



# St Jude's Church of England Schools Federation

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



Headteacher: Mrs Vicki Chiverton

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

## **INFANT SCHOOL ADMISSIONS POLICY For entry between September 2027 and August 2028**

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.

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 Admission Authority and have agreed with the Local Authority (LA) a Published Admission Number (PAN) of **30** children at the age of 4+. This policy has been adopted by the Governors of St Jude's C of E Infant School in consultation with the Diocese of Guildford and Surrey County Council.

**Applications from Surrey residents for a Reception place in September 2027 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 2027.**

### **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. Exceptional circumstances – children with a substantive documented medical or social need. (See Explanatory Note 3.)
3. Children living within the ecclesiastical parishes of St Jude's in the village of Englefield Green or Christ Church in the village of Virginia Water. (Maps outlining the parish boundaries can be found at [St Jude's: achurchnearyou.com](http://StJude's:achurchnearyou.com) or [Christ Church: achurchnearyou.com](http://Christ Church:achurchnearyou.com) or maps may be viewed in the school office.)

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4. Siblings of children who are pupils or former pupils (see definition of terms) of St Jude's C of E Infant School or St Jude's C of E Junior School 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 2027.)
5. Children whose parent(s) are regular worshippers at St Jude's United Church Englefield Green, Christ Church Virginia Water or another Christian church. (See Explanatory Note 4.)
6. Children of staff. (See Explanatory Note 5.)
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 15<sup>th</sup> January 2027. If no SIF is submitted, the application can only be considered on information provided on the LA Common Application Form.

***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 2027**

Applications from Surrey residents for Reception in September 2026 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](http://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 15<sup>th</sup> January 2027**. Late applications will be dealt with in accordance with the LA's co-ordinated admissions scheme.

Children start school in September following their 4<sup>th</sup> birthday. However, parents may defer entry to the beginning of the term after their child's 5<sup>th</sup> 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.

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## **Summer Born Children/Out of Chronological Age Education**

For children born between 1<sup>st</sup> April and 31<sup>st</sup> 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](http://www.surreycc.gov.uk/admissions)

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## 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 Infant School, substantive documentary evidence from a Consultant Doctor (a General Practitioner's note would not suffice) or from the 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. **Regular worshippers** - if applying under criterion 5, the Governors require that the Supplementary Information Form (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.

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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 must be completed and submitted at the time of application.

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

Applications for admission into Year R for September 2027 must be made online on the Surrey Preference form or by hard copy and returned by midnight on 15<sup>th</sup> January 2027. 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) 5 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.

## **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, up to a maximum of 32. even though this will exceed the Published Admission Number. However, no further places will be offered until the number drops back to 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.

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## **Former Pupil**

Those who have attended St Jude's C of E Infant School or St Jude's C of E Junior school for at least one 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 2025

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