



## St Martin's CofE Primary School

Ranmore Road, Dorking RH4 1HW

Headteacher: Mr C Tuckett

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### ADMISSION ARRANGEMENTS 2027/2028

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Policy Type:	<i>Statutory</i>
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Approved by:	<i>LAB</i>
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Summary of Changes:	<i>New format in line with TAMAT and other schools. Updates from Surrey County Council's Admission Arrangements</i>

## **Admission arrangements for ST MARTIN'S C OF E PRIMARY SCHOOL – 2027/2028**

The Published Admission Number for initial entry to St Martin's CofE Primary School in 2027/28 is 45 for Reception and 15 for Year 3.

Applications for admission for Reception and Year 3 intake will be managed in accordance with Surrey's coordinated scheme for primary admission. Applications for admission must be made by 15 January 2027. Information can be found at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

Children with an education, health and care plan that names the school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with an education, health and care plan that names the school.

Where the school is over-subscribed for any year group, applications for entry in 2027/2028 will be ranked in the following order:

1. Looked after and previously looked after children
2. Exceptional social/medical need (see Appendix 1)
3. Children of staff who
  - a) have been employed at the school for two or more years at the time at which the application for admission is made, and/or
  - b) who have been recruited to fill a vacant post for which there is a demonstrable skills shortage (see Appendix 2)
4. Siblings
5. Children attending St Michael's CofE (Aided) Infant School\*
6. Any other children

\*Criterion 5 will only apply to children who attend St Michael's CofE (Aided) Infant School in Year 2 and will not be applied once a child has left this school.

If within any category there are more children than places available, any remaining places will be offered to children who meet that criterion on the basis of proximity of the child's home address to the school. The distance will be measured in a straight line from the address point of the child's home address, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using Surrey admissions team's Geographical Information System.

### **Notes**

#### **1. Looked after and previously looked after children**

Looked after and previously looked after children will receive the top priority for a place.

Looked after and previously looked after children will be considered to be:

- children 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; and
- children 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).

- children who appear (to the local authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

## **2. Exceptional social/medical need**

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at this school. The exceptional social or medical circumstances might relate to either the child or the parent/carer. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend this school and why no other school could meet the child's needs (Appendix 1).

Providing evidence does not guarantee that a child will be given priority at this school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school above any other. The supplementary form should be completed and returned by the application date for all applicants wishing to apply under this criterion.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under the school's exceptional medical criterion would not normally be given for these. In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at this school.

Places may be allocated under this criterion when places are first offered at the school and the local authority may also ask the school to admit over its published admission number at other times under this criterion.

## **3. Children of Staff**

Priority will be given to a child if their parent is a permanent member of staff at the school and meets either or both of the following:

- A) 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, on a full or part time basis: and/or
- B) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

A person will be considered to be a child's parent for the purpose of this criterion if they are living in the same family unit as the child at the same address and are:

- their mother or father:

- any other person who has parental responsibility, such as an adoptive parent, step-parent, a special guardian or person named in a child arrangements order
- any other person who does not have parental responsibility but otherwise has the care of the child, such as a foster carer.

For applications made as part of a normal intake, the length of employment will be considered as of the closing date for applications. For in-year applications and for the purpose of maintaining a waiting list length of employment will be considered as of the date the application is received or the date a place becomes available, if a place is considered from the waiting list.

A supplementary information form (Appendix 2) must be completed and returned by the application closing date for all applicants wishing to apply under this criterion.

#### 4. **Siblings**

A sibling will be considered to be 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 as part of the same family unit at the same address.

A child will be given sibling priority if they have a sibling on roll at the school and that sibling is still expected to be on roll at the school at the time of the child's admission. A child will not be eligible for sibling priority if their sibling is attending or due to attend nursery that is attached to the school.

If a sibling leaves the school concerned or a linked school after the application but before the national offer day, the applicant must let the School Admissions team know as this may affect the child's sibling priority. We reserve the right to withdraw an offer of a place that has been made on the basis of sibling priority if information comes to light that the applicant had claimed that priority in the knowledge that the child's sibling would have left the school or linked school by the time of the child's admission; or if the applicant failed to tell us of a sibling change that took place prior to the national offer day that would affect the child's sibling priority.

A mainstream child will also be given sibling priority if they have a sibling with a final EHCP that names the same school, as long as the sibling with the EHCP is expected to start at the school before or on the same date as the mainstream child. Applicants will have to declare the details of any child whose EHCP names the school in order to be considered for sibling priority.

#### 5. **Any other children Home address**

The child's 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 at their normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school or nursery.

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. All distances will be measured by the computerised Geographical Information System maintained by Surrey's admissions team.

The address to be used for the initial allocation of places to Reception and Year 3 will be the child's address at the closing date for application. Changes of address may be considered in accordance with Surrey's coordinated scheme if there are exceptional reasons behind the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify the school and Surrey County Council of any change of address.

### **Tie breaker and the admission of twins, triplets and other multiple births**

Unless stipulated otherwise, if within any criterion there are more children than places available, any remaining places will be offered to children who meet the criterion on the basis of proximity of the child's home address to the school, with children living nearest receiving the greatest priority. Distance will be measured in a straight line from the address point of the child's home address, as set by the Ordnance Survey, to the nearest official school gate for pupils to use. This is calculated using the School Admission team's Geographical Information System.

Where two or more children share a priority for a place, e.g. where two children live equidistant from a school, Surrey County Council will determine which child should be given priority by using a computer generated number that is assigned randomly to each applicant by the Surrey Admissions system, with the child assigned the lower number receiving the higher priority.

In the case of multiple births, where children have equal priority for a place, random allocation will be used to determine which child should be given priority. If after the allocation one or more places can be offered but there are not sufficient places for all of them, each child will be offered a place.

### **Waiting lists**

Where there are more children than places available, waiting lists will operate for each year group according to the oversubscription criteria for the school without regard to the date the application was received or when a child's name was added to the waiting list.

Waiting lists for all year groups will be maintained until the end of each academic year when they will be cancelled. Applicants who wish a child to remain on the waiting list after this date must reapply for in-year admission.

### **In-year admissions**

The following applications will be treated as in-year admissions during 2027/2028:

- Applications for admission to Reception and Year 3 which are received after 1 September 2027.
- All other applications for admission to Years 1, 2, 3, 4, 5 and 6.

Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria for the school.

## **Starting school**

There is a single intake into Reception. All children whose date of birth falls between 1 September 2022 and 31 August 2023 will be eligible to apply for a full time place in Reception at the school for September 2027. Applicants can 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, nor beyond the beginning of the final term of the academic year for which the offer was made. Applicants may also arrange for their child to start part time until their child reaches statutory school age.

## **The admission of children outside of their chronological year 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, 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 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, the application will be processed. If it is not agreed for the child to have an accelerated entry, 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](http://www.surreycc.gov.uk/admissions).

## **Providing false or misleading information**

If an applicant is found to have supplied false or deliberately misleading information or to have withheld any relevant information, the Trust reserve the right to withdraw any offer of a place prior to the child starting school.

## **Travel assistance**

Surrey County Council has a Travel Assistance policy that sets out the circumstances in which children might qualify for travel assistance.

Generally, travel assistance will only be covered if a child is under 8 years old and is travelling more than two miles or is over 8 years old and travelling more than three miles to the nearest school with a place. Travel assistance will not generally be provided to a school that is further away if a child would have been offered a place at a nearer school had it been named as a preference on the application form.

Eligibility to transport is not linked to the admission criteria of a school. Some schools give priority to children who are attending a feeder school, but attending a feeder school does not confer an automatic right to transport to a linked school. In considering admission criteria and school preferences it is important that applicants also consider the travel assistance policy so they might take account of the likelihood of receiving assistance to their preferred school before making the application.

A full copy of Surrey's Assistance policy is available on Surrey's website at [www.surreycc.gov.uk](http://www.surreycc.gov.uk) or from the Surrey Schools and Childcare Service on 0300 200 1004.



**THE ALLIANCE**  
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## Appendix 1

### Supplementary Information Form

To be completed for applications under criterion number 3

(Children of Staff)

Applications for entry on a staff basis must be supported by submission of this form which may be obtained from the School Office. Once completed it must be returned to the school office at office@stmps.uk by 15th January 2026.

Name of child: Surname: .....

Forenames: .....

Date of Birth: .....

Name of Member of Staff: .....

Address: .....

Tel numbers: Home ..... Mobile: .....

Email: .....

I am a member of staff in accordance with the school's admissions policy:

\* I have been working at the school for at least two years; or

\* I meet a skills shortage.

Signature of parent/guardian..... Date.....

Signature of Headteacher..... Date .....