



ADMISSIONS POLICY

1. General Information

For schools within its care and control, the Church of England's prime aim is to provide the best possible education for the children of the parish in which the school is located. This education has a fundamentally Christian ethos, but is open to all children regardless of their families' religious beliefs or affiliations. This inclusive principle underlies the Admissions Policy for St. Lawrence C of E (Aided) Primary School. The Admissions authority for the school is the Governing Body.

2. Number to be Admitted

The Published Admission Number (PAN) for the school is 30 pupils at Reception. A further 5 places are available in Year 3. Children will be admitted to Reception at the beginning of the academic year in which they reach their fifth birthday.

3. Admissions Criteria

The Governors operate an Equal Preference System. If, however, the number of preferences for a place at the school is greater than the Published Admission Number (PAN), the school is oversubscribed. Over subscription in any category will be decided on priority, based on the shortest distance by road or the shortest safe walking distance. This will be measured from the gate of the child's home to the main school gate. If an applicant lives in a flat or apartment, the applicant with the lowest door number will have higher priority.

The Governors have determined admission to St. Lawrence Primary School in the following order:

1. Children who are 'looked after' by the Local Authority;
2. Children applying for a place on medical grounds - application for admission based on medical reasons will only be considered if medical evidence from a consultant doctor is attached (a letter from the GP will not be sufficient medical evidence). All supporting documents must be submitted with the application;
3. Brothers and sisters (siblings). A sibling is a child who will have another brother or sister (or half brother/sister, or foster child living at the same address) still at the school. A younger sibling will be given priority admission only if other siblings are at the school in the September;
4. After places have been allocated to siblings as described above, and if places are still available, they will be offered to children living within the parish boundaries of Chobham;
5. Should places still be available, they will be offered to children who live outside the parish, but have links with St. Lawrence Church or other churches in the area.

If any application is turned down the parents/guardians have the right to appeal. Details are available upon request from the Clerk to the Governors.

4. How to Apply and When

Initial Registering of Interest for Admission:

Applicants may record their interest in admission to the school by asking at the school office for their child to be included on the list for entry to the school. Parents considering sending their child to the school are advised to register at the school as early as possible, so that an application pack can be sent to them prior to the school year in which they wish their child to be admitted.

5. Formal Application for Admission

- All formal applications for admission to St. Lawrence C of E (Aided) Primary School should be lodged for consideration to the Governing Body, by the closing date set out by the Local Education Authority for such applications, or, if applying on line, with the LEA directly.
- A letter to confirm a child's inclusion upon the school roll will be sent by the Local Education Office in the Spring Term, followed by a formal letter from the Governing Body verifying their decision to offer a school place for the coming year.
- Parents will be contacted during the Summer Term, before the start of the school year in which their child is due to join, inviting them and their child to visit the school. Children will then have the opportunity to get to know the school and its grounds, and spend time in the classroom with their new teacher.

6. Waiting List

It is the policy of the school to maintain a waiting list for the Reception Class. Vacancies will be filled from the waiting list according to the admission policy criteria. The waiting list will be maintained for the year group in question until the end of the Summer Term.

This Policy was formally adopted by St. Lawrence C of E (Aided) Primary School on: **January 2009**

Chair of Governors: **Lady G. Randall**

Policy Review Date: **January 2010**