



Headteacher: Mrs J Lightfoot

# St Matthew's

Church of England Primary School  
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## APPLICATION FOR ADMISSION

Child's surname :			Forename(s) :	
Date of birth :			Gender :	
Name of parents / guardians :	Title:	Forename:		Surname:
Home address :				
Telephone Number:	Home:		Mobile:	
Email Address: *Please note, we do require an email address for both parents.	First email address:		Second email address:	
Has your child previously attended a school in the UK?    Yes <input type="checkbox"/> No <input type="checkbox"/>				
Current or previous School/Nursery:				
<b>Nursery Only:</b> <i>(please select your preferred choice)</i>	Morning <input type="checkbox"/> (08.50 – 11.50)	Afternoon <input type="checkbox"/> (12:15 – 3:15)	Full Time <input type="checkbox"/> (08.50 – 3:15)	

Has your child / family any special needs (educational / physical / social / other) which qualify you for a place under the special needs criteria ? If so, please state in a letter which will be treated as confidential.    **YES / NO**

Have the family or the child a link with any local church ?    **YES / NO**

If yes, please enter the name and address of the church and of the minister:

*(We may need to ask this Minister to sign a special form saying that you attend church regularly or occasionally, etc).*

Name of minister and church	
Address of church:	
Telephone number	

If you belong to one of the other World Faiths please say which

Position of this child in the family : 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> 6<sup>th</sup>    Total number of children in the family:

(Please circle as appropriate)

Names of any brothers or sisters and the nursery/school they attend.

Forename	Surname	Nursery/School they attend	Which school year are they in?

Have you applied for a place in a school other than St Matthew's School ?    **YES / NO**

If yes, which school(s) ?

I wish my child to attend St Matthew's School. I accept the Missions and Aims of this school as set out in the current prospectus.

Signed : (Father / Mother / Guardian)		Date :	
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If the school is oversubscribed, we shall admit children strictly according to the priorities given in the Admission Policy: and we shall of course notify you if your child has been accepted.

### Main School Admissions Policy

Number of places available – Published Admission Number (PAN): 60

The admission criteria are:

1. Looked After Children and Previously Looked After Children (*see note F below*).
2. Children of parents who are *regular (see note A)* worshipping members of St. Matthew's Church.
3. Children of parents who are *regular (see note A)* worshipping members of other Christian Churches (*see note D*).
4. *Brothers and sisters (see note B)* of children attending the school at the time of admission.
5. Children with known *special medical or social needs (see note E)*.
6. Remaining places will be allocated to children living in the local community according to the *nearness (see note C)* of home to school. If applicants live equidistant from the school the Governing Body will draw lots to decide between applicants.

There may be occasions when there are not enough places left to allocate to all the applicants satisfying one of the above priorities. In this case the selection shall be made by considering the nearness of home to school of the applicants qualifying under each priority, with those living nearer having priority. Names of applicants may also be retained at the parents' written request on a waiting list, which will be ordered in accordance with the admission criteria. Children are admitted to other year groups if there are places available, using the admission criteria.

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) to be offered the last remaining place(s) will be determined by the drawing of lots.

### Appeals

There is no right of appeal for a nursery place.

Should a child not be offered a place for admission to St. Matthew's Church of England Primary School, there is a statutory right of appeal to an independent committee. Forms of appeal can be obtained from the school office. It should be noted that government legislation states that there must be no more than 30 children per class in infant classes, (i.e. 5, 6 and 7 year olds).

### Notes

- A** *Regular:* Attendance at a service at least once a month. It should be noted that confirmation of regular attendance will be sought from the relevant clergy or religious leader.
- B** *Brothers and sisters:* Brothers and sisters who are blood-relatives, step-brothers, step-sisters, foster and adopted children living at the same address.
- C** *Nearness:* The distance is measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey, to the nearest school gate available for pupils to use. This is calculated using the Surrey SMART 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), the addresses are treated as equidistant from the school and the Governing Body will draw lots to decide between applicants. (This is the same process as described in Criterion 6 above).
- D** *Christian Churches:* Those churches which are full members of Churches Together in Britain and Ireland.
- E** *Special medical or social needs:* Written evidence of the special medical or social need will be sought from an appropriate professional – e.g. doctor, social worker, educational psychologist etc. when considering such applicants.
- F** *Looked After Children and Previously Looked After Children will be considered to be:*
- children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a), eg fostered or living in a children's home, at the time an application for a school is made; and
  - children who have left care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002), a residence order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989).