



ADMISSIONS POLICY  
FOR ADMISSION TO PYRFORD CHURCH OF  
ENGLAND PRIMARY SCHOOL  
1<sup>ST</sup> SEPTEMBER 2021 – 31<sup>ST</sup> AUGUST 2022

Determined: 27 November 2019  
Varied post COVID: July 2020

Review Date: Autumn 2020

As a Church of England school the Local Governing Body 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 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 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 Admissions 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 <https://www.surreycc.gov.uk/schools-and-learning/schools/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 by calling Surrey Schools and Childcare Service on 0300 200 1004. 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' 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).
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. 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 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. 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). We will not generally accept a temporary address if the main carer of the child still possesses or rents a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a place when an alternative address is still available to that child.
  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>. 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 Governors' definition of a Christian church is one which is a member of Churches Together in Britain and Ireland.

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.

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

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 2020.

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. Applicants can defer their child's entry to Reception until later in the school year, but this will not be agreed beyond the beginning of the term after the child's 5<sup>th</sup> birthday, nor beyond the beginning of the final term of the academic year for which the offer is made. Applicants may also arrange for their child to start part time until their child reaches statutory school age.
11. For children born between 1<sup>st</sup> April and 31<sup>st</sup> August 2017, 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 should discuss their wishes with the Head Teacher, stating clearly why they feel admission to a different year group would be appropriate, including supporting documentary evidence if they wish. (Parents applying for their child to enter the school in later years may also choose to seek places outside their child's correct year group, but in all cases this should be discussed with the Head Teacher). Governors will then make a decision as to which year group (YR or Y1) 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 Head Teacher'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.
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 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

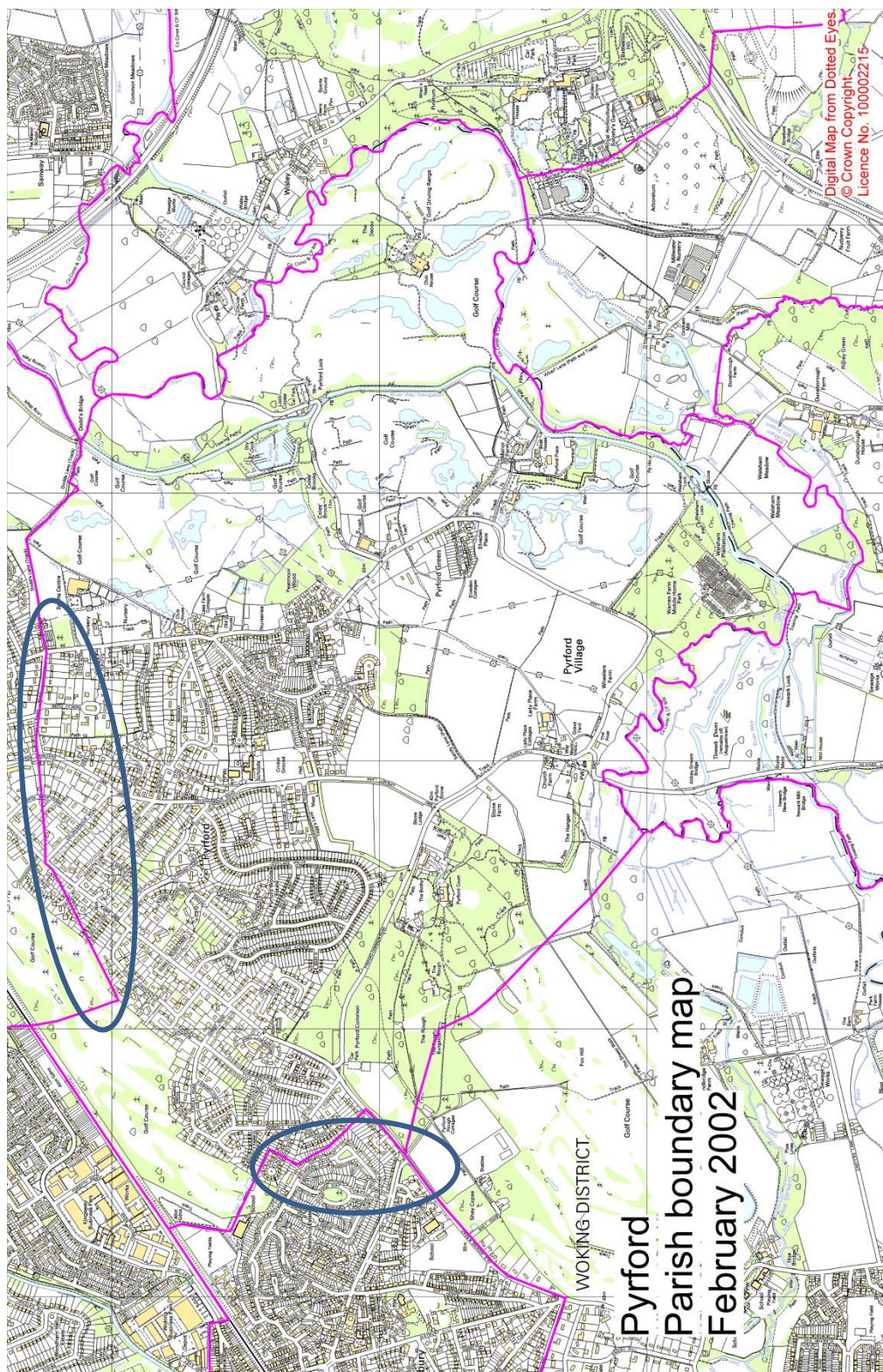
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# ECCLESIASTICAL PARISH OF PYRFORD



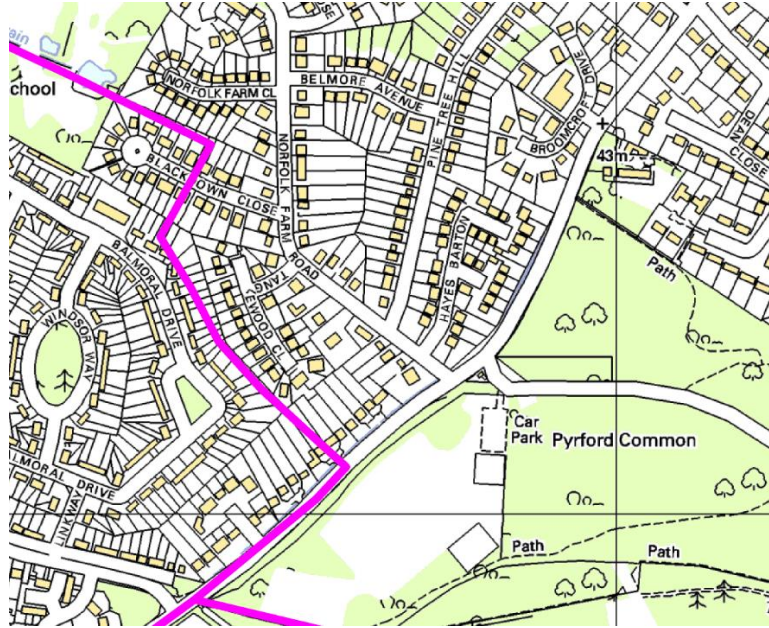
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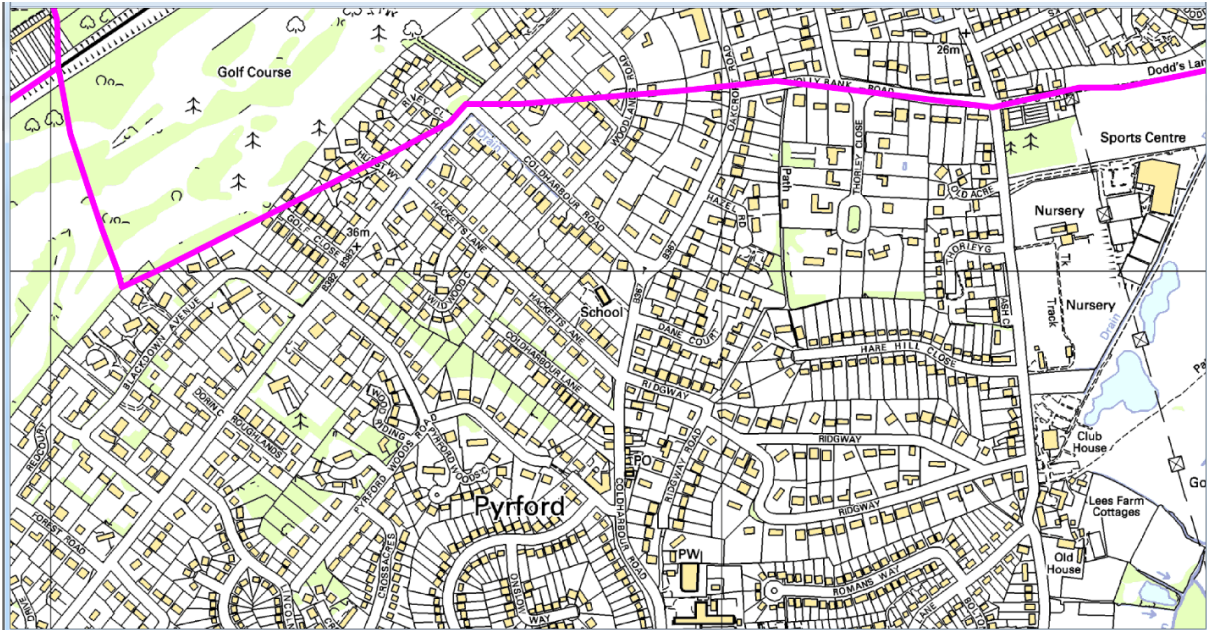
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# ECCLESIASTICAL PARISH OF WISLEY

