

Scott-Broadwood C of E Infant School

An Academy in the Good Shepherd Trust



Admissions Policy 2025-2026

Scott-Broadwood C of E Infant School is an inclusive Church of England school that welcomes children from all backgrounds and abilities. As a school in the Good Shepherd Trust, the trust board are the Admission Authority for the school, and they have agreed a Published Admission Number (PAN) of 30 with the Local Authority.

Vision

Every child will discover their unique potential to learn, grow and progress with confidence.

Mission

Learning is fun and creative, rooted in the natural world and tailored to the individual child; cultivating positive physical, emotional and cognitive development and igniting a life-long love of learning.

Values

Love - *Do all these things; but most important, love each other. Love is what holds you all together in perfect unity. Colossians 3:14*

We are kind to one another, our community and the wider world. We understand that together we are stronger and richer because of our differences.

Achieve - *Commit your work to the Lord, and your plans will be established. Proverbs 16:3*

We work hard and stick at it. We know that true learning happens when we challenge ourselves and make mistakes. We keep going and develop the stickability we need to thrive.

Believe - *For nothing will be impossible with God. Luke 1:37*

We challenge our children to aim high and dream big; sparking curiosity, nurturing aspirations and inspiring the flexibility and resilience needed to flourish in our rapidly developing world.

Admissions

Children are usually admitted at the beginning of the academic year in which they reach the age of five years. Children have the opportunity of part time attendance, until the child reaches statutory school age. Parents and carers considering this possibility should speak to the Head Teacher. Reception Year entry can also be deferred until the term following their fifth birthday but not beyond the beginning of the final term in the academic year for which the application is made. Applicants may also 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, should 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 provide any 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.

Admissions for September 2025

Applicants can apply on-line via the Surrey CC website www.surreycc.gov.uk or by completing an application form (available from Surrey County Council Admissions and Transport by telephoning 0300 200 1004 or from the School Office.) Places are allocated according to the School's Admission criteria which have been determined in conjunction with the Diocese of Guildford and the Local Authority. They will be strictly applied in the order shown, as soon as the number of applicants exceeds the PAN.

Parents applying under faith criteria (School's Admission criteria 4.1, 4.2, 5.1 or 5.2), must also complete the SIF (Supplementary Information Form). The SIF is available at the end of this policy, from the school's web site www.sbinfant.uk or from the School Office.

The SIF must be returned to Scott-Broadwood's School Office at the time of application. In order to confirm that children who are applying on religious grounds are from families who are regular attendees of a church, it is necessary for the local church minister/church leader to also sign the relevant section on the Supplementary Information Form (Clergy Reference Form). Failure to submit a completed SIF means that the application may be considered in a lower criterion.

Late Applications

Applications submitted after the closing date set by the Local Authority should be submitted directly to the Local Authority and will be considered in accordance with the procedures that they have laid down.

In Year Applications

In year applications should be made directly to the school.

Children with Education Health and Care Plans

The school will automatically admit a child with an Education Health and Care Plan that names the school. This is not an oversubscription criterion.

Admissions Criteria

As an Academy in **The Good Shepherd Trust**, the Trust is the Admission Authority for the school and has agreed a Published Admission Number (PAN) of 30 children at the age of 4+ with the Local Authority (LA). Any child with an Education, Health and Care Plan naming the school will be admitted. Where possible such children will be admitted within the PAN. In addition, the Trust has determined the following over-subscription criteria in consultation with the Diocese of Guildford, which will be strictly applied in the order shown below, as soon as the number of applications exceeds the PAN.

1. Looked After and previously Looked After Children – A child who is 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 as amended by the Children and Families Act 2014 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, or children who appear (to the governors) to have been in state care outside England and ceased to be in state care as a result of being adopted. A letter from the Children's Services Department confirming the child's status must be submitted at the time of application.
2. Children with exceptional circumstances (see note 1).
3. Children who will have a sibling (see note 2) at the School at the time of admission.
4. Children who live in the designated ecclesiastical parishes of Capel and Ockley and Coldharbour (see note 3), to whom places will be offered in the following order of priority:
 - 4.1 Children who are, or who have a parent who is a regular attendee (see note 5) of the Church of England
 - 4.2 Children who are, or who have a parent who is a regular attendee (see note 5) of other Christian Churches
 - 4.3 Other children who live within the designated ecclesiastical parishes.
5. Children who live outside the designated ecclesiastical parishes of Capel and Ockley and Coldharbour (see note 3), to whom places will be offered in the following order of priority:
 - 5.1 Children who are, or who have a parent who is a regular attendee (see note 5) of the Church of England
 - 5.2 Children who are, or who have a parent who is a regular attendee (see note 5) of other Christian Churches
6. Children whose parent wants them to attend this church school.

If there is oversubscription within a criterion, places will be offered to children living closest to the school according to the Surrey Admission and Transport Team's Geographical Information System based on the distance from home to the school bases (see below).

Measurement of Distance from Home to School

The distance from home to school is measured in a straight line from the address point of the child's home, as set by Ordnance Survey, to the nearest school gate available for children to use. This is calculated using the Admission and Transport Team's Geographical Information System. The address used will apply at the closing date of application, unless a change of address for good reason has been accepted by the Home Local Authority. Where two or more children share a priority for a place, eg where two children live equidistant from the school or share the same address point the school will draw lots to determine which child should be given priority.

Home Address

The child's home address is defined as the child's permanent address, or in cases of shared custody, where he/she lives for the majority of the time. In the case of formal equal shared custody, it will be up to the parents to agree which address to use.

Multiple Births

If the final place is to be offered to a child from a Multiple Birth, then the remaining siblings from that birth will also be admitted, even though this will exceed the published PAN. However, no further children will be admitted until/unless the PAN falls back to 30.

Appeal

Should your child not be allocated a place, parents have the right of appeal by law to an independent appeals panel. For further information, please contact the school office.

Waiting List

A 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. If a child is not offered a place, their name will be put on the waiting list, which will operate until the end of the summer term of the academic year of entry. Vacancies from the list will be filled in accordance with the school's current admission policy.

NOTES RELATING TO ADMISSIONS CRITERIA

1 Exceptional Circumstances:

If, at the time of application, a child has a serious or life threatening medical condition, which parents feel necessitates attendance at this school, then it must be stated on the preference form and evidence from a Consultant Doctor submitted with the application. Please note that a letter from a General Practitioner will not suffice.

If there are sensitive, individual and compelling family circumstances, perhaps involving other agencies eg. Social Services, which similarly necessitate attendance at this school, then these must be accompanied by documented evidence provided at the time of application.

2 A sibling is 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.

3 The **designated ecclesiastical parishes** are Capel and Ockley and Coldharbour. Maps showing the boundaries of the designated ecclesiastical parishes are available to view on the school website, www.sbinfant.uk or at the school office.

4 Reference to **parents** means a natural, adoptive, step or foster parent or other legal guardian.

5 Regular is defined as a parent or child attending at least once a month at a service given by the Church for a period of at least six months prior to the date of application.

This Admissions Policy complies with the DfE School Admissions Code

SCOTT-BROADWOOD C of E INFANT SCHOOL SUPPLEMENTARY INFORMATION FORM

For Applications Under 4.1, 4.2, 5.1 or 5.2 only

The Governors of Scott-Broadwood C of E Infant School give a priority to admitting **children** who are, or who have a **parent** who is a **regular** attendee of a Church of England Church in the ecclesiastical parishes of Capel and Ockley and Coldharbour or to those children who are, or who have a parent who is a regular attendee of other Christian Churches

Regular is defined as a parent or child attending at least once a month at a service given by the Church for a period of at least six months prior to the date of application.

Parents are asked to make an appointment with their priest or minister to enable this form to be completed.

FOR CLERGY USE:

I confirm that: (name of child)

I confirm that: (name(s) of parent(s)/guardian(s))

Regularly worships at: (name of Church)

..... (address of Church)

Signed: Name (in capitals)

Church Stamp:

Date:

IT IS THE RESPONSIBILITY OF THE PARENT TO RETURN THIS FORM TO THE SCHOOL OFFICE BY THE CLOSING DATE.