website, or you can request a paper form from them. Applications for admission and the associated arrangements and timescales will be coordinated as described on their website, including how late applications are handled.
2. As required by current legislation, children with an Education Health and Care Plan naming the school will be admitted.
3. 'Looked after' children are in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application to the school; 'previously looked after children' are any children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). A letter from the Children's Services Department confirming the child's status must be submitted at the time of application.



4. If an application is made on medical or other grounds as specified in criterion 2 of the admissions policy:
  - If, at the time of application, a 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 will only be considered if substantive medical evidence is attached. Please note: a letter from a GP will not be deemed as sufficient medical evidence. The Directors reserve the right to consult with their own or Local Authority medical advisors. 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. Substantive evidence will need to be provided at the time of application, such as a report from a support service.
5. There are two possible conditions. First, the member of staff must 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. Second, a member of staff is recruited to fill a vacant post for which, in the opinion of the Directors, 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.
6. A child's sibling is considered for admissions purposes to be a brother or sister who shares at least one parent with the child and who shares the same home address (defined in note 7 below). A parent is considered to be a natural, adoptive, step or foster parent or other legal guardian. When considering twins, triplets or other multiple birth siblings, places will be offered above the Published Admission Number to any child whose twin, triplet or multiple birth sibling was offered a place within the admission number.
7. 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 the majority of the school week (Monday to Friday including nights).
8. The Ecclesiastical Parish in which a child's home address lies can be found by entering the postcode of that address on the Parish Finder section of the Church of England website A Church Near You. <http://www.achurchnearyou.com/parishfinder.php>. 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.
9. Applicants who wish to apply under criterion 3, 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 Directors' definition of a Christian church is one which is a member of Churches Together in Britain and Ireland.

The Directors' 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.

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
  - 8.00 Holy Communion or 1662 Communion
  - 10.00 Morning Worship, Holy Communion or Family Service
  - 11.30 Mattins or 1662 Communion
  - 16.00 4 O'Clock Church
  - 18.30 Evening Service or Choral Evensong
- Wednesday
  - 10.15 Holy Communion

If a family has recently moved into the area, the school 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.

10. Pupils are normally admitted into the school in the September of the school year in which they become 5 years old. Parents can defer entry to Reception until the beginning of the term after the child's 5<sup>th</sup> birthday, but not beyond the beginning of the final term in the academic year for which the offer is made. A child may also take up the place part-time until compulsory school age is reached.
11. For children born between 1<sup>st</sup> April and 31<sup>st</sup> August 2015, parents may feel that it would be appropriate if their child's admission to Reception were delayed until the following year, meaning that if a place could be offered, the child would be educated outside their chronological age group. Parents who are applying for their child to enter the school in later years may also choose to seek places outside their child's chronological year group. In all cases, whether for admission to Reception or at a later stage, parents should, in the first instance, discuss this with the Headteacher. Applicants must state clearly why they feel admission to a different year group would be appropriate and submit any supporting documentary evidence. Directors will make decisions in the best interests of each child, taking into account the particular circumstances of the case, including the views of the Headteacher. Reasons for the decision will be set out for parents. Please note, however, that the school cannot guarantee or 'hold open' a Reception place for the following year's entry. Please also note that there is no right to appeal if a place is offered that is not in the parents' preferred age group. For further information see [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)



12. 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.
13. Parents of children not offered a place at the school have the right to appeal against the decision of the Board of Directors. Further details can be obtained from the school office.

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

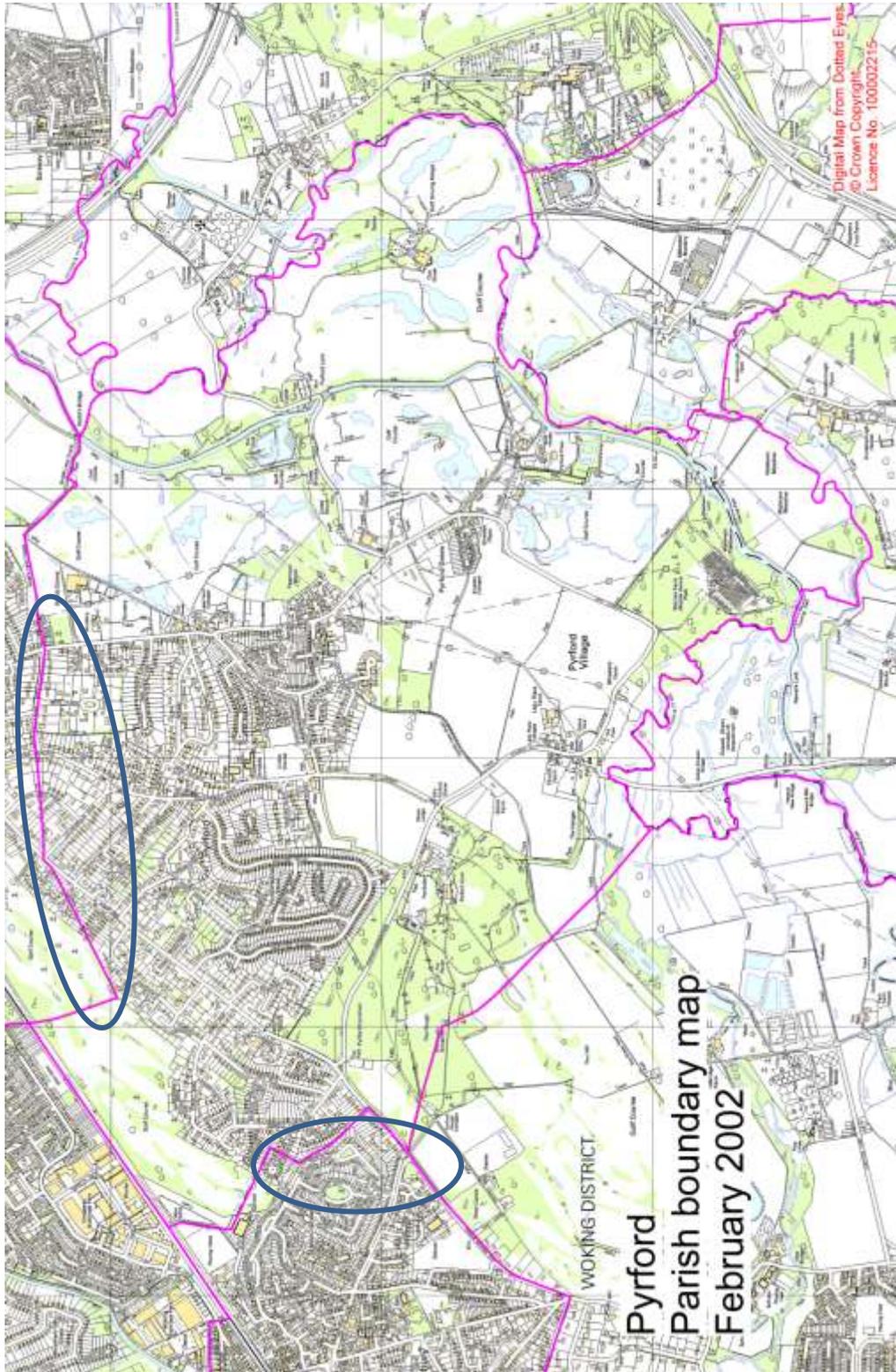
Admissions  
Pyrford Church of England Primary School  
Coldharbour Road  
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Surrey GU22 8SP

Tel: 01932 342693

email: [info@pyrford.surrey.sch.uk](mailto:info@pyrford.surrey.sch.uk)



# ECCLESIASTICAL PARISH OF PYRFORD



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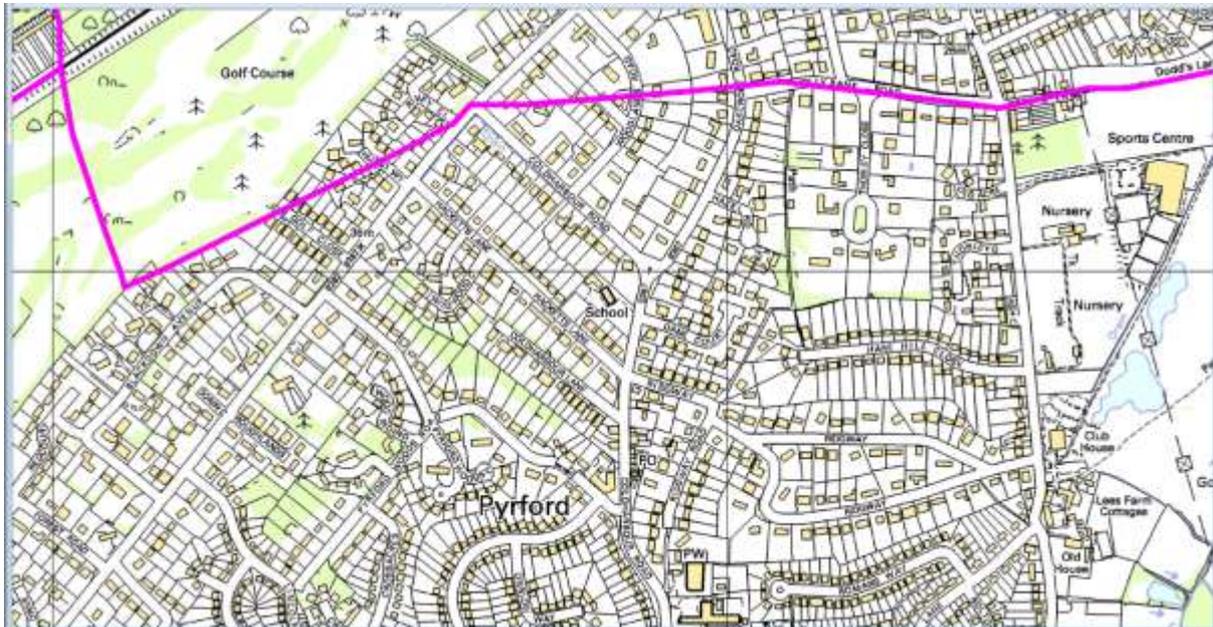
see maps on next page



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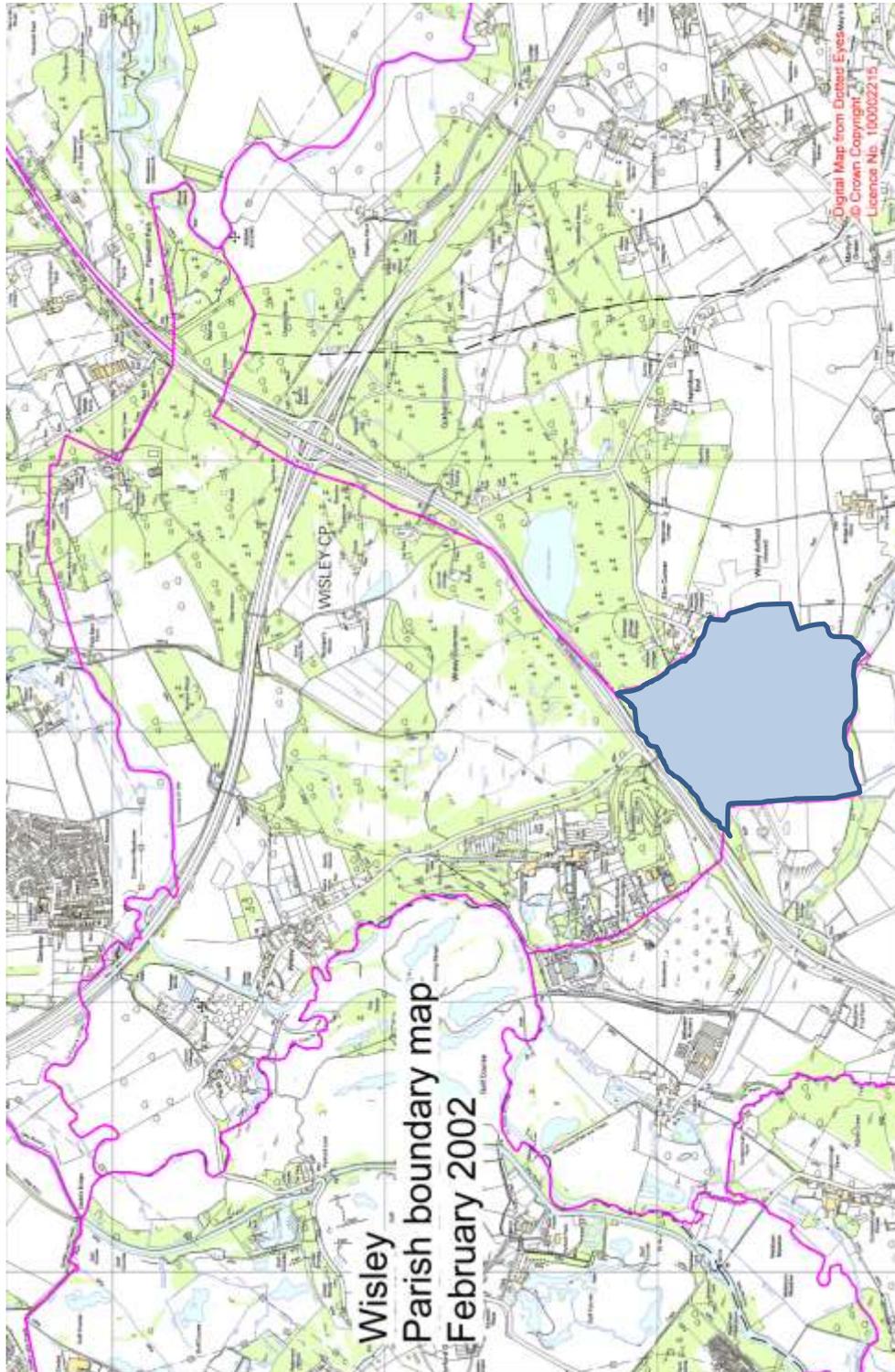


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## ECCLESIASTICAL PARISH OF WISLEY



No longer part of the parish