



## ADMISSIONS POLICY

### 1. General Information

As a Church of England school our prime aim is to provide the best possible education for all children within our care and control. This education has a distinctively Christian ethos, but the school welcomes all children regardless of their families' religious beliefs or affiliations. This inclusive principle underlies the Admissions Policy for St. Lawrence C of E (Aided) Primary School. The Admissions authority for the school is the Governing Body.

### 2. Number to be Admitted

The Published Admission Number (PAN) for the school is 30 pupils. Children will be admitted to the Early Years Foundation Stage (EYFS) at the beginning of the academic year in which they reach their fifth birthday.

### 3. Admissions Criteria

The Governing Body operates an Equal Preference System. Places are allocated according to the following criteria, if the number of preferences for a place at the school is greater than the PAN. Over subscription in any category will be decided on priority, based on the shortest distance by road or the shortest safe walking distance. In Surrey, the distance is measured in a straight line from the nearest address point of the child's house as set by the Ordnance Survey, to the nearest school gate available for children to use. This is calculated using Surrey's Admission & Transport team's 'Geographical Information System' (GIS). For an applicant that lives in a block of flats or a building with multiple addressees with only one address point, ie. where two or more applicants are measured at the same distance from the school, priority will be given to those with the lowest property number or letter.

The parish map can be viewed at St. Lawrence C of E (Aided) Primary School office.

The Governors have determined admission to St. Lawrence Primary School in the following order:

1. Children who are 'looked after' by the Local Authority;
2. Children applying for a place on medical grounds or exceptional circumstances - application for admission based on medical reasons will only be considered if medical evidence from a consultant doctor is attached (a letter from the GP will not be sufficient medical evidence). All supporting documents must be submitted with the application;
3. Brothers and sisters (siblings). A sibling is a child who will have another brother or sister (or half brother/sister, or foster child living at the same address) still at the school. A younger sibling will be given priority admission only if other siblings are at the school in the September;
4. Children living within the parish of Chobham;
5. Children living outside the parish of Chobham, whose parents wish them to attend a Church of England school.

### 4. How to Apply and When

Initial Registering of Interest for Admission:

Applicants may record their interest in admission to the school by asking at the school office for their child to be included on the list for entry to the school. Parents considering sending their child to the school are advised to register at the school as early as possible, so that an application pack can be sent to them prior to the school year in which they wish their child to be admitted.

## 5. Formal Application for Admission

- All formal applications for admission to St. Lawrence C of E (Aided) Primary School should be lodged for consideration to the Governing Body, by the closing date set out by the Local Authority for such applications, or, if applying online, with the Local Authority directly.
- A letter to confirm a child's inclusion upon the school roll will be sent by the Local Authority in the Spring Term, followed by a formal letter from the Governing Body verifying their decision to offer a school place for the coming year.
- Parents will be contacted during the Summer Term, before the start of the school year in which their child is due to join, inviting them and their child to visit the school. Children will then have the opportunity to get to know the school and its grounds, and spend time in the classroom with their new teacher.
- If a place is not offered parents/guardians have the right to appeal. Details are available from Helen Dean (School Appeals Clerk) by email - [helen.dean@soequildford.org.uk](mailto:helen.dean@soequildford.org.uk), or by telephone (Weds & Thurs only) - 01483 484901. Further information is also available upon request from the school office - [info@stlawrenceprimary.co.uk](mailto:info@stlawrenceprimary.co.uk) or telephone 01276 858336.

## 6. Waiting List

It is the policy of the school to maintain a waiting list for all year groups. Vacancies will be filled from the waiting list according to the admission policy criteria. The waiting list will be maintained until the end of the Summer Term.

This Policy was formally adopted by St. Lawrence C of E (Aided) Primary School on: **January 2011**

Chair of Governors: **Lady G. Randall**

Policy Review Date: **January 2009** ✓      **January 2010** ✓  
Next Review Date: **January 2012**