



St Martin's Church of England Infant School, Epsom

An Academy in Enlighten Learning Trust

ADMISSION POLICY 2025 - 2026

St Martin's Church of England (C of E) Infant School Epsom is a member of Enlighten Learning Trust, Multi-academy trust. 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.

As an Academy in **Enlighten Learning Trust (ELT)**, the Trust is the Admission Authority for the school and has agreed with the Local Authority (LA), a Published Admission Number (PAN) of **90** children at the age of 4+. Any child with an Education, Health and Care Plan naming the school will be admitted, where possible 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.

Over-subscription criteria

1. **Looked After and previously Looked After Children** (see Note 1)
2. **Exceptional medical or social circumstances** (see Note 2)
3. **Siblings** (see Note 3) **of children on roll at either St Martin's C of E Infant School Epsom or St Martin's C of E Junior School Epsom, at the time of admission**
4. **Children of Staff** (see Note 4)
5. **Children who live in the ecclesiastical parishes** (see Note 5) **of St Martin's Epsom or Christ Church Epsom OR who have a parent on either church's current Church Electoral Roll** (see Note 6)
6. **Any other children whose parents wish them to attend this Church of England school**

Application Process for September 2025

Applications from Surrey residents for Reception in September 2025 must be made in accordance with Surrey County Council's (SCC) coordinated admissions scheme, which operates an Equal Preference System where parents may express a preference for four schools. All applications should be completed online via the SCC website www.surreycc.gov.uk/admissions or if a paper copy is required, by contacting SCC on 0300 200 1004. Completed forms must be returned directly to the LA **by 15th January 2025**.

Children are entitled to a full-time place at school, in September following their 4th birthday. However, parents may defer entry to the beginning of the term after their child's 5th birthday, but not beyond the beginning of the summer term in the academic year for which the application is made. A child may also attend part-time until statutory school age is reached.

'Summer Born' Children/Out of Chronological Age Education

For children born between 1st April and 31st August 2021, parents may decide to delay admission to school until the term *after* their child turns 5 i.e. when statutory school age is reached. In such a scenario, a child would normally start school the following year in Year 1, missing out on Reception. However, a parent may request that their child is

admitted to Reception instead, meaning that the child would be educated outside their chronological year group. In all cases, parents should discuss their wishes with the Co-Headteachers, stating clearly why they feel admission to a different year group would be appropriate and including any supporting documentary evidence they may have. Thereafter, the Local Governing Body will make a decision as to which year group 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-Headteacher's views will be taken into account and reasons for the decision will subsequently be set out for 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. Please also note that there is no right of appeal if a place is offered that is not in the parent's preferred age group. For further information, please see www.surreycc.gov.uk/admissions

Notes

1. **Looked After and previously Looked After Children** – children who are in the care of the LA or provided with accommodation by a LA in accordance with S.22 of the Children Act 1989; or children who were in the care of the LA or provided with accommodation by a LA and who left that care through adoption, Child Arrangement Order or Special Guardianship Order. Official confirmation of the child's status must be submitted at the time of application. Previously Looked After Children also includes those who appear (to the Admission Authority) to have been in state care outside England and who ceased to be in state care as a result of being adopted.
2. **Exceptional Medical or Social circumstances** – a child who has a serious medical condition or if there are sensitive family circumstances which make it *essential* that the child attends St Martin's C of E Infant School Epsom, rather than any other. Appropriate documentary evidence from a Consultant Doctor (a letter from a General Practitioner alone will not suffice) or from the relevant support services, must be submitted at the time of application, making clear why attendance at this school is essential. The Local Governing Body will assess such evidence and make a decision on each individual case. Please note that all schools are expected to support children with more common medical conditions such as asthma, nut allergies and stress-related symptoms.
3. **Siblings** - a brother or sister (that is, another child of the same parents, whether those parents both live at the same address or not); or a half-brother or half-sister, adopted or fostered brother or sister or step-brother or step-sister, living as part of the same family unit at the same address.
4. **Children of Staff** – full or part-time members of staff on the school payroll at the closing date for applications, who have been so employed at St Martin's C of E Infant School Epsom for two or more years by that date. Or, members of staff who are recruited to fill a vacant post for which there is a demonstrable skills shortage, as agreed by the Local Governing Body. Children must be living at the same address as the staff member. As a matter of course, all staff members normally work at both St Martin's C of E Infant School and St Martin's C of E Junior School Epsom. Qualifying staff should apply using the **Supplementary Information Form** (Appendix 2) available from the school office and on the school website. The completed SIF must be returned to the school office by the closing date for applications.
5. **The Ecclesiastical Parishes** consist of the parishes of St. Martin's Epsom and Christ Church Epsom. Boundary map can be found below and also viewed on the school website.
6. **Church Electoral Roll** – for application under this category, the Supplementary Information Form (Appendix 1) available from the school office and on the school website, must be completed and returned to the school office by the closing date for applications.

Definitions

Parent – a natural, adoptive, step or foster parent or other legal guardian.

Home address – the child's permanent address or in cases of shared custody, where the child lives for the majority of the school week. The address used for the initial allocation of places will be the child's address at the closing date for applications.

Tie-Breaker – if the school is over-subscribed within any criterion, places will be allocated to the child living closest to the school. Distances are measured using Surrey’s Geographical Information System (GIS), 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 pupils to use. Where there are two or more applicants who live equidistant from the school, or multiple addresses with the same address point, priority will be decided by an independently supervised lottery.

Multiple Births – if the final place is offered to such a child, the school will admit any other consecutively ranked siblings from the same multiple birth, even though this may exceed the PAN.

Waiting List – if there are more applicants than places, the school will hold a Waiting List (WL), which will be ranked strictly in accordance with the over-subscription criteria, taking no account of the date that a child’s name was added to it. The WL will be maintained until the last day of the academic year, after which parents must complete an in-year application if they still wish their child to be considered for a place.

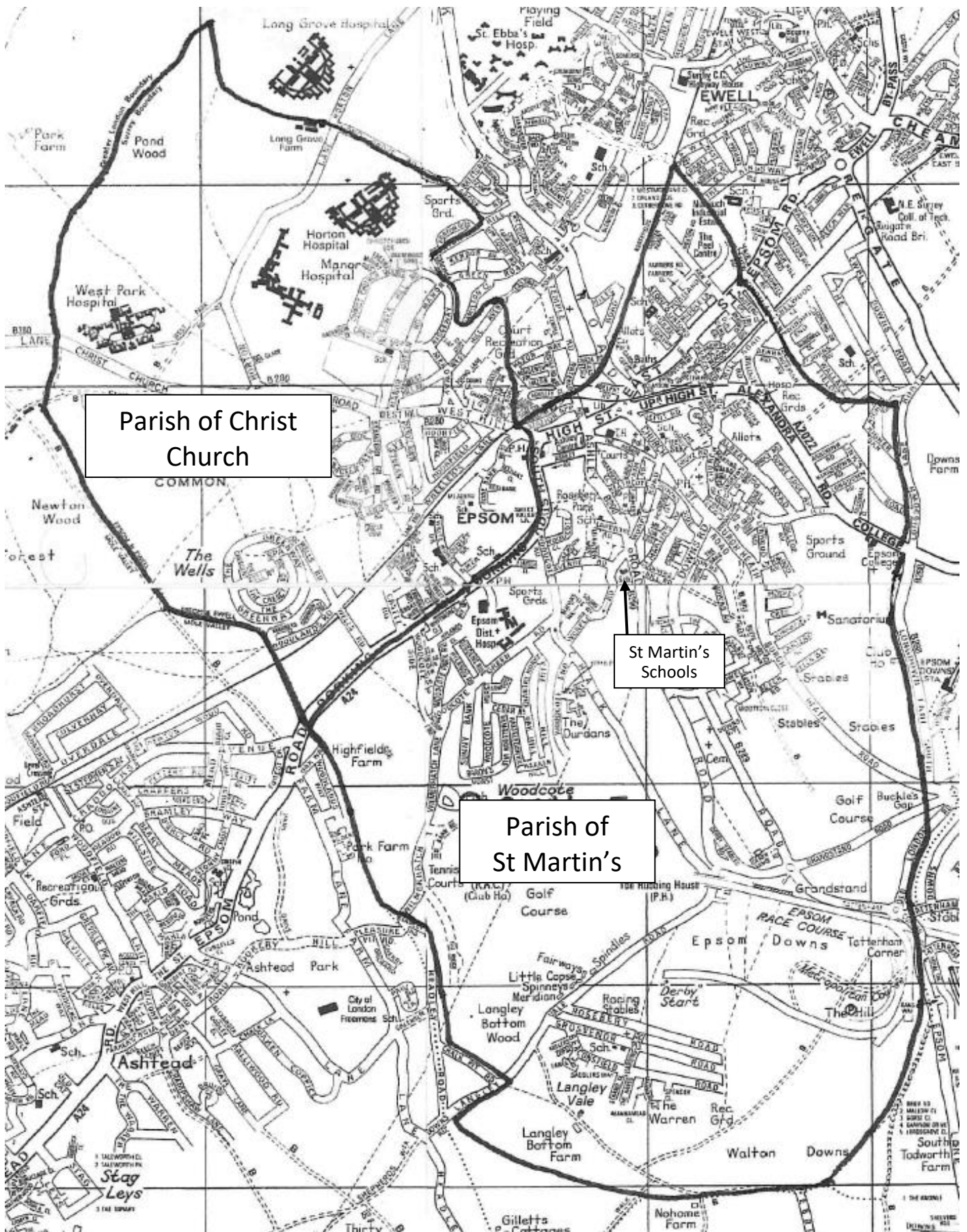
In-Year Applications – these should be made direct to the school.

Late Applications – these will be considered in accordance with the LA’s co-ordinated admissions scheme.

Right to Appeal – if your application is unsuccessful, you have the right of appeal to an Independent Appeal Panel. Details are available from the school office on 01372-846930 or by contacting Surrey CC on 020 8541 8092.

All applicants to Note – *the Trust reserves the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child.*

Boundary Map showing the Ecclesiastical Parishes of St Martin's Epsom and Christ Church, Epsom



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

This supplementary form must be completed only by parents who are applying under criterion 5 - the Parish Electoral Roll criterion in Section C below.

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/

Full name:

Relationship to child:

Telephone numbers:

Home:

Mobile:

Preferred daytime telephone number:

C: DECLARATIONS

- Although living outside one of the two 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 **and name the parent on its Roll:**
- 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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Staff Supplementary Information Form

This supplementary form must 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.

A: CHILD’S DETAILS

Surname:

First names:

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

Permanent address:

Postcode:

B: DETAILS OF APPLYING PARENT

Full name:

Relationship to child:

Telephone numbers:

Home:

Mobile:

Email address:

C: DECLARATIONS

- The child identified in section A, has a parent who meets the criteria in Note 4 and is eligible to apply under oversubscription criterion 4, Children of staff.
- I confirm that I have been employed to work at St Martin’s C of E Infant 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:**-----

ENDORSED BY CO-HEADTEACHER:-----

DATE:-----