Laleham C of E Primary School

Admissions Policy

A Christ-centred community, learning, growing and celebrating together in the love of God

***Christ is before all things and in Him all things hold together - Colossians 1v 17***

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| **Policy Name** | Admissions Policy for September 2027 |
| **Date of Notice** | February 2026 |
| **Date of next Review** | November 2026 |
| **Governors Committee** | Admissions Committee |

Laleham Church of England Primary School

# Admissions Policy

## ARRANGEMENTS FOR ENTRY TO SCHOOL FROM 1ST SEPTEMBER 2027

Laleham Church of England School has a distinctive Christian character and ethos which is at the heart of this School and provides an inclusive, caring and supportive environment where children learn and flourish. This is driven by our school's distinctive Christian vision:

*A Christ-centred community learning, growing and celebrating together in the love of God.*
*'Christ is before all things and in Him all things hold together.'*
*Colossians 1v17*

We welcome applications from all members of the community, and we ask all parents to respect the Christian character of our school and its importance to our community.

The Governing Body is responsible for the admission of pupils to Laleham Church of England Primary School and admits 60 pupils to the reception class each year.

1. All applications to Laleham Primary School must comprise:
   Completed Home Local Authority Common Application Form. This can be completed online or on paper. For those applying under criteria 3, 4, 5, 7 and 8, a completed Laleham School Supplementary Admissions Form should be completed so that the governors may consider their application fully.

2. If the number of applications for admission to the school exceeds 60, the Governors will bring into effect their Admissions Policy, which gives priorities of categories.

3. Parents of pupils who have an EHCP are required to apply for school places separately through the Local Authority, from which advice is available. Children with an Education Health and Care Plan (EHCP), will be allocated to the school before other applicants are considered and the number of places available will be reduced by the number of children with an EHCP that names Laleham School.

4. If all applications in a particular category cannot be accommodated, the Governing Body shall decide who shall be admitted, having regard to the straight-line distance from the address point of the pupil's house, as set by the Geographical Information System (GIS), to the Broadway entrance to the school. This is the home address at the closing date for applications, unless a change of address for good reason has been accepted by the Home Local Authority. In the case of formal equal shared custody, this is the address of the parent who claims Child Benefit for the child. In other cases, it is where the child spends most of the time.

   The distance is calculated using the Surrey Admissions Team Geographical Information System. Those living nearest to the school will be given priority.

   Where two or more children share a priority for a place, e.g. where two children live equidistant from the school and only one place remains, lots will be drawn to determine which child should be given priority this will be administered independently.

5. In the case of multiple births, where one of those siblings is the 60th child the governors will admit the other/s.

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6. Those seeking a school place outside the normal round of admissions should apply to the school for an admission form in writing. If a place is not immediately available, parents may request in writing to join the waiting list.

7. In the event of a space becoming available in a year group where there is a waiting list, the Governors' Admissions criteria shall be applied, regardless of the date of application. The Governors have set a maximum class size of 30 for all key stages.

8. The waiting list will be kept for the academic year of the application, after which time the parent will have to communicate with the school indicating a wish to remain on the waiting list.

9. The date of entry will normally be for the beginning of the school year (1st September to 31st August) in which the child has his/her fifth birthday. Sixty places will be offered. All children who are offered a place may attend full time after a phased entry programme although, where parents wish, a child may attend part-time until they reach statutory school age.

   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.

   Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

   - Applicants who are applying for their child to have a decelerated entry to school, i.e., to start later than other children in their chronological age group, should initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the headteacher, governors agree for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.
   - Applicants who are applying for their child to have an accelerated entry to school, i.e., to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the headteacher, governors agree for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort.
   - Applicants for accelerated or decelerated entry must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at www.surreycc.gov.uk/admissions.

10. All applications for reception classes received by the published deadline will take priority over late applications. Late applications will be considered in accordance with the procedure in the Local Authority's co-ordinated scheme as published on their website.

11. In the event of the school being oversubscribed and a place not being allocated to your child, parents wishing to appeal should obtain an appeal form from the school, this can be requested by emailing admissions@laleham.surrey.sch.uk. The form should be sent to reach the Clerk to the Appeal panel, c/o the School, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should an appeal be unsuccessful, the governors will not consider a further application from those parents within the same academic year unless there have been significant and material changes in their circumstances.

12. Co-ordinated admission arrangements: The School is part of the locally agreed co-ordinated admission arrangements and the timescales for applications to be received and processed are those agreed with the Local Authority. Parents must complete their home Local Authority's Common Application Form and return the form to their Authority; if applying for a place at this school, parents must name this school as one of the preferences on the Common Application Form. Parents who wish to apply for a place under the church criteria must also complete the school's supplementary form and return this to the school by the 15th January 2027.

    Failure to return the supplementary form will mean that the school cannot consider the application under the supplementary criteria, in this case the application will be considered under the next most appropriate criteria based on the information on the Common Application Form. On-line applications may be made via your home local authority website; more information is available in your Local Authority's admission booklet or on the Local Authority's website.

13. Governors reserve the right to withdraw the offer of a place if the information contained in the application is found to be incorrect.

Oversubscription

In case of oversubscription the governors will offer places according to the following criteria in order:

1) Looked after and previously looked after children will be considered to be: a) children who are in the care of a Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989, e.g. fostered or living in a children's home, at the time an application for a school is made; b) children who have previously been in the care of a local authority or provided with accommodation by such a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989); and c) children 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. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

2) Siblings, i.e. a child who will have a brother or sister (resident at the same address) attending the school at the time of admission. This includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

3) The children of permanent staff in either or both of the following circumstances:
    a. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
    b. The permanent member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage*.

4) Children whose parents are involved in the work and worship**of All Saints' Church, Laleham and live within the parish boundary.

5) Children whose parents are involved in the work and worship** of All Saints' Church, Laleham but live outside the parish boundary.

6) Other children who live within the local parish boundary of All Saints' Church, Laleham.

7) Children who live outside the parish boundary as indicated above, but whose parents are involved in the work and worship** of an Anglican church.

8) Children who live outside the parish boundary as indicated above, but whose parents are involved in the work and worship** of other Christian denominations, as defined by Churches Together in England and The Evangelical Alliance.

9) All other applicants.

* The last full meeting of the governing body of each academic year will receive information from the Headteacher about the current skills shortage for permanent staff.

** By work and worship we mean attendance at church by parent(s)/carer(s) and children, twice a month for a minimum period of 12 months immediately prior to the date of application. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Laleham Church of England Primary School

# SUPPLEMENTARY ADMISSIONS FORM (2027/28)

**To be completed by parents who are applying under criteria 3, 4, 5, 7 & 8**

**NAME OF CHILD ..... DATE OF BIRTH .....**

**NAME OF PARENT.....** (please print)

**ADDRESS ..... POSTCODE .....**

**TEL. NO .....**

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**Please COMPLETE THE FORM, TICK THE BOXES to indicate which points apply to you and RETURN to the School Office**

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| 3) | Children whose parent has been permanently employed at Laleham Primary School for a minimum of 2 years at the time at which the application is made or the permanent member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage*. | ☐ |
| 4) | Children whose parents are involved in the work and worship** of All Saints' Church, Laleham and live within the parish boundary. | ☐ |
| 5) | Children whose parents are involved in the work and worship** of All Saints' Church, Laleham but live outside the parish boundary. | ☐ |
| 7) | Children who live outside the parish boundary as indicated above, but whose parents are involved in the work and worship** of an Anglican church. | ☐ |
| 8) | Children who live outside the parish boundary as indicated above, but whose parents are involved in the work and worship** of other Christian denominations, as defined by Churches Together in England and The Evangelical Alliance. | ☐ |

Governors hope that parents who have chosen this school for their child have done so knowing that it is a Church of England school with a distinctive Christian ethos.

*** The last full meeting of the governing body of each academic year will receive information from the Headteacher about the current skills shortage for permanent staff.**

**** By work and worship we mean attendance at church by parent(s)/carer(s) and children, twice a month for a minimum period of 12 months immediately prior to the date of application.**

**Part 2** To be completed by your vicar, priest or minister for children in categories 4, 5, 7 and 8

I confirm that the parent(s)/carer(s) and children are involved in the work and worship of:

..... Church,

**by attending worship at least twice a month for a minimum period of 12 months immediately prior to the date of application.**
In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Address: .....

Signature of Vicar, Priest or Minister in charge: .....

Name (block capitals): ..... Contact tel no: .....

**Please confirm with an official stamp or seal of your church if possible.**