

Busbridge CE Junior School is a Church of England Voluntary Aided school with close links to the Church of England United Benefice of Busbridge and Hambledon. The School aims to be a living Christian community strongly related to its local community. To the extent defined in the Criteria, we give priority to siblings and families from the worshipping community of the Benefice; otherwise we allocate by proximity to the School.

We welcome applications for all local children, including children of other denominations, of other faiths or of no faith; we aim to nurture Christian children in their faith, encourage those of other faiths and challenge those of no faith.

### **Admission Criteria for 2019/2020 Academic Year (determined/approved FGB 04.12.2017)**

As a Voluntary Aided school, Busbridge CE Junior School ("the School") is its own Admission Authority.

#### **Admission into Year 3**

**The Governors will admit 60 children for entry into Year 3, being our Published Admissions Number (PAN). Applications must be made in accordance with the Surrey County Council Admissions Guidance which will be published online in Autumn 2018. An online or paper form must be completed for any applicant and should be returned directly to Surrey County Council before 15<sup>th</sup> January 2019.**

All children with an Education Health and Care Plan that names the School will be admitted. If the number of applications for admission into Year 3 exceeds the PAN, the Governors will give priority to the categories below, in the following order:

1. **Looked after and previously looked after children** (*see note below*)
2. **Children with specific medical or social needs** (*see note below*)
3. **Children who will have a sibling attending the School when they join in September 2019**  
(*see note below*)
4. **Children whose Home Address is within the Ecclesiastical boundaries of the United Benefice of Busbridge and Hambledon, the Parish of Godalming or the Parish of Farncombe (as identified on [www.achurchnearyou.com](http://www.achurchnearyou.com)) and who have at least one parent/carers who is a committed, regular worshipper of the congregations of the United Benefice of Busbridge and Hambledon** (*see note below*)
5. **Any other children whose parents wish them to attend the School.**

#### **Tie-Breaker**

Within the category in which the PAN is exceeded, places will be allocated according to distance measured in a straight line from the address point of the applicant's Home Address, as set by Ordnance Survey, to the nearest school gate available for pupils to use, calculated using the Surrey County Council Admission and Transport Team's Geographical Information System. If it is necessary to break a tie between applicants whose Home Address, so calculated, is an equal distance from the nearest school gate, a lottery will be used to determine which of those applicants will be given priority.

#### **General Definitions**

- The "**Home Address**" is the applicant child's permanent residence or, in the case of shared custody, the residence where he or she lives for the majority of the school week.
- A "**parent/carers**" means a natural, adoptive, step or foster parent or other legal guardian.

#### **Category 1 Priority**

For category 1 priority, a "**looked after child**" is a child who is in the care of a Local Authority or who is being provided with accommodation by such an authority in accordance with section 22 of the Children Act 1989. A "**previously looked after child**" is a child who was 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. Confirmation of the child's status must be provided by a letter from the Children's Services Department submitted with the application.

#### **Category 2 Priority**

For an application for category 2 priority, written evidence must be provided from a relevant professional (e.g. medical consultant or social worker), setting out why a specific medical condition or social need makes it essential that the child attends the School rather than any other. (The Governors may take their own advice from the Local Authority, support agencies and medical consultants before making a decision. **NB** A wide range of medical conditions will be catered for by all schools, including, e.g., asthma, nut allergies and stress-related illnesses.)

### **Category 3 Priority**

For category 3 priority, a “**sibling**” is a brother or sister, half-brother or half-sister, step-brother or step-sister, adoptive brother or sister, or foster child, if (in each case) living in the same family unit as the applicant child at his or her Home Address.

### **Category 4 Priority**

For category 4 priority, a “**committed, regular worshipper of the congregations of the United Benefice**” is someone who has attended Christian worship regularly (at least twice a month) for the 3 years prior to the designated closing date for applications and whose regular Christian worship (at least twice a month) has been at Busbridge Church and/or Hambledon Church for at least the 5 months immediately prior to that date.

For a child to be considered under Category 4, the School must receive from the parent(s)/carer(s) making the application on or before the closing date for applications:

1. a completed and signed Supplementary Information Form in the form set out below; and
2. a completed Benefice Church Verification, in the form also set out below, signed by a member of the Clergy of the United Benefice of Busbridge and Hambledon.

“**Christian worship**” means worship within a church that is a member of the Council of Churches of England and/or the Evangelical Alliance.

**NB** If a completed and signed Supplementary Information Form and Benefice Church Verification are not both received by the School from the parent(s)/carer(s) on or before the closing date, the child in question will not be considered for admission under Category 4.

### **Waiting List**

An applicant for Year 3 not initially offered a place at the School will be placed on a waiting list, if the School is so requested, following the initial allocation of places (or at any later time until the end of the academic year 2019/2020). The waiting list will be maintained by the School for the duration of the academic year 2019/2020. The waiting list will be ranked on the basis of the above criteria (except where the multiple births policy below requires otherwise) and not by reference to the date when an application was received or a name was placed on the list. Whenever a child is added to the waiting list during the year or the School is notified of a change to the application information relating to a child on the waiting list, the list will be ranked again on the basis of the above criteria (and the multiple births policy below).

### **Multiple Births**

In the case of children from a multiple birth where only one place remains priority will be decided by their previously ranked positions. The remaining sibling(s) will be placed on the waiting list but will be treated as having priority to all others on the waiting list to whom this multiple births policy does not apply, except for children in Category 1 (children in care).

### **Late applications**

Applications received by Surrey County Council will be dealt with in accordance with their co-ordinated admissions scheme.

### **Appeals**

The parents/carers of a child not offered a place have a right of appeal to an independent panel. Please contact the school office for details.

### **Withdrawal of a place**

If it becomes apparent at any time that a parent/carers has made a fraudulent or intentionally misleading application which has effectively denied a place to another child, the Governors reserve the right to withdraw the place.

### **Admission into Years 4 to 6**

The School will maintain on its website at all times a notice of any current vacancy or vacancies (as against PAN) in Year 4, Year 5 or Year 6. Applications for any current vacancy may be made at any time by completing an In-Year application through Surrey County Council Admissions team ([www.surreycc.gov.uk](http://www.surreycc.gov.uk)) who forward the details to the School Office. If more than one application is received in respect of any given vacancy, the vacant place will be offered on the basis of the Year 3 criteria above, applied at the time of the offer to those who have applied for that vacancy. (For these purposes, references to the closing date for applications in the note explaining Category 4 Priority, above, and in the Supplementary Information Form and Benefice Church Verification, below, will be taken to refer instead to the date when the vacancy was first posted on the School website.)

### **Out of chronological age education**

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 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).

## SUPPLEMENTARY INFORMATION FORM FOR 2019/20 ADMISSIONS

### A. YOUR CHILD

1. Full Name of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_
2. Home Address  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Tel No: \_\_\_\_\_

### B. YOU AND YOUR CHRISTIAN FAITH

*(The information requested below must be provided for by at least one parent/carer of the child named above.)*

1. Parent /carer name: \_\_\_\_\_
2. Home address of parent /carer  
(if different from child's normal address):  
\_\_\_\_\_  
\_\_\_\_\_
3. Anglican Benefice or Parish in which you live  
and forms the basis of the application: \_\_\_\_\_
4. Current usual place of worship: Busbridge Church \* / Hambledon Church \* (\* delete as applicable)
5. Which service(s) in the United Benefice  
do you usually attend? \_\_\_\_\_
6. Which most accurately describes the  
frequency of your attendance at Christian  
worship in the United Benefice for the last  
5 months up to 15<sup>th</sup> January 2019 ☐ at least twice a month  
☐ less frequent
7. Have you attended Christian worship  
regularly (at least twice a month) for  
the 3 years up to 15<sup>th</sup> January 2019 \_\_\_\_\_ Yes \_\_\_\_\_ No
8. If you have not attended worship in the United Benefice regularly (at least twice a month) throughout the 3 years  
prior to 15<sup>th</sup> January 2019 please identify any other Christian church(es)\* where you have regularly worshipped  
during that period, and submit with this Form a letter from the Vicar (or equivalent), or another member of the  
ordained Clergy or church leadership, at such other church(es) confirming your pattern of regular worship there:

\_\_\_\_\_  
Church  
\_\_\_\_\_  
Church  
\_\_\_\_\_  
Church

\_\_\_\_\_  
Period & Frequency of Regular Attendance  
\_\_\_\_\_  
Period & Frequency of Regular Attendance  
\_\_\_\_\_  
Period & Frequency of Regular Attendance

(\*Christian is defined as membership of the Council of Churches of England and/or the Evangelical Alliance)

**TO BE COMPLETED BY THE RECTOR OR ANOTHER MEMBER OF THE CLERGY  
OF THE UNITED BENEFICE OF BUSBRIDGE AND HAMBLEDON**

**BENEFICE CHURCH VERIFICATION**

Please note: the church is committed to acting with integrity and honesty in completing this Form. It is completed in good faith as a Christian organisation committed to its local community and area.

**Name of child:**

**Name of parent/carer:**

**Declared Home Address of child:**

As a member of the Clergy of the United Benefice of Busbridge and Hambledon, I confirm that the information contained in the Supplementary Information Form completed by the above-named parent/carer enables me to confirm that the application to Busbridge CofE (Aided) Junior School for a place for the above-named child is for a child whose Home Address is within the Ecclesiastical boundaries of the United Benefice of Busbridge and Hambledon, the Parish of Godalming or the Parish of Farncombe (as identified on [www.achurchnearyou.com](http://www.achurchnearyou.com)), at least one of whose parent/carer has attended Christian worship regularly (at least twice a month) for the 3 years prior to 15<sup>th</sup> January 2019 and whose regular Christian worship (at least twice a month) has been at Busbridge Church and/or Hambledon Church for at least the last 5 months prior to that date.

Signed:

Date:

Name:

Position within Clergy of the United Benefice: