

## Admissions Policy 2016

Date	Review Date	Coordinator	Responsible Body
September 2015	September 2016	Headteacher	Full Governing Body

### Aim

The aim of this policy is to ensure that admissions to the school reflect its Anglican ethos and recognise the benefits of including children of other denominations and faiths and children of no particular faith. All children admitted under this policy will be offered an education in accordance with the mission statement of the school.

As an academy in The Good Shepherd Trust, the Trust acts as the Admission Authority for the school and Surrey County Council, the co-ordinating local authority.

### Published Admission Number (PAN)

The Governors will admit 90 children into Year 3. In the event of Governors receiving more applications than there are places available places will be determined in the following order. More information on these criteria can be found later in the policy as indicated

- 1) Looked After Children and previously Looked After Children (1).
- 2) Children with exceptional medical or social circumstances for whom Queen Eleanor's is uniquely suitable (2).
- 3) Children living **within** the parish of All Saints Church, Guildford, or St. Nicolas Church, Guildford who have at least one parent (4) who is **on the Church Electoral Roll AND** who is a **Regular Worshipper (5)** at either church. A **Supplementary Information Form (6)** signed by the vicar of that church **MUST** be submitted at the time of the initial application (see appendix).
- 4) Siblings (7) living **within** the parish of All Saints Church, Guildford, or St. Nicolas Church, Guildford, having an older sibling attending QE in the September of the admission year.
- 5) Children living **within** the parish of All Saints Church, Guildford, or St. Nicolas Church, Guildford who attend our main feeder infant schools: Onslow Infant School and St Nicolas CofE (Aided) Infant School
- 6) Children living **within** the parish of All Saints Church, Guildford or St Nicolas Church, Guildford.
- 7) Children who have at least one parent (4) who is **on the Church Electoral Roll** (or equivalent membership) **AND** who is a **Regular Worshipper (5)** at another Christian church for whom Queen Eleanor's is the nearest Church of England junior school. A **Supplementary Information Form (6)** signed by the vicar of that church **MUST** be submitted at the time of the initial application.

- 8) Siblings (**7**) living **outside** the parish of All Saints Church, Guildford or St. Nicolas Church, Guildford, having an older sibling attending QE in the September of the admission year.
- 9) Children of parents expressing a preference for Queen Eleanor's Church of England School.

***(Maps showing the ecclesiastical parish boundaries for All Saints Church and St. Nicolas Church may be viewed by request at the school office and are also on our website [www.queen-eleanors.surrey.sch.uk](http://www.queen-eleanors.surrey.sch.uk)).***

Where there is over subscription in any category, places will be allocated to children living **closest** to the school (see point 8 below).

### **Notes.**

1. A **Looked After Child and previously Looked After Child** is defined as a child who is in the care of the Local Authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989; or any child who was previously in the care of the Local Authority or provided with accommodation by a Local Authority and who left that care through adoption, Child Arrangement Order (in accordance with Section 8 of the Children Act 1989 as amended by the Children and Families Act 2014) 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.
2. **Exceptional medical or social circumstances** - In the case of these exceptional circumstances the Governors will require formal evidence to establish why QE is more suitable than any other local school. Appropriate documentary evidence from a consultant doctor or from the relevant support services **MUST** be submitted at the time of application. The Governors will be unable to consider an application under this criterion if such evidence is not submitted at the time of application. The Governors reserve the right to take advice from the LA, support agencies and medical consultants before making a decision. It should be noted that a letter from a general practitioner alone will not suffice. NB. All schools support children with the more common conditions such as nut allergies, asthma or stress-related symptoms.
3. Section 324 of the Education Act 1996 requires that the Governors **must** admit to the school a child with a Statement of Special Educational Need or Educational Health and Care Plan that names the school.
4. **Parent** is defined as a natural, adoptive, step or foster parent or other legal guardian.
5. **Regular worshipper** is defined as at least one parent who has worshipped a minimum of twice a month over a period of at least a year preceding the date of application. Where a family has moved into the parish only recently, parents should provide the vicar or minister with appropriate documentary evidence of the same pattern of worship.
6. The **Supplementary Information Form (SIF)** can be obtained from the school on request or downloaded from the school's website. It **MUST** be completed and submitted to the vicar or minister at the time of the initial application. If the SIF is not submitted at this time, the application will be categorised disregarding the request for preference on grounds of religious affiliation. The definition of a **Regular Worshipper** is defined on the SIF and at (5) above.
7. A **sibling** is defined as a brother or sister, half-brother or half-sister, step-brother or step-sister or adoptive brother or adoptive sister or foster children, living in the family unit at the same address in each case. No provision is made in this policy for the siblings of children who have now left the school.

8. The shortest distance is calculated using the Admission and Transport team's Geographical Information system at <http://findaschool.surreycc.gov.uk>. This measures the distance in a straight line from the address point of the pupil's home, as set by ordnance survey, to the nearest school gate available for pupils to use. The **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.

### **Late Applications**

Late applications can only be considered when all of the on-time applications have been ranked.

### **In Year Applications**

In year applications must be made directly to the school *using the in year application form which is available on the school's website or from the school office. Please contact the school office for further details on how to make an application.*

### **Waiting List**

A waiting list, compiled from **specific** requests from parents for a place, will be held for each year group for a period of one academic year. It is the responsibility of the parents to contact the school and ask for their child to be added to the school's waiting list. It is also the parents' responsibility to check their child's position on the waiting list as the school cannot inform parents routinely of changes in position on the waiting list.

If vacancies arise, places will be allocated to the child placed highest in the order of categories listed above and within those criteria by shortest distance. **Should parents wish to add their child to the waiting list for the following academic year (after initial application), they must complete an in-year application form (under the relevant Admission Policy) and submit this to the school. Previous years applications will not be carried over.**

The Governors reserve the right to withdraw the offer of a place where the parent has made a fraudulent or intentionally misleading application that effectively denied a place to another child.

### **Multiple Births**

In cases where there is one remaining place available and the next child on the waiting list is one of a twin, triplet or other multiple birth groups, priority will be decided by lottery. Please note, the school will not admit above PAN to accommodate multiple birth children.

### **Tie Breaker**

Where two or more children, other than those from multiple births, share a priority for a place, e.g. where two children live equidistant from the school and only one place remains, or where two or more children have the same address point e.g. in a block of flats, the school admissions group will draw lots to determine which child should be given priority. The drawing of lots will be witnessed by the Clerk to the Governing Body.

### **Out of chronological age education**

Applicants may choose to seek places outside their child's chronological year group, although in the first instance, this should be discussed with the Headteacher. Applicants must state clearly why they feel admission to a different year group would be appropriate and submit supporting documentary evidence. Governors 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.

**In-Year Fair Access placements by the Local Authority**

The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the Local Authority, or a local placement panel acting on behalf of the Authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the Local Authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance and is available from the Admissions and Transport Team at Surrey County Council upon request.

**Appeals**

If your application to Queen Eleanor's is not successful, you have a right of appeal via an Independent Appeal Panel. Please contact the school office for details.

**Admission Application for Queen Eleanor's C of E (Aided) Junior School  
Supplementary Information Form**

This form is to be used by an Applicant seeking admission for a child on the basis of being on the Church **Electoral Roll and Regular Worshipper** at All Saints Church, Guildford, or St. Nicolas Church, Guildford, or being on the **Electoral Roll** (or equivalent membership) **and Regular Worshipper** at another Christian church for whom Queen Eleanor's is the nearest Church of England Junior School.

It should be returned by the Priest or Minister, directly to The Headteacher, Queen Eleanor's C of E Junior School, Queen Eleanor's Road, Onslow Village, Guildford, Gu2 7SD, **at the time of the initial application**.

On receipt in school, the form will be date stamped and initialled, photocopied and the copy returned by post to the Applicant as evidence of receipt.

**Full name of child** .....

**Name(s) of parent(s)** .....

**Home address** .....

**I can confirm that the following parishioner is**

A regular worshipper, at least twice a month, since..... at ..... church

On the Electoral Roll (or equivalent membership) at ..... church since.....

A resident of the parish of ..... church since.....

**Note** (Please see the guidance notes below)

**Signature of the Parish Priest or Minister completing the form**

.....**Date**.....**Parish**.....

**Guidance notes.**

For this application 'regular worshipper' is defined as at least one parent who is on the Church Electoral Roll (or equivalent membership) AND who has worshipped for a minimum of twice a month over a period of at least a year preceding this request for support. Where a family has moved into the parish only recently, parents should provide the priest with appropriate documentary evidence of the same pattern of worship.

<b>Headteacher:</b>	Roger Blackburn	<b>Date:</b>	September 2015
<b>Chair of Governing Body:</b>	Mark Powell	<b>Date:</b>	September 2015

