

St Martin's C of E Infant School Epsom is a member of Enlighten Learning Trust, Multi-academy trust. The Trust is the Admission Authority of this Church of England School.

We have a strong Christian ethos which underpins all that we do. We have six values that underpin the work that we do: courage, responsibility, respect, honesty, friendship and love. In addition, each child will be given daily opportunities through assemblies, events and religious education to learn about the Christian way of life. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here; our admissions policy is inclusive and we welcome children from all faiths or none.

The Published Admission Number (PAN) for the school is 90 and three classes of up to 30 pupils will be admitted to Reception each year.

Applications for places should be made direct to the Local Authority, Surrey County Council, using the Surrey Common Application Form (for Surrey residents).

Information on how an application can be made can be found at:

www.surreycc.gov.uk/admissions

Children are offered a place to start in the September following their fourth birthday, ie the academic year in which they become five years of age. For entry into Reception only, parents may defer their child's entry until the beginning of the term after the child's 5th birthday, but this will not be agreed beyond the beginning of the final term in the academic year for which the offer is made. A child may also attend part-time until compulsory school age is reached.

Children with an Education Health and Care Plan that names the school will be allocated a place before other applicants are considered. In this way, the number of places available in any year group will be reduced by the number of such children. If the number of applicants exceeds the resulting number of places for any year, the oversubscription criteria provided in this Admissions Policy will be applied in priority order as shown below.

Oversubscription criteria for Reception for September 2024 for St Martin's C of E Infant School, Epsom:-

- 1. Looked After and previously Looked After children (note a).**
- 2. Children with exceptional medical or social needs (note b).**
- 3. Siblings of children who will still be in attendance at either St. Martin's C of E Infant School Epsom or St. Martin's C of E Junior School Epsom on the date of admission (note c).**
- 4. Children of staff who, on the application date, have been employed on a full or part-time basis at St Martin's C of E Infant School Epsom or St Martin's C of E**

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Junior School Epsom for at least two years or who were recruited to fill a skills shortage at the Schools. (note f).

5. **Children who live in one of the three ecclesiastical parish boundaries (note j) or have at least one parent on the current Church Electoral Roll of one of these parishes (in which case the school's Supplementary Information Form (Appendix 1) should be completed).**
6. **Other children whose parents wish them to attend this Church of England school.**

Notes on the St. Martin's C of E Infant School Epsom Admissions Policy:

- a. Children who are Looked After or were previously Looked After by a local authority, including those who appear (to the Admissions Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted receive top priority for a school place. If your child meets one of the following definitions, please indicate this on your application and include supporting evidence from the child's social worker:
 - 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 at the time an application for a school is made, for example, children who are fostered or living in a children's home.
 - 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 arrangement 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 Admissions Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted.
- b. **Children with exceptional medical or social needs:**

If you wish to apply under the school's exceptional medical or social criteria you must provide relevant information to support your case at the time of your application. The exceptional social or medical circumstances might relate to either the child or the parent/carer. Supporting evidence from a professional is required from a consultant doctor 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 demonstrate why the child should attend this particular school and why no other school could meet the child's needs. If St. Martin's C of E Infant School Epsom is not your nearest school, you must explain why nearer school(s) cannot meet your child's needs.

Providing evidence does not guarantee that a child will be given priority and in each case a decision will be made by governors based on the merits of the case and whether the evidence demonstrates that a placement should be made at our school above any other.

Please note that all mainstream schools are expected to support common medical conditions and allergies. In addition, routine child-minding arrangements would not normally be considered to be an exceptional social reason for placement at our school.

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- c. **Siblings:** We define a sibling as:
- a brother or sister with the same parents whether living at the same address or not;
 - a half brother or sister living as part of the same family unit at the same address, Monday – Friday including overnight;
 - an adopted or fostered brother or sister living as part of the same family unit at the same address, Monday- Friday including overnight;
 - a step-brother or sister living as part of the same family unit at the same address, Monday- Friday including overnight.

If you fail to tell us about an eligible sibling in your application this could result in your child receiving a lower priority for a school place. Siblings must already be on roll at St. Martin's C of E Infant School Epsom (or St. Martin's C of E Junior School Epsom for which we operate shared sibling priority) and be expected to still be on roll at St. Martin's C of E Infant School Epsom (or St. Martin's C of E Junior School Epsom for which we operate shared sibling priority) on the date of the child's admission.

- d. **Parent:** A natural, adoptive, step or foster parent or other legal guardian.
- e. **Multiple births:** Where the final place to be offered is to a child from a multiple birth, all other consecutively ranked siblings from that multiple birth will be offered a place, even though this will exceed the PAN.

f. **Member of staff**

A member of staff is a person who works full or part time at St Martin's C of E Infant School or St Martin's C of E Junior School Epsom. All members of staff as a matter of course work across both schools. The position must have been held for two years or more on the application date or the staff member must have been recruited to that position to fill a skills shortage.

The school's *Supplementary Information Form for applicants who are staff members* (Appendix 2) should be completed.

- g. **Distance tie-breaker:** In the event of over-subscription in any category, the shortest distance from the pupil's home to school will be the deciding factor according to Surrey's Geographical Information System (measured in a straight line from the address point of the pupil's home as set by Ordnance Survey, to the Infant School gate which is available for pupils to use). In the case of two or more applicants with the same address point or those measured as living at the same distance from the school, priority will be decided by independently supervised lottery.

h. **Summer-born children/Places outside a chronological year group:**

For children born between 1st April and 31st August 2020, parents may decide to delay admission to school until the term *after* their child turns 5 ie. when statutory school age is reached. A child would normally start school the following year in Year 1, missing out on Reception altogether. However, a parent may request that their child is admitted to Reception instead, meaning that the child would be educated outside their correct year group. In this instance parents should discuss their wishes with the Co-Head Teachers, stating clearly why they feel admission to a different year group would be appropriate, including supporting documentary evidence if they wish. Parents applying for their child to enter the school in later years may also choose to seek places outside their child's correct year group, but in all cases this should be discussed with the Co-Head Teachers in the first instance. Governors will then make a decision as to which year group (YR or Y1) the child should enter in the following year, based on the particular circumstances of the case and in the best interests of the child. The Co- Head Teachers' views will be taken into account and reasons for the decision shared in

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writing with parents. However, please note that the school cannot 'reserve' a place either in Reception or Year 1 for the following year, when a fresh application must be made. For further information and on other out of correct year group requests, please see

<https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/primary-junior-and-infant/apply/step-2-complete-the-form#age>

- i. **Waiting list:** Where there are more applicants than places available, waiting lists will operate for each year group. Parents who are unsuccessful in gaining admission in any given year may register with the school in order to be placed on the school's waiting list. The onus is on the parent to request placement on the waiting list. The waiting list is maintained in the same order as the over-subscription criteria and will be revised whenever a child is added to it. The order does not depend on the date a child was placed on it. If you wish your child to be placed on our waiting list please write to our Admissions Officer. The waiting list is reviewed at the end of each academic year and parents who wish their child to remain on the list should submit a fresh application to the school by 1st July each year.
- j. **The Ecclesiastical Parishes** consist of the parishes of St. Martin's, Christ Church and St. Barnabas which form the Epsom Group Ministry. Boundary maps can be found below and also viewed on the school website.
- k. **Appeal:** Parents have the right of appeal by law to an independent appeals panel should the Governors refuse their child a place at the school. Please contact the school office for further information.
- l. **Late applications:** Applications received after the published closing date but before places have been allocated will be considered in accordance with Surrey's coordinated admission scheme, with the possibility that they are given lower priority than applications that were made in time. A later application received after places have been allocated by Surrey will be placed on the waiting list and prioritised according to the school's admissions criteria for the year.
- m. **Withdrawal of a place obtained fraudulently:** Governors reserve the right to withdraw the offer of a place where a parent has made a fraudulent or intentionally misleading application that has effectively denied a place to another child.
- n. **In-year applications** should be made directly to the school via:

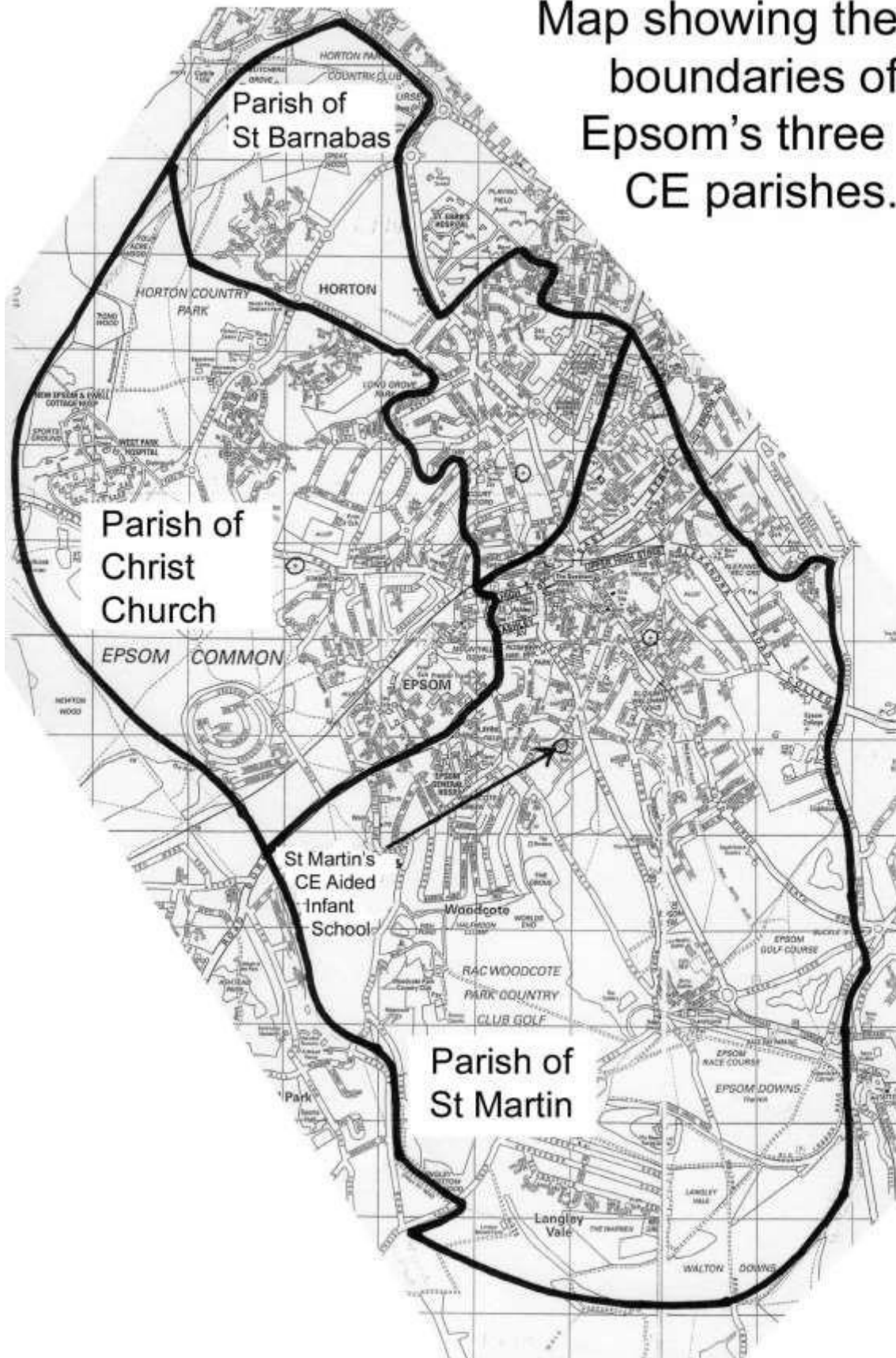
Admissions Officer – St. Martin's C of E Schools Epsom
Phone: 01372 720337
E-mail: admissions@stmartinsepsom.school

Approved by the Board of Trustees on 28 February 2023

Next review: Autumn 2023

**St. Martin's C of E Infant School
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Map showing the boundaries of Epsom's three CE parishes.



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Appendix 1 St. Martin's C of E Infant School, Epsom Admission: Supplementary Information

This supplementary form needs to be completed only by parents/guardians who are applying under the Parish Electoral Roll criterion in Section C below.

All other information that the school needs to consider for admission applications is collected via Surrey's Common Application Form – to be completed online in accordance with the instructions on Surrey CC's website.

If needed, this form should be completed (using dark ink and BLOCK CAPITALS) and returned to the school no later than Surrey's published closing date.

A: CHILD'S DETAILS

Surname:

First names:

Boy / Girl Date of birth: (Day) (Month) (Year)

Full permanent address:

Postcode:

B: DETAILS OF APPLYING

PARENT/GUARDIAN Full name:

Relationship to child:

Telephone numbers:

Home:

Mobile:

Preferred daytime telephone number:

C: DECLARATIONS

- Although living outside one of the three Epsom C of E parishes (*advice on parish boundaries is available from the school office*), the above child has a parent on the current Church Electoral Roll of one of them. **Please tick the Parish:** St. Martin's
Christ Church St. Barnabas **and name the parent on its Roll:**
- I have completed Surrey's Common Application Form. . . (**please tick**)
 . . . online **OR**
 . . . in hard copy and have returned it in accordance with Surrey's instructions.
- I understand that any offered place may be forfeited if the information I have given is, on checking by the school, found to be inaccurate.

SIGNED:

DATE:

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Appendix 2

St. Martin's C of E Infant School, Epsom

Admission: Supplementary Information *for applicants who are staff members*

This supplementary form needs to be completed only by members of staff who are applying under criterion 4. If needed, this form should be completed (using dark ink and **BLOCK CAPITALS**) and returned to the school no later than Surrey's published closing date.

All other information that the school needs to consider for admission applications is collected via Surrey's Common Application Form – to be completed online in accordance with the instructions on Surrey CC's website.

A: CHILD'S DETAILS

Surname:

First names:

Boy / Girl Date of birth: (Day) (Month) (Year)

Full permanent address:

Postcode:

B: DETAILS OF APPLYING

PARENT/GUARDIAN Full name:

Relationship to child:

Telephone numbers:

Home:

Mobile:

Preferred daytime telephone number:

C: DECLARATIONS

- The child identified in section A, has a parent who meets the criteria in note f and is eligible to apply under oversubscription criterion 4, Children of staff
- I have completed Surrey's Common Application Form. . . **(please tick)**
 . . . online **OR**
 . . . in hard copy and have returned it in accordance with Surrey's instructions.
- I confirm that I have been employed to work at either St Martin's C of E Infant School Epsom or St Martin's C of E Junior School Epsom for two or more years or was employed to fill a skills shortage.
- I understand that any offered place may be forfeited if the information I have given is, on checking by the school, found to be inaccurate.

SIGNED:----- **DATE:**-----

**St. Martin's C of E Infant School
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ENDORSED BY CO-HEAD TEACHER:-----

DATE:-----

ENDORSED BY CHAIR OF GOVERNORS:-----

DATE:-----