



**Long Ditton St Mary's
Church of England (Aided) Junior School**
Sugden Road, Long Ditton, Surrey, KT7 OAD
Tel: 020 8398 1070, Fax: 020 8398 3720
email: school@stmarys-surbiton.surrey.sch.uk

*Please note: If you are completing an Application Form and a Clergy Form **both** forms should be returned to the School at the same time.*

SUPPLEMENTARY FORM

ADMISSION TO LONG DITTON ST MARY'S CHURCH OF ENGLAND (AIDED) JUNIOR SCHOOL 2009/2010

Please return this form by Monday 20th October 2008.

Parents should fill in **BOTH SIDES** of this form when applying for a place at Long Ditton St Mary's Church of England (Aided) Junior School and should ensure that they have a copy of the admission policy prior to completing the form and returning it to Mrs C.S.Woods (Headteacher), Long Ditton St Mary's Church of England (Aided) Junior School, Sugden Road, Long Ditton, Surrey, KT7 OAD by **Monday 20th October 2008.**

SURNAME OF CHILD: _____ FEMALE MALE

CHILD'S FIRST NAME/OTHER NAMES: _____

DATE OF BIRTH: _____

HOME ADDRESS (ie where the child normally lives) _____

_____ **POST CODE:** _____

NAME OF PARENT(S)/GUARDIAN(S) WITH PARENTAL RESPONSIBILITY:

1. TITLE (Mr/Mrs/Ms etc) _____ **SURNAME** _____

Home tel no: _____ Daytime tel no: _____

Work tel no: _____ Mobile tel no: _____

2. TITLE (Mr/Mrs/Ms etc) _____ **SURNAME** _____

Home tel no: _____ Daytime tel no: _____

Work tel no: _____ Mobile tel no: _____

NAME, ADDRESS AND TELEPHONE NUMBER OF PRESENT INFANT/PRIMARY SCHOOL ATTENDED:

Name of School _____

Address _____

Tel No _____

NAME(S) OF ANY SISTERS/BROTHERS CURRENTLY ATTENDING LONG DITTON ST MARY'S CHURCH OF ENGLAND (AIDED) JUNIOR SCHOOL

Age

1. _____

2. _____

3. _____

Under which category are you applying for a place at Long Ditton St Mary's Church of England (Aided) Junior School (see Admission criteria). *Please note that if you are applying under categories 4.1, 4.2, 5.1, 5.2, 5.3, 6.1, 6.2, 6.3 you will also need to complete the Clergy form:* _____

Is there any medical information of which the School should be aware? (This should include things such as medical conditions, allergies and hearing, vision or speech difficulties).

Is there any other information of which the School should be aware?

SIGNED: _____ DATE: _____

For Office Use only

Date Received by School: _____

Signed: _____

Long Ditton St Mary's Church of England (Aided) Junior School

ADMISSION CRITERIA 2009/2010

'The Church of England is clear that their schools should be distinctively Christian, in ethos and inclusive in approach'. Church schools should be open to include pupils of other denominations and faiths and of no particular religious faith. Their aim is to nurture Christian children in their faith, encourage those of other faiths and challenge those of no faith.

The Governors of Long Ditton St Mary's Church of England (Aided) Junior School will admit up to 45 children at the age of seven (Year 3) each year in accordance with the official Published Admission Number (PAN) for the school. This number will be reviewed annually.

Long Ditton St Mary's operates an equal preference system. If the number of applicants for admission into the school exceeds the agreed PAN for any year, the Governors will bring into effect their admissions policy and apply the following criteria in numerical order.

1. Looked After Children in the care of the Local Authority.
2. Medical Grounds or Special Circumstances (see note 3). If, at the time of application, a child has a serious or life threatening medical condition which parents feel necessitates attendance at this school then this must be stated on the preference form and will only be considered if substantive medical evidence is attached from a consultant doctor. *Please note:* A letter from a GP will not normally be deemed as sufficient medical evidence. The Governors reserve the right to consult with its own or Local Authority medical advisors. A priority placement will be agreed only if the Medical Officer considers attendance at a particular school to be 'essential'.
3. Siblings, ie a child who will have a brother or sister at the school at the time of entry to the school in September 2009.
4. Children whose parents/guardians/family members are regular worshippers at St Mary's Parish (See Note 1)
 - 4.1 Living **in** the Parish of Long Ditton
 - 4.2 Living **outside** the Parish of Long Ditton
5. Children who are currently (at the date of application) on roll at Long Ditton Infants School and whose parents/guardians live **in** the Parish of Long Ditton
 - 5.1 Regular worshipper of faiths other than C of E within the Parish (See Note 1)
 - 5.2 Regular worshipper at a C of E Church outside the Parish (See Note 1)
 - 5.3 Regular worshipper of other faiths outside the Parish (See Note 1)
 - 5.4 Children of parents with no religious beliefs living in the Parish
6. Children who are currently (at the date of application) on roll at Long Ditton Infants and whose parents/guardians live **outside** the Parish of Long Ditton
 - 6.1 Regular worshipper of faiths other than C of E within the Parish (See Note 1)
 - 6.2 Regular worshipper at a C of E Church outside the Parish (See Note 1)
 - 6.3 Regular worshipper of other faiths outside the Parish (See Note 1)
 - 6.4 Children of parents with no religious beliefs living outside the Parish
7. Children who are currently (at the date of application) not on roll at Long Ditton Infants School who live nearest to Long Ditton St Mary's School ie the shortest safe walking distance to the School. The nearest school is defined as the school closest to the home address which admits pupils of the appropriate age range. The distance is measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey, to the nearest pedestrian school gate available for pupils to use. This is calculated using the

Admission and Transport Team's Geographical Information System. The measurement for these purposes does not take into account the mode of transport used. The distance is measured from the address point of the pupils house as set by Ordnance Survey to the nearest gate available for pupils to use. *Parents should note that if they apply for free transport different criteria apply and the distance from home to school may be measured using a different route.*

This Governors' Admission Criteria Policy will apply throughout the course of the academic year should places become available. The 'Pool of Applicants' for any applicable year group(s) will be assessed in strict compliance with the Policy.

Note 1:

All persons wishing to apply on the basis of regular worship must submit a completed clergy form which includes proof of this status from the religious leader concerned.

Note 2:

Parents who are unsuccessful one year are free to re-apply in subsequent years. The onus is on the parent to apply for subsequent years not on the school to check continuing interest.

Note 3:

Occasionally there will be a very small number of children for whom exceptional arrangements will apply. In accordance with the DCSF Admissions Code of Practice, exceptional arrangements may override our other admissions priorities when places are initially allocated. These are dealt with as follows:

Other compelling reasons

If there are sensitive, individual and compelling family circumstances, perhaps involving other agencies, these also may be considered at the time of application. Again documented evidence and/or reports must be provided as appropriate.

If the child is the subject of an Education Supervision Order or is permanently excluded from school then exceptional circumstances may also give priority for placement.

Where, at the initial allocation of places, it is found that a child qualifies for priority admission under one of these arrangements, a place will be offered.

It is important that any exceptional circumstances as described above are stated on the preference form at the time of application and supporting written evidence is attached, otherwise no consideration to priority placement can be given. Applications falling into these categories at other times will receive consideration in the light of available places.

Note 4.

In category 3 the definition of a sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not,) or a half-brother or half-sister or a step-brother or step-sister, living at the same address, or foster children living at the same address.