



## **Newdigate C of E Endowed Infant School**

Village Street, Newdigate, Dorking, Surrey, RH5 5DJ  
Telephone 01306 631353 e-mail: [info@newdigate.surrey.sch.uk](mailto:info@newdigate.surrey.sch.uk)  
Headteacher: Mrs Paula Bliss

### **Admissions Policy 2018 – 2019**

#### **Ethos**

Newdigate Endowed Church of England Aided Infant School highly values its Christian ethos and its close links with St Peter's Church and the Diocese of Guildford. Newdigate Infant School provides a caring and distinctively Christian yet inclusive environment in which each child is valued and motivated to acquire skills for life and a love of learning. Our school is a happy community where high standards are aimed for and all are given the support and skills necessary to achieve them. As a church school, we welcome applications from other denominations, other faiths or those of no faith. We aim to nurture children in their Christian faith and encourage those of other faiths or of no faith. We ask all parents applying for a place here to respect this ethos and its importance to the whole school community.

All children are able to start school at the beginning of the school year following their fourth birthday. Therefore, children who were born between 1 September 2013 and 31 August 2014 will be able to start school in September 2018. For further details, please see under "All applicants please note" at the end of this policy.

As a Voluntary Aided school, the governors are the Admission Authority and have agreed a Published Admission Number (PAN) of 30 with the Local Authority. In addition, they have determined the following admission criteria in consultation with the Diocese of Guildford and the Local Authority, which will be strictly applied in the order below, as soon as the number of applicants exceeds the PAN.

#### **Criteria**

1. Looked After and Previously Looked After Children (**see note i**)
2. Exceptional medical circumstances or social reasons for attending the school (**see note ii**)
3. Siblings (**see note iii**) of children who will be on roll at Newdigate Infant School at the time of application
4. Children whose home address is within the Parish of Newdigate (to include Henfold Lane) and who are, or whose parent/s are, regular worshippers at St. Peter's Church, Newdigate (**Notes iv, v, vi**)
5. Children whose home address is within the Parish of Newdigate (to include Henfold Lane). (**Note iv**)
6. Children whose home address is outside the Parish of Newdigate and who are, or whose parent/s are, regular worshippers at St. Peter's Church, Newdigate or a Church that is a member of Churches Together in Britain and Ireland or a member of the Evangelical Alliance (**Notes iv, v, vi**)
7. Children whose home address is outside the Parish of Newdigate (**Note iv**)

## Applications for September 2018

Applicants can apply on-line via the Surrey website [www.surreycc.gov.uk](http://www.surreycc.gov.uk) or by completing an application form available from Surrey County Council Admissions and Transport (0300 200 1004) or the School Office.

**Late Applications** – these can only be considered when all of the on-time applications have been ranked.

**In-Year Applications** – these should be made direct to the school.

**Special Educational Needs** – in accordance with s. 324 Education Act 1996, the school will automatically admit a child with a statement or Education Health and Care Plan that names the school. This is not an over-subscription criterion.

## Notes

- i) **Looked After Child and previously Looked After Child** – a child who is in the care of the Local Authority or provided with accommodation by that 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 a Special Guardianship Order. Official confirmation of the child's status will be required from the LA at the time of application in all cases.
- ii) **Exceptional Circumstances** – a child who has a serious medical condition, or if there are sensitive family circumstances which make it *essential* that the child attends Newdigate Infant School rather than any other. Appropriate documentary evidence from a Consultant Doctor or from the relevant support services **must be submitted at the time of application**, making clear why attendance at this school is essential. Governors will assess such evidence and reserve the right to consult a specialist if required. NB. All schools support children with the more common medical conditions such as asthma, nut allergies and stress-related symptoms.
- iii) **Siblings** – a brother/sister, half-brother/sister, step-brother/sister or adoptive brother/sister or foster children, living in the family unit at the same address in each case.
- iv) **Parish** - The map of the ecclesiastical parish of St Peter's Church can be viewed at <http://www.achurchnearyou.com/newdigate-st-peter/>
- v) **Regular worshipper** is defined as at least one parent (**see note ix**) and/or the child worshipping at St Peter's, Newdigate (criterion 4) or a Church that is a member of Churches Together in Britain and Ireland or a member of the Evangelical Alliance (criterion 6) at least once a month over a period of at least one year preceding the date of application.

- vi) **Supplementary Information Form (SIF)** – this form is available from the school office and on the school website. It must be completed by the applicant and the relevant criteria selected. Where criteria 4 and 6 are selected, this form must be endorsed by the rector of St Peter’s Church or the minister of the relevant Church who will return the form to the School Office. **If this form is not submitted at the time of application**, your application may be ranked in a lower criterion.
  
- vii) **Tie-breaker** – in the event of over-subscription within any criterion, the shortest distance, measured in a straight line from the address point of the pupil’s house as set by Ordnance Survey, to the school front main gate will be the deciding factor. This is calculated using the Admissions and Transport team’s Geographical Information System (GIS) Distance confirmation can be verified by contacting the LEA Admissions Department (Tel: 0300 200 1004), Geographical Information System (Data Map) or from the website [www.surreycc.gov.uk/schools-and-learning/schools/school-admissions/about-find-a-school](http://www.surreycc.gov.uk/schools-and-learning/schools/school-admissions/about-find-a-school). For blocks of flats where there are multiple addresses with only one address point or where two or more applicants are measured equidistant from the school, priority will be decided by lottery.
  
- viii) **Multiple Births** - if the final place is offered to a multiple birth child, the remaining consecutively ranked multiple birth siblings will also be offered places, even though this will exceed the PAN. Governors will not offer additional places however, unless the PAN falls below 30.
  
- ix) **Home address** – the child’s permanent address or in cases of shared custody, where s/he lives for the majority of the school week.
  
- x) **Parent** – a biological, adoptive, step or foster parent or other legal guardian.
  
- xi) **Waiting List** – the waiting list is maintained in the same order as the over-subscription criteria, and does not depend on the date a child was placed on it. Places on the waiting list will be held for a maximum of one term only for all year groups and will not be ‘carried over’ from term to term. If parents wish to still be considered, they should re-apply to the school under the Admission Policy current at the time.
  
- xii) **Right to Appeal** – if your application is unsuccessful, you have a right of appeal to an Independent Appeal Panel. Please contact Rachel Moon at [admin@newdigate.surrey.sch.uk](mailto:admin@newdigate.surrey.sch.uk).

**All applicants please note** – governors reserve the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child.

In law your child is required to be in education at the start of the school term following their fifth birthday. Where we offer a reception place to a child before they are of compulsory school age, parents may **choose** that their child start full or part time, or that entry be deferred until later in the school year. If you do not want your child to start school in September, you should talk to the Headteacher of the school about when you would like to take up the place. The effect is that the

place is held for your child and is not available to be offered to another child. However, as we cannot hold a school place beyond the end of the school year for which it was offered, children born in the summer term must take up their offer of a school place by the beginning of the summer term.

**Out of Chronological Year Group Education** – For a small number of summer born children, parents may feel that it would be appropriate if their child's admission to Reception were delayed until the following year, meaning that if a place could be offered, the child would be educated outside their chronological (correct) age group. Parents applying for their child to enter the school in later years may also choose to seek places outside their child's chronological age groups, but in all cases this should be discussed with the Headteacher in the first instance. Applicants must state clearly why they feel admission to a different year group would be appropriate and submit what supporting documentary evidence they have. Governors will make their decision in the best interests of the child, taking into account the particular circumstances of the case, including the views of the Headteacher. Reasons for the decision will subsequently be set out for parents. Please note, however, that the school cannot guarantee or 'hold open' a Reception place for the following year's entry when a fresh application must be made. Please also note that there is no right of appeal if a place is offered that is not in the parents' preferred age group. For further information or for details of the application process, please refer to [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)



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Headteacher: Mrs Paula Bliss

## Supplementary Information Form

Name of child.....

Date of Birth.....

Name of parent(s)/guardian(s).....

Address.....

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Tel no.....

E-mail.....

Please tick the box below which applies.

At least one parent and/or the child are regular worshippers at St Peter's Church, Newdigate and the home address of the Child is within the Parish of Newdigate (including Henfold Lane). Please complete confirmation of church attendance overleaf if this box is ticked.	
At least one parent and/or the child are regular worshippers at St Peter's Church, Newdigate or a Church that is a member of Churches Together in Britain and Ireland or a member of the Evangelical Alliance, and the home address of the Child is outside the Parish of Newdigate. Please complete confirmation of church attendance overleaf if this box is ticked.	

**To be completed for applications under criteria number(s) 4 and 6**

Applications for entry on a faith basis must be supported **at the time of application**, by submission of this form which must be endorsed by the minister of St Peter's Church or other appropriate church leader. ***Regular worshipper is defined as at least one parent and/or the child, worshipping at least once a month over a period of at least one year, preceding the date of application.***

**Are you a regular worshipper at St Peter's church or any other Christian church that is a member of Churches Together in Britain and Ireland or a member of the Evangelical Alliance?**

**YES/NO\***

Signature of parent/guardian.....

Date.....

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**To be completed by the minister of St Peter's church or other appropriate church leader**

I confirm that the above named meets the 'Regular Worshipper' criterion of worshipping at least once a month over a period of at least one year preceding the date of this application.

Name of minister and church .....

Signature of minister .....

Date .....

Church Stamp or please attach a compliment slip.

***To the Minister: Please return this form to the School Office at Newdigate CofE Infant School, Village Street, Newdigate, Surrey, RH5 5DJ. Thank you.***



*In God's Hands We Learn and Grow*