



ADMISSION POLICY SEPTEMBER 2019

For September 2019 the intake for St. Matthew's Primary School is 60 children. We cater for children from 4+ to 11+ years of age. Children come into school in September of the academic year in which they are five years old. The Governing Body is required to comply with the statutory limit for infant classes (5, 6 and 7 year olds), i.e. 30 children per class.

We expect that all parents who choose a church school for their children will be supportive of the aims, objectives, policies and Christian ethos of the school. At St. Matthew's we provide an inclusive environment where all children learn and flourish in a setting shaped by Christian values. We are committed to offering this opportunity to our local children. To reflect this, we have restricted the church admissions criteria (ie. Criteria 4 and 5) and these places are limited to a maximum of 20 children.

The school buildings are on a level site and accommodation is on two floors. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

There are in fact two entrances to St. Matthew's Primary school but for the purposes of Admissions it is the school gate on Langley Road (the main school entrance) that is used to calculate the measurement using the Kingston Council's School Admissions Computerised Geographical Information System.

The closing date for receipt of applications is 15th January 2019. You will need to complete your Home LA's (Local Authority area in which you live) Common Application Form. **If you are applying under the church admissions criteria (i.e. criteria 4 and 5 as below) you will also need to complete the school's Supplementary Information Form (SIF), which is available from the school office.**

The Common Application Form is returned to your Local Authority (LA) and the SIF to the school, both to be received no later than the closing date. Notification of outcomes will be sent out to parents by their Home LA (on the date published by their Home LA 16th April 2019.)

The school abides by the Co-ordinated Admissions arrangements. The Governing Body Admissions Committee, on receipt of a list of all applicants for the School from Kingston LA, will provide the LA with a ranking of such applicants according to its own admission criteria.

As a Church of England school, our Governors have agreed to adopt the following criteria for admission. They will apply the criteria in the exact order in which they are listed below:

The Governing Body has designated that a maximum of 20 places will be offered under the faith-based criteria, namely 4 and 5 combined.

1. Places will be offered firstly to looked after children or previously looked after children.

*A looked after child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989 **at the time when an application for a school is made.***

A previously looked after child has in the past been looked after, but ceased to be so because they were adopted since December 2005 (in accordance with Section 46 of the Adoption and Children Act 2002) subject to a residence order (in accordance with Section 8 of the Children Act 1989) or a special guardianship order (in accordance with Section 14A of the Children Act 1989).

2. Children with an exceptional and professionally supported medical or social need for a place at this school who live within one kilometre* of the school. This must be supported by written evidence at the time of application, i.e. from a specialist health professional, social worker or other care professional. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.
3. Children with a sibling (taken to include half-siblings, step-siblings, adopted siblings and foster children) attending the school at the time of admission.
4. Children whose parent(s), legal guardian(s) or family member (e.g. grandparents, aunts and uncles), accompanying the children are regular worshippers** at St. Matthew's Church or St. George's Tolworth.
5. Children whose parent(s), legal guardian(s) or family member (e.g. grandparents, aunts and uncles), accompanying the children are regular worshippers** at another church belonging to Churches Together in Surbiton ***
6. Children who live nearest* to the school, as measured by a straight line to the Langley Road school gate.

In the event that two or more applicants have equal right to a place under any of the above criteria, the Governing Body will apply the subsequent criteria in order of priority to these applicants. If despite this applicant are still tied, then the governors will draw lots to decide between applicants.

NOTE

*All distances will be measured using Kingston Council's School Admissions computerised Geographical Information System.

** Regular is defined as attendance, on average, once a fortnight for two years prior to the closing the date of receipt of application form by the school. If the family has been attending for less than two years (because they have lived in Surbiton for less than two years) but previously attended

another church belonging to Churches Together in England, a Supplementary Information Form from the previous Church will also be required.

***As at 1st September 2017, these Churches are Christ Church Surbiton Hill, DoxaDeo Community Church, Emmanuel Tolworth, New Life Baptist Church, Our Lady Immaculate, Rivers of Water Surbiton, St. Andrew's and St. Mark's Surbiton Hill Methodist Church, St. Raphael's and Tolworth United Reformed Church.

What happens if I am not offered a place for my child?

If you are not offered a place for your child, you have the right to appeal to an independent Appeals Panel under the Schools Standards and Framework Act 1998.

If you wish to appeal, please obtain a form from the school and return this to the Clerk to the Appeals Panel, care of the school within 20 school days of the date of notification of the decision. Your appeal will be considered by an Appeals Panel independent of both the school and Kingston Local Authority. The decision of the Appeals Panel will be binding on all parties. If your appeal is unsuccessful, the Governing Body will not consider further applications from you within the same academic year unless there have been significant and material changes in your circumstances.

Late Applications

Late applications will be considered according to your Home LA's primary admissions scheme. The names of late applicants will be added to the waiting list in criteria order.

Waiting List

The Governors maintain a waiting list which is ordered in accordance with the admission criteria. Parents who have been offered a lower preference school will automatically be added to the waiting list and this will be kept until 1st September, 2019. If you wish your child to remain on the waiting list after this date, please contact the school by 1st July, 2019.

All applicants on the waiting list will be listed in criteria order regardless of the date the application was received. When a vacancy occurs the place will be offered to the next eligible applicant on the waiting list.

Starting Reception

The school admits children to the Reception class in the September of the school year following their fourth birthday. Parents can request that their child attends part-time until the term in which the child reaches compulsory school age within the same year of entry into Reception.

Parents can ask to defer their child's entry to school until later in the academic year of entry i.e. 2019/2020, or until the term in which the child reaches compulsory school age. They should discuss their request with the Headteacher of the school once a place has been offered.

Parents seeking admission to an age group below their child’s actual age should submit their request with their application by the closing date of 15 January of the year when children of the actual same age are due to start school. Requests may be accompanied by professionally supported evidence to explain why their child should be considered to start school a year later than other children of their age. Each request and supporting evidence will be carefully considered and any educational, social and developmental reasons will be taken into account to arrive at a decision. Applying by the age appropriate deadlines will mean that in the event the request is refused, the applicant will still be considered for a place in their correct age group.

Date of birth	AUTUMN TERM	SPRING TERM	SUMMER TERM
1 st September – 31 st December	Full time	Full time	Full time
1 st January – 31 st March	Option for full time	Full time	Full time
1 st April – 31 st August	Option for full time	Option for full time	Full time

IN YEAR Admissions (ADMISSIONS to school at any other times during the year)

Places may arise in any year group throughout the school year. Application for such places must be made via Kingston Local Authority.

All in year applications for St. Matthew’s will be dealt with in accordance with Kingston’s in Year Admissions scheme.

Fair Access

The school is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol, which may mean exceeding Infant Class Size.

Special educational needs

Parents of pupils who have a statement of special educational needs are required to apply for school places separately through the local authority from which advice is available. If a child with a statement is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced.