

<b>Governors' Committee Responsible:</b>	Admissions Committee
<b>Governor Lead:</b>	Helen McKee
<b>Nominated Lead Member of Staff:</b>	Vicki Chiverton
<b>Status &amp; Review Cycle:</b>	Statutory      Annual
<b>Next Review Date:</b>	November 2023



# St Jude's C of E Junior School

*Excellence in education, kindness in the community, courage through faith.*

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

## ADMISSIONS POLICY For entry between September 2024 and August 2025

St Jude's provides a distinctively Christian yet inclusive environment in which each child is motivated to acquire skills for a happy life and a love of learning, and to foster a sense of responsibility for oneself and others. We warmly welcome children of all faith backgrounds or of none and simply ask all parents applying for a place here to respect our ethos and its importance to the whole school community.

A copy of the Admissions Policy document will be provided to all interested parties.

### Admission Number

As a Voluntary Aided School, the Governors are the Admissions Authority for the school and have agreed with the Local Authority (LA) a Published Admission Number (PAN) of **60**. This policy has been adopted by the Governors of St Jude's C of E Junior School in consultation with the Diocese of Guildford and Surrey County Council.

**Applications from Surrey residents for a Year 3 place in September 2024 can be made online at <https://www.eadmissions.org.uk/eAdmissions/app> or you can complete a paper parental preference form obtainable by emailing [schoolbooklets@surreycc.gov.uk](mailto:schoolbooklets@surreycc.gov.uk) or telephoning 0300 200 1004. This must be done by the Local Authority closing date 15 January 2023.**

### Over-subscription criteria

In the event of more applications being received than there are places available, Governors will bring into play the following admissions criteria in order of priority:

1. Looked After Children and Previously Looked After Children. (See Explanatory Note 2).
2. Children with serious medical or social conditions. (See Explanatory Note 3).
3. Children living within the ecclesiastical parish of St Jude's Church in the village of Englefield Green (a map outlining the parish boundary can be found at [achurchnearyou.com](http://achurchnearyou.com) or may be viewed in the school office)
4. Siblings of children who are pupils or former pupils (see definition of terms) of St Jude's Junior School, who are living as part of the family unit at the time of application. (Please complete Part A of the Supplementary Information Form for **siblings who were former pupils only** and submit directly to the school by the Local Authority closing date of 15 January 2024.)
5. Children attending St Jude's C of E Infant School at the time of application.

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6. Children of parent(s) who are regularly worshipping Christians and for whom the Supplementary Information Form Part B has been completed by a church minister. (See Explanatory Note 4.)
7. Children of staff. (See Explanatory Note 5.)
8. Any other children whose parents wish them to attend this Church of England school.

### **Supplementary Information Form (SIF)**

For criteria **4** (former siblings only), **6** and **7**, a Supplementary Information Form (SIF) **must also be submitted**. This form must be endorsed by the Headteacher if applying under 'former sibling' criterion 4 (**SIF 'A'**); by the church minister or other appropriate church leader if applying under criterion 6 (**SIF 'B'**); or by the Headteacher if applying under criterion 7 (**SIF 'C'**). The forms are available from the school office and the school website and are linked to the Surrey preference form. The SIF must be returned to the school by parents at the time of application and before the Local Authority deadline of 15<sup>th</sup> January 2024. If no SIF is submitted, the application can only be considered on information provided on the LA Common Application Form.

### **Explanatory Notes**

**Governors will admit any child who has an Education Health Care Plan which names the school as a preference. This is not an over-subscription criterion.**

1. In the event of oversubscription within in any of the above categories, priority will be given to those living nearest to the school measured using the Admissions and Transport Team's Geographical Information System. The distance is measured by 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. For buildings where there are multiple addresses with only one address point and for other children who live equidistant from the school, priority will be decided by lottery which will be independently adjudicated.
2. **Looked After Children** and **Previously Looked After Children** – those who are in the care of the Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989; or any child who was previously 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. A letter from the Children's Services Department confirming the child's status must be submitted at the time of application. **Previously Looked After Children** also 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.
3. **Exceptional circumstances:** – If, at the time of application a child has a serious medical condition or there are sensitive family circumstances which make it *essential* that the child attends St Jude's C of E Junior School, substantive documentary evidence from a Consultant Doctor (a General Practitioner's note would not suffice) or from the

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appropriate support services e.g. Social Services, ***must be submitted at the time of application***, explaining why attendance at this school is *essential*. Governors will assess such evidence and make their decision on each individual case. Please note that all schools support children with the more common medical conditions such as asthma, nut allergies and stress-related symptoms.

4. If applying under criterion 6 the Governors require that the Supplementary Information Form Part B (SIF B) be signed by the Minister of the church or other place of worship. Regular worship means that at least one parent/carer regularly attends services at least once per month over a minimum period of one year immediately preceding the date of application. In cases of re-location, it will be necessary to provide documentary evidence of the same pattern of attendance. If a SIF is not submitted at the time of application, on time, the child may be ranked in a lower criterion. 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.
5. Children of staff - children of full or part-time members of staff on the school pay-roll who have been employed at the school for two or more years by the closing date for applications OR who have been recruited to fill a vacant post for which there is a demonstrable skills shortage. Supplementary Information Form Part C (SIF C) must be completed and submitted at the time of application.

### **Procedures for and Timing of Applications**

Applications for admission into Year 3 for September 2024 must be made online on the Surrey Preference form or by hard copy and returned by midnight on 15<sup>th</sup> January 2024. Late applications will be processed in accordance with Surrey's co-ordinated admissions scheme.

**All applications, whether ranked first, second, third or fourth on the Surrey County Council preference form, will be considered equally against the school's entry criteria. All supporting documents in respect of criteria 2, 4 (former sibling only) and 6 above must be submitted AT THE TIME OF APPLICATION.**

### **In-year applications**

Parents wishing to make an in-year application for a place should apply directly to the school.

### **Out of chronological age education**

Applicants may choose to seek places outside their child's chronological year group, although in the first instance, this should be discussed with the Headteacher. Applicants must state clearly why they feel admission to a different year group would be appropriate and submit what supporting documentary evidence they may have. Governors will make decisions in the best interests of each child, taking into account the particular circumstances of the case, including the views of the Headteacher. Reasons for the decision will be set out for parents. For more information about the process, please see [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)

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### **Multiple Births**

Where the last place is to be offered to a child from a multiple birth, then all other children from that birth who have been ranked consecutively, will also be offered places, even though this will exceed the Published Admission Number. However, no further places will be offered until the number drops back below the agreed PAN.

### **Waiting List**

The school will keep a waiting list of pupils who are not successful in gaining a place. Names will be kept on the list at parents' request until 31<sup>st</sup> December of the academic year for which entry has been sought. Places will be allocated as they become available according to the above criteria and regardless of how long a child has been on the list.

### **Right to appeal**

Under sections 94(1) and (2) of the School Standards and Framework Act 1998, parents have the right to appeal to an Independent Appeals Panel against the decision of the governing body not to allow a place for their child. Please contact the Surrey Schools Appeals Service at [surrey.schoolappeals@surreycc.gov.uk](mailto:surrey.schoolappeals@surreycc.gov.uk) or 0208 541 8092.

### **Withdrawal of places**

The Governors reserve the right to withdraw the offer of a place where the parent has made a fraudulent or intentionally misleading application which effectively denied a place to another child.

### **Definitions of terms**

#### **Parent**

A natural, adoptive, step or foster parent or other legal guardian.

#### **Sibling**

A brother/sister, half-brother/half-sister, step-brother/step-sister or adoptive brother/adoptive sister or foster children, living in the family unit at the same address in each case.

#### **Former Pupil**

A pupil who has attended St Jude's for at least a term.

#### **Home address**

The child's permanent address, or in cases of shared custody, where he/she lives for the majority of the school week. The child's address at the closing date for applications will be the address used for the initial allocation of places.

**Approved by the Governing Body: November 2022**