Admissions Policy

For admissions from September 2028

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 2026
Review period:	Annual
Next review date:	Autumn 2027

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.

For the purposes of this policy, a person will be considered to be a child's parent if they are living in the same family unit as the child at the same address and are:
their mother or father; any other person who has parental responsibility, such as an adoptive parent, step-parent, a special guardian or person named in a child arrangements order; or any other person who does not have parental responsibility but otherwise has the care of the child, such as a foster carer.

The Governing Body is responsible for the admission of children to the School and has agreed with the Local Authority to admit a maximum of 30 children for each year group, in accordance with the Government maximum infant class size regulations.

Deferred Entry

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 delay admission to the School until the beginning of the term after their child is five years old (which is when the child reaches compulsory school age) or until the beginning of the summer term, whichever is earlier; they cannot defer entry beyond the beginning of the final term of the school year for which an offer of a place has been made.

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 of the school year for which an offer of a place has been made.

Education out of normal (chronological) age group

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 Local Authority.

Special Educational Needs

Parents of pupils who have an 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 an 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 EHC Plan names the School. It is the Local Authority which is responsible and finally determines the school to be named.

In-year applications

If parents wish to apply for a place outside the main admissions cycle e.g. if they have moved to the area, they should refer to the school website for information on how to make an in-year application.

Application Process

The School is part of the locally agreed Co-ordinated Scheme and the timescales for applications to be received and processed are those agreed with the Local Authority. More information is available on their website.

Parents must complete their "home" Local Authority's Common Application Form (CAF) by the closing date, 15 January 2028. If not applying on-line, the CAF should be returned directly to the home Local Authority by the closing date of 15 January 2028. If applying for a place at this School, parents must name the School as one of the preferences on the CAF. More information is available in your Local Authority's admission booklet or on their website.

Supplementary Information Form

If parents are applying for a place as a sibling, under either of the church criteria or as a member of staff, parents must also complete the school's Supplementary Information Form and return this to the School by the stated closing date. An application for either church criteria must be supported by the relevant Parish Priest or Minister stating on the Supplementary Information Form that you meet the requirements and endorse this with their signature. It is the parents responsibility to ensure that this is done and that the form is submitted direct to the school office by the stated closing date.If a Supplementary Information Form is submitted late it is unlikely to be considered until after the initial allocation of places, which may affect the child's offer of a place. The Supplementary Information Form can be emailed to School or, if posted, applicants must ensure that it is received by the School by the stated closing date.

Late Applications

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 2028), if the application could not reasonably have been made by the stated closing date. This may happen, for example, when contracts are exchanged on a new house after the stated closing date, or in certain other exceptional or extenuating circumstances. You must provide proof of residency i.e. the childs' habitual home address. Details of what is required is available from the Local Authority. You should ensure that all information that is relevant to your application has been received by both the Local Authority and the School. Any late application received after the 12 February 2028 will not be processed until after the initial allocation which is 16 April 2028.

If you wish to change your school preference, up to 12 February 2028, you must contact the Local Authority. Any such change of preference must be supported by documentary evidence. Any change of preference received and agreed after 12 February 2028 will not be considered until after the initial allocation of places.

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 via the website or from the school office.)

4. Siblings of children who are attending this School at the time of admission or siblings of children who previously attended this School, then moved on to a Junior or Primary school and are still 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 which are full members of a local Churches Together Group, Churches Together in England or The Evangelical Alliance *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 stated 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. Such applications must be supported by a completed Supplementary Information Form, submitted direct to the school office by the stated closing date.

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 written 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 (including children where parents are cohabiting), foster and adopted children. 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 stated closing date.

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

- Parents who have either a) attended worship in their Church, or b) participated in wider church activities, 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 for whom unavoidable circumstances (such as church closure or significant health concerns) 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 Parish Priest or Minister will determine whether or not there were unavoidable circumstances.
- The application must be supported by an appropriately completed Supplementary Information Form, submitted direct to the school office by the stated 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 stated 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 stated 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.

Tie Breaker

In the event of oversubscription, for any application that falls within an oversubscription criteria where there is a distance from school element, decisions on whom to admit will be based on those living nearer, being accorded the higher priority (according to the Local

Authority's computerised measuring system (as set out in note E above)). If two applicants live equidistant from the School the drawing of lots, supervised by someone independent of the School, will be used to determine the matter.

Waiting List

The School operates a waiting list which is ordered in accordance with the oversubscription criteria above. 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. This request must be supported with evidence of proof of address and should be sent to both the school and Local Authority. Any late applicants for places will also have their names put on the waiting list. Whenever an application is received or the School is advised that an applicant's circumstances have changed (such as a change of address), the waiting list will be re-ordered in accordance with the oversubscription criteria only, therefore no account is taken of the length of time a child has been on the 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 list will be kept open until the end of the summer term of the academic year for which entry has been sought. It is the parent's responsibility to re-apply to the school in writing by the end of summer term of the academic year for which entry had originally been sought and not the school's responsibility to check continuing interest if you wish to stay on the waiting list for the subsequent academic year. If we do not receive continuing interest notification from applicants, we will assume that you no longer wish to remain on our waiting list and your child's name will be removed. You will need to make a new In-Year application if you then wish to be considered for any future available places.

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.

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 appeals from those parents within the same academic year.

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