



# **St. Matthew's Church of England Primary School**

## **Policy for the Admission of Pupils to St Matthew's Church of England Primary School and Nursery from September 2021 (Determined Admission Arrangements)**

St Matthew's Church of England Primary School has a distinctive Christian ethos which is at the heart of this School and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to our community.

Parents considering St. Matthew's Church of England Primary School as a school for their child are encouraged to visit the school and talk to the Headteacher. It is advisable to phone the school in advance to make an appointment.

This policy has been drawn up following guidelines issued by the Southwark Diocesan Board of Education.

### **Admission limits**

The Governing Body is responsible for the admission of pupils to St. Matthew's Church of England Primary School. The School admits 60 children to the reception classes in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31 August.) This admission limit has been agreed between the Governing Body and the Local Authority and applies to the year 2021/22.

The Governing Body is required to abide by the statutory maximum limit for infant classes (5, 6 and 7 year olds), that is, 30 pupils per class.

### **Starting School**

St Matthew's School has a single intake into Reception. All children whose date of birth falls between 1 September 2016 and 31 August 2017 will be eligible to apply for a full time place in Reception for September 2021. 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 fifth birthday, nor beyond the beginning of the final term of the academic year for which the offer was made. Applicants may also arrange for their child to start part time until their child reaches statutory school age. Parents wishing to opt for part-time provision or defer entry are encouraged to speak to the Headteacher before putting any request in writing.

### **Admission of children outside the normal age group**

Applicants may choose to seek places outside of their child's chronological year group. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide evidence to support this. Parents wishing to request admission outside the child's normal age group are encouraged to speak to the Headteacher before putting any request in writing

## Application Procedure

The school is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the Local Authority. Parents must complete the Local Authority's Application Form. This is completed on-line (go to [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)). To apply for a place at this school, parents must name St Matthew's as a preference on the application form. Parents who wish to apply for a church place (admission criteria 2 and 3 (see below) must also complete the school's Supplementary Information Form (available from the school office or from the school's website [www.stmatthewsredhill.org.uk](http://www.stmatthewsredhill.org.uk)) and return this to the school. The school will consider late applicants in accordance with the procedure in the Surrey admissions booklet. This means that late applicants will be considered after those who have met the deadline. Where the school is over-subscribed a late application is likely to reduce considerably your chance of gaining a place.

**The deadline for applications for entry to the school in September 2021 is Friday 15 January 2021.**

## Special Needs and Accessibility

St. Matthew's Church of England Primary School has specific facilities for pupils (aged 7 – 11) with special needs and with physical disabilities. There is a fifteen-place Special Needs Support Centre to which pupils, with an Education Health and Care Plan (EHCP), or a Statement of Special Educational Needs, are admitted through a Local Authority panel system. The school is on a level site and the accommodation comprises single storey buildings with one building on two floors with lift access. All classrooms may be entered without steps and there are also ramps at the entrance to the hall and playground. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

## Admission Criteria and Priorities where there are more applications than places

Should more children wish to enter (a) the nursery or (b) the main school than there are places available, the Board of Governors has drawn up the following priorities. It should be noted that admission from the nursery to the main school will depend on places available and there is no direct transfer from the nursery to the main school; parents must apply separately for admission of their child to the main school.

## Nursery Admissions Policy

In the nursery we have the equivalent to forty full-time places, with the option of full-time or part-time places.

Should more children wish to enter the nursery than there are places available, the Board of Governors has drawn up the following priorities for admission.

1. Looked After Children and Previously Looked After Children (*see note F below*).
2. Children of parents who are *regular* (*see note A below*) worshipping members of St. Matthew's Church, Redhill.
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 Nursery or the Main School at the time of admission.
5. Children with an exceptional and professionally supported medical or social need for a place at this nursery (*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.

## Main School Admissions Policy

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

Should more children wish to enter the main school than there are places available, the Board of Governors has drawn up the following priorities for admission.

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, Redhill.
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 Main School at the time of admission.
5. Children with an exceptional and professionally supported medical or social need for a place at this school (*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; if applicants live equidistant from the school the Governing Body will draw lots to decide between applicants.

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 and held until the end of the Summer Term 2022. Children are admitted to other year groups if there are places available, using the admission criteria.

### 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 Panel. In the first instance you should notify the school office who in turn will notify the Surrey Schools Appeals Service. The Appeals Service will send you the relevant Appeal Form and detailed Guidance Notes which should be returned to the Appeals Service by the deadline stated on the Form. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances. 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).

### Fair Access

The School is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.

### Notes

- A** *Regular worshipping member:* Attendance at a service at least once a month for at least one year. It should be noted that confirmation of regular attendance will be sought from the relevant clergy or religious leader. Applications under criteria 2 and 3 must be accompanied by a Supplementary Information Form giving details of church attendance.

**B** *Brothers and sisters:* Brothers and sisters who are blood-relatives, step-brothers, step-sisters, foster or adopted children living at the same address as part of the same family unit.

**C** *Nearness:* Nearness means nearness to the school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. All distances will be measured by the computerised "Find a School" System maintained by Surrey's admissions team.

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 England.

**E** *Exceptional medical or social needs:* Written evidence of the exceptional medical or social need must be provided at the time of application from an appropriate professional eg specialist health professional, social worker, educational psychologist or other care professional when considering such applicants. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.

**F** *Looked After Children or Previously Looked After Children:*

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school. A previously looked after child is a child who immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.

**Policy adopted:** Spring Term 2020

**Next review:** Autumn Term 2020

**Approved by:** LGB (20/11/19)

*n.b. Determined admission arrangements for September 2022 to be consulted on in Autumn 2020; last consulted on in Autumn 2013 for admission in September 2015*