



Scott-Broadwood C of E (Aided) Infant School



Admissions Policy 2013-2014

Ethos

Scott-Broadwood C of E (Aided) Infant School is an inclusive Church of England aided school that welcomes children from all backgrounds and abilities. The ethos of the school is to provide excellent education through a love of learning, in a caring, Christian environment. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school, to apply for and be considered for a place here for their child.

As a Church of England Aided school, the governors are the Admission Authority for the school. The School has a base in Capel and in Ockley. Reception, Year 1 and Year 2 pupils are taught at both sites.

Admissions number

The Governors of Scott-Broadwood C of E (Aided) Infant School have agreed with the Local Authority (LA), to admit 20 pupils to the base at Ockley and 20 pupils to the base at Capel, meaning a total Published Admission Number (PAN) of 40.

Admissions

Children are usually admitted at the beginning of the academic year in which they reach the age of five years.

Date of fifth birthday	Term of admission	
1 st September 2013 – 31 st August 2014	September 2013	Full time

Children whose fifth birthdays fall between 1st January 2013 and 31st August 2014 have the opportunity of part-time attendance for one or two terms. Reception Year entry can be deferred and a place reserved later in that school year, but a place will not be held for the following academic year.

All parents wishing to apply for a place at the school must complete the LA Common Application Form prior to the year of entry, by the required date. The Local Authority Admission form must be completed and returned on-line or by post to the Local Authority by the required date to secure a place at any school in Surrey. **Application forms can be obtained on line from www.surreycc.gov.uk or from the School Office**

Places are allocated according to the School's Admission criteria (overleaf) which has been determined in conjunction with the Diocese of Guildford and the Local Authority. This will be strictly applied in the order shown, as soon as the number of applicants exceeds the PAN.

All parents must also complete Scott-Broadwood's Supplementary Information Form (SIF) Part A, the Base Preference Form.

Parents applying under faith criteria (School's Admission criteria 4.1, 4.2, 5.1 or 5.2), must also complete the SIF Part B, the Clergy Reference Form.

The SIF Part A, the Base Preference Form and the SIF Part B, the Clergy Reference Form are available in the prospectus, from the school's web site www.scott-broadwood.surrey.sch.uk or from the School Office.

The SIF Part A and Part B must be returned to Scott-Broadwood's School Office at the time of application. In order to confirm that children who are applying on religious grounds are from families who are regular attendees of a church, it is necessary for the local clergyman/church leader to also sign the relevant section on the Supplementary Information Form A (Clergy Reference Form). Failure to submit a completed SIF means that the application will be considered in a lower criterion.

Late Applications

Applications submitted after the closing date set by the Local Authority should be submitted directly to the Local Authority in accordance with the procedures that they have laid down and will not be considered until all on-time applications have been dealt with.

In Year Applications

In year applications should be made direct to the school.

Children with statements of Special Educational Needs

In accordance with section 324 of the Education Act 1996 the school will automatically admit a child with a statement of Special Educational Need that names the school.

Admissions criteria

In the case of over subscription to the school, the Governors will offer places each year using the following admissions criteria:

1	Looked After Children - children in the care of the Local Authority or any child who was previously in the care of the Local Authority such as an adopted child or one who is the subject of a residence Order or Special Guardianship Order.
2	Children with exceptional circumstances ⁽¹⁾ .
3	Children who will have a sibling ⁽²⁾ at the School at the time of admission.
4	Children who live in the designated ecclesiastical parishes of Capel, Ockley, Oakwood Hill, Forest Green and Coldharbour ⁽³⁾ .
	Places will be offered in the following order of priority:
4.1	Children who are, or who have a parent ⁽⁴⁾ who is a regular ⁽⁵⁾ attendee of the Church of England ⁽³⁾ .
4.2	Children who are, or who have a parent ⁽⁴⁾ who is a regular ⁽⁵⁾ attendee ⁽⁶⁾ at other Christian Churches ⁽⁶⁾

	4.3	Other children who live within the designated ecclesiastical parishes ⁽³⁾ .
5		Children who live outside the designated ecclesiastical parishes of Capel, Ockley, Oakwood Hill, Forest Green and Coldharbour ⁽³⁾ . Places will be offered in the following order of priority:
	5.1	Children who are, or who have a parent ⁽⁴⁾ who is a regular ⁽⁵⁾ Church of England attendee
	5.2	Children who are, or who have a parent ⁽⁴⁾ who is a regular ⁽⁵⁾ attendee of other Christian Churches ⁽⁵⁾
6		Children whose parent ⁽⁴⁾ wants them to have a church school education.

If there is over-subscription within a criterion, places will be offered to children living closest to the school according to the Surrey Admission and Transport Team's Geographical Information System based on the distance from home to the school bases (see "Measurement of distance from home to school").

Measurement of distance from home to school

The distance from home to school is measured in a straight line from the address point of the child's home, as set by Ordnance Survey, to the nearest school gate available for children to use. This is calculated using the Admission and Transport Team's Geographical Information System or from website (<http://findaschool.surreycc.gov.uk>). For blocks of flats, apartments or buildings where there are multiple addresses with only one address point (where two or more applicants to the same school would have the same distance measurement), priority will be decided by a draw.

Home Address

The child's home address is defined as the child's permanent address, or in cases of shared custody, where he/she lives for the majority of the school week.

Parent preference of Capel or Ockley Base

A parent may express a preference for their child to join the Reception class at the Capel or Ockley base. (Please complete the "Base Preference Form"). The school will try to accommodate your preference for a particular base. However, if there are more preferences for a particular base than permitted, the Governing Body will decide which base your child will start school based on the distance from home to the school bases (see "Measurement of distance from home to school").

Appeal

Should your child not be allocated a place, parents have the right of appeal by law, to an independent appeals panel. For further information, please contact the office at either base.

Waiting List

A waiting list is maintained in the same order as the oversubscription criteria, and does not depend on the date a child was placed on it. If a child is not offered a place, their name will be put on the waiting list, which will operate until the end of the summer term of the academic year of entry. Vacancies from the list will be filled in accordance with the school's current admission policy.

NOTES RELATING TO ADMISSIONS CRITERIA

- 1** Exceptional circumstances:
If at the time of application, a child has a serious or life threatening medical condition, which parents feel, necessitates attendance at this school then it must be stated on the preference form and will only be considered if substantive medical evidence is attached from a consultant doctor. A letter from a General Practitioner (GP) will not suffice. In such cases the Governors reserve the right to consult with its own or LA medical advisors. A priority placement will be agreed only if the Medical Officer considers attendance at this particular school to be 'essential'.

If there are sensitive, individual and compelling family circumstances, perhaps involving other agencies eg. Social Services, which similarly necessitates attendance at this school, then these must also be accompanied by documented evidence provided at the time of application.
- 2** The designated ecclesiastical parishes are Capel, Ockley, Oakwood Hill, Forest Green and Coldharbour. Maps showing the boundaries of the designated ecclesiastical parishes are available to view on the school website or at the school office.
Priority for the Capel base will be given to those children whose parents live in the ecclesiastical parish of Capel.
Priority for the Ockley base will be given to those children whose parents who live in the ecclesiastical parishes of Ockley, Oakwood Hill, Forest Green and Coldharbour.
- 3** Reference to parents means a natural, adoptive, step or foster parent or other legal guardian.
- 4** Regular is defined as attending at least once a month at a service given by the Church for a period of at least six months prior to application.
- 5** A Christian Church is one that is a member of Churches Together in England. A list of these churches is available on the school website or from the school office on request.
- 6** A sibling is a brother/sister, half-brother/half-sister, step-brother/step-sister or adoptive brother/adoptive sister or foster children, living in the family unit at the same address in each case.

This Admissions Policy complies with the DfE Code of Practice

SCOTT-BROADWOOD C of E (Aided) INFANT SCHOOL

Supplementary Information Form Part A

BASE PREFERENCE FORM

PLEASE COMPLETE A SEPARATE FORM FOR EACH CHILD

Name of Child:

.....

Name(s) of

parent(s)/guardian(s):

.....

Signed:

.....

Date:

.....

I understand that my child may be allocated to the Capel or Ockley base of
Scott-Broadwood C of E Infant School.

My preference would be (please tick one only): Capel

Ockley

Home address:.....

.....

Postcode:.....

Please give a reason for your preference below:

**THIS FORM MUST BE RETURNED TO THE SCHOOL OFFICE
BY THE CLOSING DATE.**

SCOTT-BROADWOOD C of E (Aided) INFANT SCHOOL

SUPPLEMENTARY INFORMATION FORM PART B

For Applications Under 4.1, 4.2, 5.1 or 5.2 only

The Governors of Scott-Broadwood C of E (Aided) Infant School give a priority to admitting **children** who are, or who have a **parent** who is a **regular** attendee of a Church of England Church in the ecclesiastical parishes of Capel, Ockley, Oakwood Hill, Forest Green and Coldharbour and to attendees of other Churches that are members of Churches Together in England.

Regular is defined as attending at least once a month at a service given by the Church for a period of at least six months prior to application.

Parents are asked to make an appointment with their priest or minister to enable this form to be completed.

FOR CLERGY USE:

I confirm that: (name of child)

I confirm that: (name(s) of
parent(s)/guardian(s))

.....

Regularly (name of Church)
worships at:

..... (address of Church)

.....

Signed: Date:

Name (in capitals)

Church Stamp:

**IT IS THE RESPONSIBILITY OF THE PARENT TO RETURN THIS FORM
TO THE SCHOOL OFFICE BY THE CLOSING DATE.**