



ADMISSIONS POLICY 2023 – 2024

St Jude's Church of England Infant School has been established (incorporating the nurseries), following closure of both Christ Church Church of England Infant School and Englefield Green Infant School and Nurseries.

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 that all parents applying for a place here, respect our ethos and its importance to the whole school community.

As a Voluntary Aided school, the Governors are the Admission Authority for the school and have agreed a Published Admission Number (PAN) of **60** children at the age of 4+ with the Local Authority (LA). Any child with an **Education, Health and Care Plan** naming the school will be admitted, within PAN where possible. In addition, Governors have determined the following over-subscription criteria, which will be strictly applied in the order shown below as soon as the number of applications exceeds the PAN.

Over-subscription criteria

1. **Looked After Children** and **previously Looked After Children** (see note a)
2. **Exceptional circumstances** – children with a substantive documented medical or social need (see note b)
3. Children **living within the ecclesiastical parishes** of St Jude Englefield Green or Christ Church Virginia Water (see note c)
4. **Siblings** (see note d) of children who are pupils or former pupils (see note e) of St Jude's CofE Infant School or St Jude's CofE Junior School at the time of application.
5. Children whose parent(s) (see note h) are **regular worshippers** (see note f) at St Jude's United Church Englefield Green, Christ Church Virginia Water, or another Christian church
6. Children of **staff** (see note g)
7. Any other children whose parents wish them to attend this Church of England school.

Supplementary Information Form (SIF)

For criteria **4** (former siblings only), **5** and **6**, 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 5 (**SIF 'B'**); or by the Headteacher if applying under criterion 6 (**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 deadline of 15th January 2023. If no SIF is submitted, the application can only be considered on information provided on the LA Common Application Form.



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Please note that attendance at our nursery does not give priority admission to Reception. If your child is currently attending the nursery, you must apply for a school place as set out below.

Application Process for Reception in September 2023

Applications from Surrey residents for Reception in September 2023 must be made in accordance with Surrey County Council's (SCC) co-ordinated admissions scheme. The forms should be completed on-line via the SCC website www.surreycc.gov.uk/admissions or if a paper copy is required, please contact SCC on 0300 200 1004. Completed forms must be returned direct to the LA **by 15th January 2023**. Late applications will be dealt with in accordance with the LA's co-ordinated admissions scheme.

Children start school in September following their 4th birthday. However, parents may defer entry to the beginning of the term after their child's 5th birthday, but not beyond the beginning of the summer term in the academic year for which the application is made. A child may also attend part-time until statutory school age is reached.

Summer Born Children/Out of Chronological Age Education

For children born between 1st April and 31st August, parents may decide to delay admission to school until the term *after* their child turns 5 i.e. when statutory school age is reached. In such a scenario a child would normally start school the following year in Year 1, missing out on Reception. However, a parent may request that their child is admitted to Reception instead, meaning that the child would be educated outside their chronological year group. (Applications outside the normal age group can also be made to other year groups at the school).

If parents wish their child to be placed within a different year group, they should first discuss it with the Headteacher, stating clearly why they feel admission to a different year group would be appropriate, including any supporting documentary evidence they may have. Governors will decide which year group 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. However, please note that the school cannot 'reserve' a place either in Reception or Year 1 for the following year, when a new application must be made. For further information please see www.surreycc.gov.uk/admissions

NOTES

a) 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.

b) 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 CofE Infant School, substantive medical evidence from a Consultant Doctor (a General Practitioner's note would not suffice) or from the appropriate support services e.g.



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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.

c) Ecclesiastical parishes of St Jude Englefield Green or Christ Church Virginia Water - please click here <https://www.achurchnearyou.com/search/?lat=51.42792619999999&lon=-0.5733288&place=St+Jude%27s+Rd%2C+Englefield+Green%2C+Egham+TW20+0BZ%2C+UK&text=St+Jude's+or+achurchnearyou.com+Christ+Church> <https://www.achurchnearyou.com/search/?lat=51.4060025&lon=-0.578607&place=Virginia+Water%2C+UK&text=or+maps+may+be+viewed+in+the+school+office> or maps may be viewed in the school office.

d) **Sibling** - 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.

e) **Former pupils** – those who have attended St Jude's CofE Infant School or St Jude's CofE Junior school for at least one term. **SIF 'A'** must be completed.

f) **Regular worshipper** – worship by at least one parent and/or the child, at least once a month over a minimum period of one year immediately preceding the date of application. **SIF 'B' must be submitted.** In cases of re-location, it will be necessary to provide documentary evidence of the same pattern of attendance. 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 has been available for public worship.

g) **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. **SIF 'C' must be submitted.**

h) **Parent** – a natural, adoptive, step or foster parent, or other legal guardian.

i) **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.

j) **Waiting List** – the school will keep a waiting list until 31st December 2023. Parents should request that their child's name is entered onto it and places will be allocated strictly in accordance with the above criteria, regardless of how long a child has been on the list.

k) **Tie-Breaker** - if the school is over-subscribed within any criterion, places will be allocated to the child living closest to the school. Distances are measured using Surrey's Geographical Information System (GIS) in a straight-line from the address point of the child's home as set by Ordnance Survey, to the nearest school gate available for pupils to use. Where there are two or more applicants who live equidistant from the school, or multiple addresses with the same address point, priority will be decided by lottery.

l) **Multiple Births** – if the final place is offered to such a child, the school will admit any other consecutively ranked siblings from the same multiple birth up to a maximum of 32. However, no further children will be admitted until the number drops back below PAN



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m) In-year admission – please apply direct to the school.

n) Right of appeal' – if your application is unsuccessful, you have a right of appeal to an Independent Appeal Panel. Please contact Surrey Appeals Service on 020 8541 8092 for further information.

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