

# Ashford CE Primary School



## Admissions Policy 2027/28

Approved by FGB: 29 January 2026

Signed: \_ L Bowman \_\_\_\_

Chair of Governors

To be reviewed: Annually

# Admissions Policy 2027/28

## Our School Vision

We are a caring Christian community where everyone adopts an “I can” attitude; everyone feels valued, safe and loved by God. We celebrate our God-given individuality, achievements and talents and we aspire, with God’s help, to become the best that we can be. We believe that each one of us has the ability to achieve our highest potential, living and learning in the fullness of God.

I can do all things through Christ who gives me strength.  
*Philippians 4v13*

Ashford Church of England Primary School has a distinctive Christian ethos which is at the heart of our School and provides an inclusive, caring and supportive environment where children can learn and flourish in a setting shaped by Christian values.

Our school community is formed of children, families and staff of differing backgrounds, beliefs and experiences. We value our differences and celebrate our diversity. Applications are warmly welcomed from parents/carers who will support and engage with our values and vision.

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## Arrangements for Entry to the School from 1st September 2027

### Admissions Criteria

A maximum total of 60 children shall be admitted to the Reception Classes each year. The School follows an equal preference system with regard to admission arrangements. This means that in the event of over-subscription, the Governors will offer places in accordance with the published admissions criteria below regardless of where an applicant ranks the school in their preference order. 20% of the 60 places will be kept as “open places” – i.e. will be reserved for children applying for a place who fall under criterion 5.

If a child has an Education Health and Care Plan (EHCP) which names Ashford Church of England Primary School on the EHCP as their preferred school, the law requires that the child takes priority over all applications.

1. **Looked After Children and Previously Looked After Children** (see appendix)
2. **Children of Staff at the School** (see appendix)
3. **Foundation Applications in the following order of priority:**
  - a. Children whose family\* are active members of St Matthew’s, (Ashford) or St Hilda’s, (Ashford) churches, attending together at least once a month for a year or more at the time of application.
  - b. Children whose family\* are active members of another Church of England church, attending together at least once a month for a year or more at the time of application.
  - c. Children whose family\* are active members of another Christian denomination, attending together at least once a month for a year or more at the time of application. The school defines a Christian Church as being a Church in communion with the Church of England, a member of Churches Together in England, a member of the Evangelical Alliance and/ or a member of the Fellowship of Independent Evangelical Churches.
4. **An applicant with a sibling still attending the school at the time of entry.** (see appendix)
5. **Open places** (20% of the total number of places will be reserved as open places) based on proximity between home to school.

## Admissions Procedure for Reception Entry

- In the Autumn Term prior to the year of admission, parents/carers who approach the School will be directed to the School's website where parent tour dates are publicised and are asked to call the School to reserve places. In addition, there may be an opportunity for potential new parents to attend a Saturday morning or weekday evening meeting which will include a school tour. The information about meetings will be available on the school website in the Autumn Term.
- Applications for admission to the School must be made by completing the Local Authority's Common Application Form, naming the School. For those families living in Surrey this will be the Surrey County Council's Common Application Form. This can be done either on paper or online. The form must be completed in full and submitted as indicated on the form by the closing date given. Proof of address (council tax reference) must also be provided at the time of application.
- Those applying under Criteria 2 and 3 should complete the appropriate sections of the School's Supplementary Information Form, which provides the details required to prioritise the application. Copies can be obtained from the School direct, the school website or at the end of this policy. The Supplementary Form must be returned to the School by the same closing date.
- After the closing date, if the number of applications for admission to the School exceeds 60, the Governors will allocate places in order of the agreed criteria.
- In the event of a tie-break situation or oversubscription in any particular category, the place will be offered to the child whose home<sup>1</sup> is closest to the School. The child's home address will be taken as the address point, as set by ordinance survey and the school's address will be taken as the nearest gate the child could use. The distance is measured as the crow flies. This is calculated using the Surrey Admission Team's Geographical Information System.<sup>2</sup>
- The decision between two applications with the same distance will be made by drawing lots.
- In the case of formal equal shared custody, the parents must decide which address to use. In other cases it is where the child spends most of their time.
- The School should be notified of any change of address immediately, either before or after the decision date. Failure to do so could be viewed as fraudulent.

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1. The home address excludes any business, or childminder's address and must be the child's normal place of residence. It also excludes any relative's address unless the child lives at that address as their normal place of residence. We will not generally accept a temporary address if the main carer of the child still possesses or rents a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.'

2. <http://findaschool.surreycc.gov.uk/>

\*In this policy a family is defined as a group of two or more persons related by birth, marriage, or adoption; all such related persons are considered as members of one family.

- A list of all applications in order of priority is sent to Surrey County Council, who in turn dispatch school allocation letters to all parents.
- On receipt of the allocation letter offering a place at the School, parents must complete the online acceptance form or sign and return to the Surrey County Council Admissions Team.
- Governors reserve the right to withdraw the offer of a place if the information contained in the application is found to be fraudulent or intentionally misleading or a response to an offer has not been made by the parents within a specified time. Lack of proper documentation may also invalidate the application.
- If parents wish to appeal against any decision made, further information can be obtained from Surrey Schools' Appeals Service.

### **Late Applications**

It is important that all applications are returned by Surrey County Council's closing date. Applications received later than this date will only be considered after "on time" applications have been processed, unless they have been accepted as late for good reason in accordance with Surrey's coordinated admissions scheme.

### **Multiple Births**

**Infant Class sizes:** Current infant class legislation spells out that infant classes (Reception, Year 1 and Year 2) must not contain more than 30 pupils with a single school teacher. Additional children may only be admitted under very limited exceptional circumstances. One of these exceptions is where it is a child whose twin or sibling from a multiple birth is allocated the final place in an infant class. Any child from a multiple birth will be offered a place if one child has already been offered a place and the subsequent child(ren) are ranked consecutively.

### **Deferred Admission**

Once a place has been offered and firmly accepted, parents may choose to defer their child's entry to the School until he/she is of compulsory school age (i.e. the start of the term following the child's fifth birthday). This can only be agreed up to the beginning of the final term of the academic year for which the offer has been made.

### **Part-time Placements**

Parents may choose to accept a place on a part time basis until the child reaches compulsory school age.

### **Request for children to be educated outside of their chronological age group**

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

- Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the Headteacher, governors agree for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.
- Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the Headteacher, governors agree for the child to have an accelerated entry to the School, the application will be processed. If it is not agreed for the child to have an accelerated entry to the School, the applicant will be invited to apply again in the following year for the correct cohort.

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and, if they wish, provide what evidence they have to support this. 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](http://www.surreycc.gov.uk/admissions).

## **Waiting List**

Unsuccessful applications may be placed on a waiting list held by the School. All names on the list will be held in order of the Admissions Criteria and not the date of entry on to the waiting list. Should a place become available before the start of the academic year for which applications are being considered, it will be offered to the highest priority applicant. The waiting list will operate for the academic year of the entry. At the end of the academic year the waiting list will be cancelled and parents must reapply for in year admission if they wish their child to remain on the waiting list for the following year.

## **In Year Admissions**

All applications for other years in the School are made by applying direct to the school. An application form can be downloaded from the website or requested from the School by email or by post. If a vacancy is available and there is no waiting list the School will communicate the Governors' offer of a place to the parents. 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 then the School will provide the parent(s) with the reason(s). There will be the opportunity of being placed on a waiting list. This waiting list will be maintained by the School as set out in the previous section. If a vacancy then becomes available the Governing Body will decide the highest priority applicant and the School will make the offer to the parents. Please note that children who are the subject of a direction by Surrey County Council will take legal precedence over those on the waiting list.

## **Governors' Admissions Committee**

It is the responsibility of the Admissions Committee to ensure that the admissions process of the School runs smoothly, conforms to this Policy and fulfils all legal and statutory requirements. Governors must make a Declaration of Interest if they personally know an applicant and will leave the room while that application is processed. The Admissions Committee meet annually to review the Admissions Policy. Reference is made to the Code of Practice on School Admissions and the Code of Practice on School Admissions Appeals. The Committee also seeks advice from the London Diocesan Board for Schools (LDBS), Pupil Services and the Surrey Appeals Service.

## **Admissions Appeals**

The school budget will include a contingency for appeals at a level agreed by the Governing Body, in line with Surrey County Council Appeals pricing. If a parent wishes to register an appeal against the Admissions Committee decision to not offer a place to their child(ren) they may register their appeal through Surrey County Council (see advice and timescales at the following link: <http://www.surreycc.gov.uk/schoolappeals>)

At the time of registering the appeal parents are advised to list their child on the school waiting list in the event a space becomes available.

## Appendix: Admissions Criteria

### 1. Looked After Children and Previously Looked After Children

The Education (Admission of Looked After Children) (England) Regulations 2006 require all admission authorities in England to give priority in their admission arrangements to looked after children in public care. This priority was extended to include previously looked after children by The School Admissions Code, as issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998, which came into effect in 2014. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – “IAPLAC”.

Looked after children are those who are in the care of a local authority or provided with accommodation by a local authority in accordance with section 22 of the Children Act 1989 e.g. fostered or living in a children’s home, at the time an application for a school is made.

Previously looked after children are those who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

This provision only applies where the child has left care through one of these means. Where a child has previously been in care but left that care through other means, perhaps by being returned to the care of their parent, they will not qualify for priority under this criterion if subsequently, after leaving care, they were made subject of a child arrangements order or special guardianship order.

Internationally adopted previously looked after children are those children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted, will be considered under this criterion. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

### 2. Children of Staff at the School

Children of staff at the school in either of the following circumstances:

- where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
- the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### 4. An applicant with a sibling still attending the school at the time of entry.

Children who on starting attendance at the School will have a sibling already there. The term ‘sibling’ also includes a half-brother/sister, a stepbrother/sister, a foster brother/sister or adopted children, all of whom live at the same address as the child on the School roll.



**Ashford Church of England Primary School  
Supplementary Information Form**

**Details of Child**

<b>Forename(s):</b>	<b>Surname:</b>
<b>Date of Birth:</b>	<b>Gender:</b>
<b>Home Address:</b>	
<b>Postcode:</b>	

**Details of Parent/Carer**

<b>Title:</b>	<b>Forename:</b>	<b>Surname:</b>
<b>Home Address (if different from above, for communication purposes only):</b>		
<b>Postcode:</b>		
<b>Daytime Contact No:</b>		<b>Evening Contact No:</b>
<b>Signature:</b>		<b>Date:</b>

Please only complete the section below and arrange for the Vicar/Minister/Priest's signature if you wish to register a church connection with your application for Criteria 3a-3c. Verification will be sought by the Governors' Admissions Committee.

**Church or Place of Worship**

<b>Church/Place of Worship attended by child and family:</b>	<b>Address:</b>
<b>Do you attend at least once a month?</b> YES / NO	<b>Have you been attending this church for at least 1 year prior to this application?</b> YES / NO  <i>N.B. 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.</i>  <b>If No, please complete a further form with details of the church you were attending.</b>

Name of Vicar/Minister/Priest: .....  Signature of Vicar/Minister/Priest: .....	<b>Official Church Stamp</b>
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**Please only complete the section below and arrange for the Headteacher's signature if you wish to register as a qualifying member of staff with your application for Criteria 2. Verification will be sought by the Governors' Admissions Committee.**

**Children of Staff**

<b>I have worked at Ashford CE Primary School since ..... (Date)</b>
<b>I am joining Ashford CE Primary to fill a vacancy for which there is a demonstrable skills shortage</b> (tick box if applicable) <input data-bbox="1257 981 1337 1055" type="checkbox"/>
<b>Name:</b> ..... <b>Signature:</b> .....
<b>Headteacher's Signature</b> .....