



Potters Gate C of E Primary School

An Academy in The Good Shepherd Trust

Admissions Policy 2025 – 2026

“I have come that you may have life - life in all its fullness,” John 10:10

Developing in our children the ability to find joy in life, the natural world, finding moral and spiritual strength for their own lives.

We celebrate our differences, welcoming families of different faiths, social and ethnic backgrounds to our school family and share the abundance of what we have with all.

Our chosen Christian values of Fellowship, Trust, Resilience and Justice lead our daily worship and permeate in all areas of school life. We ask all parents applying for a place here to respect this ethos and its importance to the whole school community. We value our close links with St Andrew’s Infant School, St Andrew’s Church, the Diocese of Guildford and The Good Shepherd Trust.

As an academy in **The Good Shepherd Trust**, the Trust is the Admission Authority for the school and has agreed with the Local Authority (LA) a Published Admission Number (PAN) of **60** children at the age of 4+ and a PAN of **30** children at the age of 7+, with priority being given to children attending St Andrew’s CofE Infant School. These children will be **in addition** to the school’s 60 children in Year 2 who move on from Key Stage 1 to Key Stage 2 at the school.

Any child with an Education, Health and Care Plan naming the school will be admitted. Where possible such children will be admitted within the PAN. The Trust has also 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 applicants exceeds either PAN.

Over-Subscription Criteria for Reception

1. **Looked After Children and previously Looked After Children, including those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted** (see note i)
2. **Exceptional Medical or Social Circumstances** (see note ii)
3. **Siblings (see definitions) of children who will be on roll at Potters Gate CofE Primary School at the time of application.**
4. **Siblings (see definitions) of children who will be on roll at St. Andrew’s CofE Infant School at the time of application**
5. **Children of Staff** (see note iii)
6. **Any other children whose parents wish them to attend Potters Gate CofE Primary School**

Over-Subscription Criteria for Year 3

1. **Looked After Children and previously Looked After Children, including those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted** (see note i)
2. **Exceptional Medical or Social Circumstances** (see note ii)
3. **Children attending St. Andrew's CofE Infant School at the time of application**
4. **Siblings (see definitions) of children who will be on roll at Potters Gate CofE Primary School at the time of application**
5. **Siblings (see definitions) of children who will be on roll at St. Andrew's CofE Infant School at the time of application**
6. **Children attending Folly Hill Infant School at the time of application**
7. **Children of Staff** (see note iii)
8. **Any other children whose parents wish them to attend Potters Gate CofE Primary School**

Application Process for September 2025

Applications from Surrey residents for Reception or Year 3 in September 2025 must be made in accordance with Surrey County Council's (SCC) co-ordinated admissions scheme. They should be completed on-line via the SCC website www.surreycc.gov.uk/admissions or if a paper copy is required, please contact SCC on 0300 200 1004. Completed forms must be returned directly to the LA **by 15th January 2025**.

Supplementary Information Form (SIF) – for applications under 'Children of Staff' for either YR or Y3, a SIF (available from the school office or the school website) must be completed and submitted by the closing date. Failure to do so may mean that your application will be considered under a lower criterion.

For Admission to Reception Only

Children start 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, 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. Applications outside the normal age group can be made to other year groups at the school. If parents wish to apply for their child to be placed within a different year group, they should discuss their wishes with the Headteacher, stating clearly why they feel admission to a different year group would be appropriate, including any supporting documentary evidence if they wish. The local committee will then 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 each child. The Headteacher's views will be taken into account and reasons for the decision shared in 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 new application must be made. For further information and other out of correct year group requests, please see www.surreycc.gov.uk/admissions

Notes

- i) **Looked After Children and previously Looked After Children, including those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted** - 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.

- ii) **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 Potters Gate CofE Primary School 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 committee will assess such evidence and make a decision on each individual case.

N.B. All schools are expected to support children with more common medical conditions such as asthma, nut allergies and stress-related symptoms.

- iii) **Children of Staff** – children of full-time or part-time members of staff on the school payroll at the closing date for applications and who have been so employed at the school for two or more years at that date. A SIF must be submitted by the above date.

Definitions

Sibling – brother/sister, half-brother/sister, step-brother/sister, adoptive brother/sister or foster children, all living as part of the same family unit at the same address.

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

Home Address – the child's permanent address or 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 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. However, no further children will be admitted until the number drops below 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 an in-year application should be completed if parents 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 or by contacting SCC 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.*