

Admissions Policy

For admissions from September 2025



This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Committee responsible:	Admissions Working Party
Date approved:	Autumn 2023
Review period:	Annual
Next review date:	Autumn 2024

St Peter's C of E Infant School has a distinctive Christian ethos which is at the heart of the school and which provides an inclusive, caring and supportive learning 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.

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1st September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the Reception class from September, but may defer entry until the beginning of the term after their child is five years old (ie, when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until they reach compulsory school age. Parents/carers who have been offered a place at the School and wish to defer entry for their child and/or attend part-time must put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term. Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

The Governors have agreed with the Local Authority to admit a maximum of 30 children for each year group.

Parents should refer to the school website for information on how to make an in-year application.

Parents must complete their "home" Local Authority's Common Application Form (CAF) by the closing date, 15 January 2025. If applying for a place at this School, parents must name the school as one of the preferences on the CAF. Parents must also complete the school's supplementary information form and return this to the school by the closing date if they are applying for a place as a sibling, under the church criteria or as a member of staff. The CAF should be returned directly to the home Local Authority and the supplementary form directly to the school by the same closing date. *If a supplementary information form is submitted late it is unlikely to be considered until after the initial allocation of places. The supplementary information form can be emailed to school or, if posted, applicants must ensure that it is received by the school by the closing date.*

We consider late applications after the applicants who met the deadline have been offered places. However, we may consider some late applications (up to the 12 February 2025), if the applications could not reasonably have been made by the closing date. This may happen, for example, when contracts are exchanged on a new house after the closing date, or in certain other exceptional or extenuating circumstances. You must provide proof of permanent residency (that is, evidence of an exchange of contracts or a rental agreement which must be for at least 12 months). Any late application received after the 12 February 2025 will not be processed until after the initial allocation which is 16 April 2025.

We will give consideration to a change of preference, up to 12 February 2025, where there has been a house move or other significant change of circumstances which makes the original preference no longer practical. Any such change of preference must be supported by documentary evidence. Any change of preference received and agreed after 12 February 2025 will not be considered until after the initial allocation but will be taken into account for waiting list purposes.

Oversubscription Criteria

Where there are more applications than there are places available, the Governors will admit pupils according to the following criteria in order of priority:

1. Looked after children or previously looked after. (See Note A.)
2. Children with an exceptional and professionally supported medical or social need for the place at the school. (See Note B.)
3. Children living in the Civil Parishes of Tandridge and Crowhurst. (A detailed map is available in the school office.)
4. Siblings of children who are at the school at the time of admission or siblings of children who previously attended the school and are of primary school age at the time of application. (See Note C.)
5. Children whose parent (s) are committed members of, and regularly worship in one of the four churches of the Oxted Team Ministry, namely St Peter's Church, Tandridge, St Mary's Church, Oxted, St John's Church, Hurst Green or St George's Church, Crowhurst *and* who live within three miles (4828 metres) of St Peter's School. (See Note D and Note E.)
6. Children whose parent (s) are committed members of, and regularly worship in Churches of other denominations in membership of Churches Together in Britain and Ireland *and* who live within three miles (4828 metres) of St. Peter's School. (See Note D and Note E.)
7. Children of members of the teaching staff of St. Peter's School, who have been working at the school for at least two years at the closing date for applications in the normal admissions round or at the time of application for in year applications and/or the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.
8. Children in order of nearness of the home to the school. (See Note E.)

Note A – 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.

Note B - For children with known exceptional and professionally supported medical or social needs supporting evidence must be supplied, at the time of application, from a specialist health professional, social worker or educational psychologist. Supporting evidence must give specific reasons why St Peter's is the most appropriate school and the difficulties that would be caused if a child had to attend another school.

Note C - Siblings refer to blood relatives, step-siblings, foster and adopted children living at the same address and if you wish your application to be considered under this criteria, applications must be supported by a completed Supplementary Information Form, submitted direct to the school office by the closing date.

Note D - In Criteria numbers 5 & 6 "Committed members of and regular worshippers" means:

- People who have either a) attended worship in their Church, or b) participated in wider church activities, for on average once per month for at least one calendar year prior to the date of application.
- Wider church activities are defined by the following list, which is exhaustive: attending house groups, leading youth groups or messy church, or being on the Parochial Church Council.
- In exceptional cases, a parent/carer for whom unavoidable circumstances have consistently prevented them from attending worship such that they have been unable to qualify for the faith-based oversubscription criteria, may be considered to be a faithful and regular worshipper; the relevant Minister will determine whether or not there were unavoidable circumstances.
- The application must be supported by the relevant Parish Priest or Minister stating you meet these requirements on the Supplementary Information Form, submitted direct to the school office by the closing date.
- For applicants who have recently moved into the area, worship in their previous church will be taken into account when supported by a completed Supplementary Information Form. If it is not possible for the previous Parish Priest or Minister to sign the form then the form may be supported by a letter from the previous Parish Priest or Minister. These documents must be submitted direct to the school office by the closing date.

Note E - The distance will be measured in metres in a straight line from the address point of the pupil's home, as set by Ordnance Survey, to the nearest school gate available for pupils to use. This distance is calculated using the Surrey School Admissions team's Geographical Information System (GIS). In the case of formal equal shared custody it will be up to the parents to agree which address to use. In other cases it is where the child spends most of the time. The address used will be that supplied at the closing date of application unless a change of address has been accepted by the Home Local Authority. We will not generally accept a temporary address if the main carer of the child still possesses or rents a property that has previously been used as a home address, nor will we accept a temporary address if

we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.

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In the event of oversubscription, for those applicants who do not qualify under any of the oversubscription criteria above, decisions on whom to admit will be based on the proximity of the child's home to school, with those living nearer, according to the Local Authority's computerised measuring system (as set out in note E above) being accorded the higher priority. If two applicants live equi-distant from the school the drawing of lots will be used to determine the matter. Applicants from the same block of flats will be treated equally regardless of the floor on which they live.

Waiting List

In the event of a child being refused admission, parents may request in writing that their child's name is put on the school waiting list. Any late applicants for places will also have their names put on the waiting list. If places become available, they are awarded to children whose names are on the waiting list according to the criteria agreed by governors as published above. The waiting list will be ordered in accordance with the oversubscription criteria and will be kept open until the end of the summer term 2025.

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.

Special Educational Needs

Parents of pupils who have a statement of special educational needs, or Education, Health and Care (EHC) Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement, or EHC Plan, is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose statement, or EHC Plan, names the School.

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal committee under the 1998 School Standards and Framework Act.

Parents wishing to appeal should obtain an appeal form from the Surrey County Council Appeal Service (details available from the school office). The form should be sent to the Appeal Service within the statutory time. 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.

Please note that Surrey LA does not operate a system whereby designated schools feed into the next stage of education at Junior level.

This policy is subject to an annual review by the Governors.