



Headteacher: Mrs Helen Southgate MA

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Admissions Policy 2025 – 2026

Ethos

Thorpe Church of England Primary School highly values its Christian ethos, its close links with St Mary's and the Diocese of Guildford. Thorpe Church of England Primary School provides a distinctively Christian yet inclusive environment in which each child is motivated to acquire skills for life, a love of learning and to foster a sense of responsibility for oneself and others. As a Church of England school, we welcome applications from families of other denominations, other faiths and no faith. We aim to nurture children in their Christian faith, encourage those of other faiths and nurture those of no faith.

We ask all parents applying for a place here to respect this ethos and its importance to the whole school community.

As a Voluntary Aided school, the governors are the Admission Authority and have agreed a Published Admission Number (PAN) of 30 with the Local Authority. In addition, they have determined the following admission criteria in consultation with the Diocese of Guildford and the Local Authority, which will be strictly applied in the order below, as soon as the number of applicants exceeds the PAN.

Criteria

1. Looked After Child and previously Looked After Child (**see note i**)
2. Exceptional Circumstances (**see note ii**)
3. Siblings (**see note iii**) of children who will be on roll at Thorpe Church of England Primary School at the time of admission
4. Children of families who are regular worshippers of St Mary's Church, Thorpe. (**see note v & vi**)
5. Children of families who live within the parish of St Mary's Thorpe and are regular worshippers at another church. (**see note v & vi**)
6. Children who live within the parish of St Mary's Thorpe. (**see note iv**)
7. Children of families who live outside the parish of St Mary's Thorpe who are regular worshippers at another church. (**see note v & vi**)
8. Children of families who live outside the parish of St Mary's, Thorpe and wish them to attend this school

Applications for September 2025

Applicants should apply on-line via their Local Authority website (for Surrey residents see website www.surreycc.gov.uk/admissions) For entry into Reception, a child may take up the place part-time until compulsory school age is reached. Parents may also 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 in the academic year for which the original application was accepted.

Late Applications – these will be dealt with in accordance with Surrey's coordinated admissions scheme.

In-Year Applications – these should be made direct to the school.

Education, Health and Care Plan – Thorpe Church of England Primary School will automatically admit a child with an Education, Health and Care Plan (EHCP) that names the school. This is not an over-subscription criterion.

Notes

- i) **Looked After Child** and previously Looked After Child – a child who is in the care of the Local Authority or provided with accommodation by a Local Authority; or any child who was 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 or Special Guardianship Order. This includes those who appear (to the Admission Authority) to have been in state care *outside England* and ceased to be in state care as a result of being adopted. Official confirmation of the child's status will be required from the LA at the time of application in all cases.
- ii) **Exceptional Circumstances** – a child who has a serious medical condition or if there are sensitive family circumstances which make it *essential* that the child attends Thorpe Church of England Primary

School rather than any other. Appropriate documentary evidence from a Consultant Doctor or from the relevant support services **must be submitted at the time of application**, making clear why attendance at this school is essential.

Governors will assess such evidence and make a decision on each individual case.

NB. All schools support children with the more common medical conditions such as asthma, nut allergies and stress-related symptoms.

- iii) **Siblings** – a brother/sister, half-brother/sister, step-brother/sister or adoptive brother/sister or foster child, living in the family unit at the same address in each case.
- iv) The map of the ecclesiastical parish of St Mary's Thorpe can be viewed on the school website www.thorpe.surrey.sch.uk.
- v) **Regular worshipper** is defined as at least one parent (**see note x**) and/or the child worshipping at St Mary's Church Thorpe, or another Christian Church at least once a month over a period of at least six months immediately preceding the date of application.
- vi) **Supplementary Information Form** – applications under criteria 4, 5 or 7 should complete the final page of this policy. It must be completed by the applicant, endorsed by the Vicar at St Mary's Church Thorpe, or other appropriate Church leader, and given to the school. **If this form is not submitted at the time of application**, the application may be ranked in a lower criterion.
- vii) **Tie-breaker** - where there is over-subscription in any criterion, places will be allocated to children living nearest to the school, measured using the Surrey Admission and Transport Team's Geographical Information System (GIS). Measurements are by straight line distance from the home address of the child to the school gate on the south-east boundary of the playing field. For situations where two or more applicants are measured at the same distance from school, or share the same address point, applicants will be ranked by way of an independently supervised lottery.
- viii) **Multiple births** – if the last place to be offered is to a child from a multiple birth, priority will be decided by their ranked position. Please note that governors will not go over PAN to admit the remaining multiple-birth siblings.
- ix) **Home address** – the child's permanent address or in cases of shared custody, where s/he lives for the majority of the school week.
- x) **Parent** – a natural, adoptive, step or foster parent or other legal guardian.
- xi) **Waiting List** – this is held for one year and administered strictly in accordance with the above criteria, taking no account of the length of time that a child has spent on the list.
- xii) **Summer Born Children/Admission out of Chronological Year Group** – for children born between 1st April and 31st August 2021, parents may choose to delay admission to school until the term after their child turns five (when statutory school age is reached). In these circumstances a child would normally start school in Year 1 the following year, missing out on Reception altogether. However, a parent may request that their child is admitted to Reception instead, meaning that the child would be educated outside their correct year group. In this instance, parents should discuss their views with the Headteacher, stating clearly why they feel admission to a different year group would be appropriate, including supporting documentary evidence if they wish. (Parents applying for their child to enter the school in later years may also choose to seek places outside their child's correct year group, but in all cases this should be discussed with the Headteacher). Governors will then make a decision as to which year group (YR or Y1) the child should enter in the following year, based on the particular circumstances of the case and in the best interests of the child. The Headteacher's views will be taken into account and reasons for the decision shared in writing with parents. Please note that the school cannot 'reserve' a place either in Reception or Year 1 for the following year, when a fresh application must be made.
- xiii) **Right to Appeal** – if your application is unsuccessful, you have a right of appeal to an Independent Appeal Panel. Please contact the school office.
- xiv) **All applicants please note** – governors reserve the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child.



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Supplementary Information Form

To be completed for applications under criteria 4,5 and 7 only

Applications for entry on a faith basis must be supported at the time of application, by submission of this form, which must be endorsed by the Vicar at St Mary's Church, Thorpe or other appropriate church leader. Regular worshipper is defined as at least one parent and/or the child, worshipping at least once a month over a period of at least six months, immediately preceding the date of application.

Name of Child _____

Date of Birth _____

Name of parent/guardian _____

Home Address of Child _____

Tel numbers: Home _____ Mobile _____

E-mail _____

Are you a regular worshipper at St Mary's Church, Thorpe or another Christian church? YES/NO*

Signature of parent/guardian _____ Date _____

To be completed by the Vicar at St Mary's Church, Thorpe or other appropriate church leader

I confirm that the above named meets the 'Regular Worshipper' criterion of worshipping at least once a month over a period of at least six months immediately preceding the date of this application.

Name of Minister and Church _____

Signature of Minister _____ Date _____

Church Stamp or please attach a compliment slip

