Busbridge CofE 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, families from the worshipping community of the Benefice and staff; 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 2020/21 Academic Year

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

Following the statutory consultation process, the following Determined Admissions Criteria were approved by the Governing Body on 26th February 2019.

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 2019. An online or paper form must be completed for any applicant and should be returned directly to Surrey County Council before 15th January 2020.

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 2020** *(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), and who have at least one parent/carer who is a committed, regular worshipper of the congregations of the United Benefice of Busbridge and Hambledon** *(see note below)*
5. **Children of staff** *(see note below)*
6. **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 residence or, in the case of shared custody, the residence where he or she lives for the majority of the school week. A "**parent/carer**" 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. In addition there will be admitted under this criterion children who were previously in state care outside England and have ceased to be in state care as a result of being adopted.

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 in addition 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.

"**Christian worship**" means worship within a church that is a member of Churches Together in Britain and Ireland and/or the Evangelical Alliance.

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; and

2. a completed Benefice Church Verification signed by the Rector or some other member of the Clergy (but also countersigned by the Rector) of the United Benefice of Busbridge and Hambledon.

The forms can be found on the school's website or can be obtained from the school office.

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.

Category 5 Priority

The School will admit a child of a member of staff of the School under this criterion provided that:

(a) the member of staff (defined below) 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,

or

(b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For the purposes of satisfying this criterion, a member of staff is defined as a member of the School's full time staff or a part-time member of staff working at least 40% of the time which a full time member of staff would work in that particular role. A panel from the Governors will determine whether the member of staff meets the requirements of this criterion.

For a child to be considered under Category 5, the school must receive from the relevant member of staff on or before the closing date for applications a completed and signed Supplementary Information Form verified by the Headteacher and Chair of Governors. This form can be found on the school's website or can be obtained from the school office.

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 2020/2021). The waiting list will be maintained by the School for the duration of the academic year 2020/2021. 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). The waiting list is held for one academic year only. Thereafter, if the parents/carers still wish their child to be considered for a place, a fresh in-year application to the school must be made.

Multiple Births

If the last place is offered to a child from a multiple birth, the other sibling or siblings from that multiple birth will also be admitted, even though this may exceed the PAN. However, no further children will be admitted until/unless the number of children falls below PAN.

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/carer 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) 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 notes explaining Category 4 and 5 priorities 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 chronologica**l 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 as such and instead the applicant will be invited to apply again in the following year for the decelerated cohort but the application will be determined as if the child were of the chronological age group for that 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 may 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.

~ / ~