



Littleton Church of England Infant School Admissions Policy September 2018

To apply for a place at Littleton Church of England Infant School parents/carers must complete their home local authority Common Application Form (CAF). You can apply online by visiting www.surreycc.gov.uk/admissions

For parents/carers who are applying under **criteria 3, 5 or 6** a Supplementary Information Form should be completed and sent TO THE SCHOOL BY THE DATE OF THE SURREY ONLINE APPLICATION DEADLINE, so that the governors may consider their application fully.

According to the capacity of the School, the Published Admission Number for Littleton School is 30. As required by law Littleton Church of England Infant School will admit no more than 30 children to each Reception, Year 1 and Year 2 class.

Children will be eligible for admission at the beginning of the academic year (September) in which they will have their fifth birthday. Children with birthdays between 1st September 2013 and 31st August 2014 can attend full time from September 2018.

Parents may request to defer their child's entry to Reception until later in the school year, but this will not be agreed beyond the beginning of the term after the child's fifth birthday, or beyond the academic year for which the original application was accepted. Parents may also request for their child to start part time until their child reaches statutory school age however a discussion with the Head teacher must take place if a request for deferral or part time attendance is made.

If a child's fifth birthday falls between 1st April and 31st August parents may consider deferring their child's entry to the following September (out of chronological age group). Parents must discuss this with the Head teacher at an early stage. The decision will be made on the circumstances of each case and in the best interests of the child. If, after liaising with the Headteacher and Governors that deferred entry is agreed then this does not guarantee a place for the deferred year. Parents will need to apply again in the following year's admission round.

More information on educating children out of their chronological year group and the process for making such requests is available at www.surreycc.gov.uk/admissions.

In cases where applications for admission exceed the places available, priority will be given to children in the following order:

1. Looked after (children in Public Care), and previously looked after children will have first priority for admission. Looked after and previously looked after children will be considered to be:

- Children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989 (a), e.g. fostered or living in a children's home, at the time an application for a school is made, and
- Children who have left care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002), a residence order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

2. Second priority will be given to children who at the time of entry will have siblings at the school. By siblings we mean a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living at the same address.

3. Third priority will be given to children of families who live in the Parish of Littleton and who have worshipped together at St Mary Magdalene Church at least once a month for the past year (as vouched for by the Priest-in-Charge).

4. Fourth priority will be given to children who live in the Parish of Littleton, Charlton and Ashford Common (South of the A308, but are not covered by 1. to 3. above. A map is available in the School Office.

5. Fifth priority will be given to children of families who are members of St Mary Magdalene Church but who do not live in the Parish of Littleton, Charlton and Ashford Common. Parents and children must have worshipped at St Mary Magdalene Church at least once a month for the past year (as vouched for by the Priest-in-Charge).

6. Sixth priority will be given to children of families who attend another Christian denomination Church (as defined by the Council of Churches for Britain and Ireland and the Evangelical Alliance. Parents and children must have worshipped at this church at least once a month for the past year (as vouched for by the Priest-in-Charge).

7. Seventh priority will be given to any other children.

It must be noted that children with a Statement of Special Educational Needs which names the school have automatic right of entry to the school, without regard to the above criteria.

In the case of multiple births, governors will admit the second twin where the first one is 30th on the admission list and the third triplet where one is outside of the admission figure.

In the case of children who appear to have equal entitlement for admission, the Governors will offer the place to the child, who lives nearest the school, measured "as the crow flies" radially from the main front door of the school. 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. Where two or more children live equidistant from a school and only one place remains, lots will be drawn to determine which child should be given priority. When using distance as a criterion the address that will apply will be the address at the closing date for application, unless a change of address for good reason has been accepted by the Home Local Authority.

Parents of a child who does not gain admission have the right of appeal to an Appeal Committee set up by Governors. Appeals should be sent to the Clerk of the Appeal Committee, c/o the School.

Waiting Lists - A waiting list will be held for each year group and children will be admitted from the list in accordance with the normal admissions criteria at the time of entry, without regard to the date of entry on to the waiting list.

Applications for In-Year admissions must be made directly to the school. If a place is available and there is no waiting list, then the school will communicate the governors' offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the admissions criteria. If a place cannot be offered at this time you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in order of the oversubscription criteria and not in the order in which the applications are received. When a place becomes available the governing body will decide who is at the top of the list and inform the parent of the offer.
