



Headteacher: Mrs Helen Southgate MA

The Bence, Rosemary Lane, Thorpe, Egham, Surrey TW20 8QD

T. 01932 56 62329 f.2259 Email. admin@thorpe.surrey.sch.uk Website. www.thorpe.surrey.sch.uk Twitter @thorpecofe

Admissions Policy 2019 - 2020

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 Children and previously Looked After Children (**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 2019

Applicants can apply on-line via their Local Authority website (for Surrey residents see website www.surreycc.gov.uk/admissions) or by completing an application form available from the school office. Forms must be completed and returned by 15 January 2019. 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 that 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. 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 reserve the right to consult a specialist if required.

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 <http://www.achurchnearyou.com/parish.php?p=170197/> or in the school office.
- 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 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) www.surreycc.gov.uk/schools-and-learning/schools/school-admissions/about-find-a-school/find-a-school . 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, applicants will be ranked by way of lottery.
- viii) **Multiple birth** - 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) **Admission out of Chronological Year Group** - for a small number of children born between 1 April 2015 and 31 August 2015, parents may feel that it would be appropriate if their child's admission to Reception were delayed until the following year, meaning that if a place could be offered, the child would be educated outside their chronological age group. Parents applying for their child to enter the school in later years may also choose to seek places outside their child's chronological year groups, but in all cases this should be discussed with the Headteacher in the first instance. Applicants must state clearly why they feel admission to a different year group would be appropriate and submit what supporting documentary evidence they have. Governors will make their decision in the best interests of the child, taking into account the particular circumstances of the case, including the views of the Headteacher. Reasons for their decision will subsequently be set out for parents. Please note however, that the school cannot guarantee or 'hold open' a Reception place for the following year's entry, when a fresh application must be made. Please also note that there is no right of appeal if a place is offered that is not in the parents' preferred age group. For more information about the process, please see www.surreycc.gov.uk/admissions .
- 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.



Supplementary Information Form

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

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, 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 preceding the date of this application.

Name of Minister and Church

Signature of minister Date

Church Stamp or please attach a compliment slip.

NB. If you are asking the minister/other church leader to return the form direct to the school, include instructions here please.