



## **Waverley Abbey Church of England Junior School**

An academy in the Good Shepherd Trust  
Tilford Street, Tilford, Surrey, GU10 2AE, tel. 01252 782321  
Headteacher; Ms K Redman

### **Admissions Policy 2018 - 2019**

#### **Ethos**

Waverley Abbey Church of England Junior School highly values its Christian ethos, its close links with All Saints' Church and the Diocese of Guildford. Waverley Abbey Church of England School provides a distinctively Christian yet inclusive environment in which each child is motivated to acquire skills for life, a love of learning and to foster a sense of responsibility for oneself and others. As a church school, we welcome applications from other denominations and other faiths. We aim to nurture children in their Christian faith, encourage those of other faiths and challenge those of no faith.

We ask all parents applying for a place here to respect this ethos and its importance to the whole school community.

As an academy in The Good Shepherd Trust, the Trust is the Admissions Authority for the school and has agreed a Published Admissions Number (PAN) of **120** with the Local Authority. In addition they have determined the admission criteria in consultation with the Diocese of Guildford and the Local Authority, which will be strictly applied in the order below, as soon as the number of applicants exceeds the PAN.

#### **Over Subscription Criteria**

- 1. Looked After Children and previously Looked After Children.** These are children who are registered as being 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 (a), for example fostered or living in a children's home, at the time an application for a school place 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 (a) 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).
- 2. Exceptional Circumstances** – a child who has a serious medical condition, or if there are sensitive family circumstances which make it *essential* that the child attends Waverley Abbey School rather than any other. Appropriate documentary evidence from a Consultant Doctor or from the relevant support services **must be submitted at the time of application**, making clear why attendance at this school is essential. Governors will assess such evidence and reserve the right to consult a specialist if required. NB. All schools



support children with the more common medical conditions such as asthma, nut allergies and stress-related symptoms.

3. **Siblings** - a brother/sister, half-brother/sister, step-brother/sister or adoptive brother/sister or foster children, living in the family unit at the same address in each case, who will be on roll at Waverley Abbey at the time of admission or who have been on roll at Waverley Abbey within the past two years at the time of admission.
4. **Children attending the following church aided infant schools at the time of application:**  
All Saints Church of England (Aided) School, Tilford  
St. Mary's Church of England (Aided) School, Frensham  
St. John's Church of England (Aided) School, Churt  
Puttenham Church of England (Aided) School, Puttenham
5. **Children attending the following church controlled infant school at the time of application:**  
St Mary's Church of England (Controlled) School, Shackleford
6. **Children attending the following church controlled infant school at the time of application:**  
St Paul's Church of England (Controlled) School, Tongham **OR**  
**residing in the following ecclesiastical parishes at the time of application:**  
Tilford, Frensham, Churt, Seale, Puttenham, Thursley, Peper Harow, Shackleford, Tongham and Wanborough.
7. **Children of staff** who are on the payroll and have been employed at the school for two years or more or who meet a skills shortage. For normal round admissions, the date that will be used to assess the length of time that a member of staff has been employed will be the closing date for applications (i.e. the LA published deadline). For in year applications the date that will initially be used will be the date that the application is made. Should the child be placed on the waiting list, their position will be updated according to eligibility each time a place becomes available i.e. if staff member did not fulfil the two year criteria at the time of application. Staff must apply as all other applicants and complete the Supplementary Information Form.
8. **Any other child whose parents want them to attend this Church of England school.**

### **Applications for September 2018**

Applicants can apply on-line via the Surrey website [www.surreycc.gov.uk](http://www.surreycc.gov.uk) or Hampshire website [www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions). Forms must be completed and returned on line or by hard copy to the local authority by the LA published deadline.



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

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

**Education Health and Care Plan** - Waverley Abbey will admit a child with an Education Health and Care plan which names the school which fulfils the statutory requirements before other applicants are considered. The number of places available will be reduced by the number of children with an Education Health and Care plan that names the school.

**Requests for places outside a child’s chronological year group** – applicants may choose to seek places outside of 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 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 the school agrees for the child to have a decelerated entry they 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 their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If the school agrees 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 they 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](http://www.surreycc.gov.uk/admissions).

## Notes

- I. **Parent** – a natural, adoptive, step or foster parent or other legal guardian.
- II. **Tie-breaker** – If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil’s home, as set by Ordnance Survey, to the nearest school gate available for pupils to use. The child’s home address excludes any business, relative’s or child-minder’s address and must be the child’s normal place of residence. In the case of shared custody, it is the address where the child spends most of the time. All distances will be measured by the computerised Geographical Information System maintained by Surrey’s Admissions and Transport team - [www.surreycc.gov.uk/schools](http://www.surreycc.gov.uk/schools)



[and-learning/schools/school-admissions/about-find-a-school](#). Any offer of a place on the basis of address is conditional on the child being resident at the address provided.

- III. **Supplementary Information Form (SIF)** – This form is for applicants applying under criterion 7 and is available from the school business manager. It must be completed by the applicant. **If this form is not submitted at the time of application**, your application may be ranked in a lower criterion.
- IV. Where **two applicants live equidistant and share priority for a place** as well as for buildings where there are multiple addresses with only one address point, priority will be decided by lottery.
- V. In the case of **multiple births** where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, each child will be offered a place.
- VI. The map of the ecclesiastical parishes can be viewed on the school web site at [www.waverley-abbey.surrey.sch.uk](http://www.waverley-abbey.surrey.sch.uk)
- VII. **Waiting List** – this is held for one year. Parents wishing to be placed on the waiting list should contact the school. The waiting list will then be administered strictly in accordance with the above criteria, taking no account of the length of time that a child has spent on the list. The waiting list positions will be applied on the date that the place becomes available/offered.
- VIII. **Right to Appeal** – if your application is unsuccessful, you have a right of appeal to an Independent Appeal Panel. Please contact the school business manager on 01252 782321 for further information.
- IX. **All applicants please note** – governors reserve 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.
- X. **The Good Shepherd Trust** - <http://www.cofeguildford.org.uk/education/the-good-shepherd-trust>