



## SEND CHURCH OF ENGLAND PRIMARY SCHOOL

### ADMISSION ARRANGEMENTS FOR ACADEMIC YEAR 2025 - 2026

Date last review	Autumn 2023
Date next review	Autumn 2024
Review period	Annually
Statutorily required?	Yes
Approval body	FGB mandatory
Reviewed by	Business Manager
Governor's Committee responsible	Resources Committee

***Childhood matters to us: it is short, precious and cannot be repeated. Our Christian values are rooted in God. Growing in love, every child reaches their spiritual and academic potential. Our learners use their resilience, curiosity and independence to become fruitful and effective global citizens.***

***With the Holy Spirit by our side, we can achieve anything!***

### Introduction

Send Church of England Primary School (The School) was formed on 1<sup>st</sup> September 2016 to serve its community by providing an integrated and outstanding education for 4- to 11-year-old pupils in School with an inclusive and distinctive Christian ethos.

The Governing Body of the School is the admissions authority. Parents and carers of pupils in Send Church of England Primary School Nursery must apply in the normal way for places at the school. The school's vision statement is the cornerstone of our ethos and culture:

### Published Admission Numbers (PAN)

The PAN for Send Church of England Primary School is 60.

### Education Health and Care Plans

Children with an Education Health and Care Plan (EHCP) that names the school will be allocated a place before other applicants are considered. In this way, the number of places available will be reduced by the number of children with an EHCP that has named the school. An EHCP is a plan made by the Local Authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

## Admissions Criteria

The Governing Body will admit up to 60 applicants to Reception Year at the School. Only when the school is oversubscribed, applications for entry in 2025/2026 will be ranked in the following order:

1. Looked after children and previously looked after children (see note 1)
2. Exceptional social/medical need (see note 2)
3. Brothers and sisters of pupils at the school at the time of the child's admission (see note 3)
4. Residents within the Civil Parish of Send (see note 4)
5. Any other children whose parents wish them to attend this Christian School

## Application Procedure

Applications for admission at the normal intake will be managed in accordance with Surrey County Council's coordinated schemes on primary admission. Please see Surrey County Council's website [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions) for further details regarding applications, processing, offers, late applications, post-offer and waiting lists, and in-year applications.

## NOTES

### Note 1: Looked after and previously looked after children

children who are 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, e.g. fostered or living in a children's home, at the time an application for a school 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 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). A letter from the Children's Services Department confirming the child's status must be submitted at the time of application. Previously looked after children also includes those children who appear (to the Governing Body) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England left that care as a result of being adopted.

### Note 2: Exceptional Social/Medical Need

Occasionally there may be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement at this school. At the time of application, supporting evidence from a consultant Doctor is required for medical cases or a Social Worker, Health Visitor, Housing Officer, the Police or Probation Officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend this school and why no other school could meet the child's needs. Without evidence the child cannot be considered under this criterion.

Providing evidence does not guarantee that a child will be given priority at this school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this particular school above any other.

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

### **Note 3: Siblings at School**

A sibling is a child who will have a brother or sister registered as a pupil at Send Church of England Primary School, Send Barns Lane, Send, Woking, GU23 7BS at the time of the applicant child's admission.

If the sibling already at the school unexpectedly leaves the school after an offer has been made to a younger or older child, the offer of a place will not be withdrawn on these grounds. A sibling will be considered to be 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, or an adopted brother or sister, or foster children living in the family unit at the same address.

### **Note 4: Civil Parish of Send**

Children who live in the Civil Parish of Send, as defined by the Local Authority. Proof of residency will be required. Please note that the boundary of the Civil Parish is similar to, but not identical with the ecclesiastical (Church) parish boundary.

This Policy includes an indicative map and a list of roads and properties in the Parish of Send. The School Admissions Secretary can advise applicants where to find the detailed line of the parish boundary and the addresses in the area it contains.

Any parents intending to move, for example into the Send area, **must** provide proof of permanent residency i.e. evidence of exchange of contracts, or a rental agreement that must operate for a minimum period of 12 months.

### **Summer born children/Requests for children to be educated out of their chronological year group**

For children born between 1<sup>st</sup> April 2021 and 31<sup>st</sup> August 2021, parents may choose to delay admission to school until the term after their child turns five (when statutory school age is reached.) A child would normally start school in Year 1 the following year, missing out on Reception altogether. However, a parent may request that their child is admitted to Reception instead, meaning that the child would be educated outside their correct year group. In this instance parents should discuss their wishes with the Head Teacher, stating clearly why they feel admission to a different year group would be appropriate, including supporting documentary evidence if they wish. (Parents applying for their child to enter the school in later years may also choose to seek places outside their child's correct year group, but in all cases, this should be discussed with the Head Teacher.) Governors will then make a decision as to which year group (YR or Y1) 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 Head Teacher'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 fresh application must be made.

### **Tie Breaker**

If it is not possible to offer places to all applicants who meet a particular criterion (1-5 above), places will be offered to children meeting the criterion whose home address is nearest the school. This will be calculated as a straight-line measurement from the address point of the pupil's home, as set out by Ordnance Survey, to the nearest school gate available for pupils to use. If applicants cannot be separated on distance, the place will be allocated by lottery. Governors will draw lots, witnessed independently, to determine which child should be given priority.

### **Home Address**

For the purposes of this document, the definition of a child's home is considered to be a residential property that is the child's only/main residence and not an address that is sometimes used due to certain

domestic/special arrangements. The address must be the pupil's home address that applies at the closing date for applications and which is either owned by the child's parent, parents, or guardian OR leased OR rested by the child's parent, parents or guardian under a lease or written rental agreement OR, if it is a relative's address or temporary address, it is the 'main place of residence'. If parents live separately but share responsibility for the child, and the child lives at two different addresses during the week, the 'home address' will be regarded as the one at that which the child sleeps for the majority of weekday nights. Parents/carers must notify the school about any address changes during the application deadlines to ensure all applications are treated in the same way.

### **Admission of twins, triplets, and multiple births**

Multiple births– If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, the school will go over the published admission number to support the family. These children will be deemed as 'excepted' pupils under the infant class size legislation in the School Admissions Code 2021.

### **Applications for Reception Places in September 2025**

All children whose date of birth falls between 1 September 2020 and 31 August 2021 will be eligible to apply for a full-time place in Reception at a Surrey school for September 2025. Parents can defer their child's entry to Reception until later in that school year, but this will not be agreed beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term in the academic year for which the original application was accepted. Where parents wish, a child can start part time until their child reaches statutory school age.

### **Waiting lists**

As the admission authority, the Governing Body maintains a waiting list for the school until 31<sup>st</sup> December in the academic year of admission. Children will be ranked in the same order as the published oversubscription criteria. In accordance with the School Admissions Code (SAC) priority will not be given to children based on the date either their application was received or their name was added to the list. For example, if a child moves to the Send area outside the normal admissions round and has higher priority against the published oversubscription criteria, they will be ranked above those with lower priority already on the list, subject to the requirements of the following:

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.

As soon as school places become vacant, they must be filled from the waiting list, even if this is before admission appeals have been heard. Placing a child's name on a waiting list does not affect an applicant's right of appeal against an unsuccessful application.

### **In Year Applications**

In year applications must be made directly to the school. The over-subscription criteria in this admissions policy will also apply to applications.

### **Withdrawing offers of places**

Once an offer of a place has been made it is only reasonable for the Governing Body as admission authority to withdraw that offer in very limited circumstances. These may include when a parent has failed to respond to an offer within a reasonable time or the governors offered the place on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim to residence) which effectively denied a place to another child; or where a place was offered under co-ordination by the local authority, not the admission authority, in error.

## Appeals

If your child is not offered a place at the school, you have a statutory right of appeal to an Independent Appeal Panel. Appeals are administered according to the mandatory requirements of the School Admission Appeals Code. If you wish to lodge an appeal against the decision of the Governing Body details of the appeals process are available from the school website.

## Consultation and Determination

The Governing Body will determine these arrangements at the date of the Full Governing Body Meeting.

## Addresses in the Civil Parish of Send

The following roads and postcodes are in the Civil Parish of Send:

Amberley Close,	Send, Woking	GU23 7BX
Beech Drive,	Ripley, Woking	GU23 6LG
Birch Close,	Send, Woking	GU23 7BZ
Birnam Close,	Ripley, Woking	GU23 6JH
Boughton Hall Avenue,	Send, Woking	GU23 7DD, 7DE, 7DF
Bramble Way,	Send, Woking	GU23 6LL
Briar Road,	Send, Woking	GU23 7AN
Broadmead Road,	Send, Woking	GU23 7AA, 7AB, 7AD
Broadmeads,	Send, Woking	GU23 7AD
Burnt Common Close,	Ripley, Woking	GU23 6HH
Burnt Common Lane,	Ripley, Woking	GU23 6HD
Bush Lane,	Send, Woking	GU23 7HP
Cartbridge Close,	Send, Woking	GU23 7EW
Chestnut Close,	Ripley, Woking	GU23 6LJ
Church Lane,	Send, Woking	GU23 7JL
Clandon Road,	Send, Woking	GU23 7LA
The Copse	Ripley, Woking	GU23 6BN
Danesfield,	Ripley, Woking	GU23 6LS
Elm Close,	Ripley, Woking	GU23 6LE
Farm Lane,	Send, Woking	GU23 7AT
Fieldway,	Ripley, Woking	GU23 6HJ
Green Drive,	Ripley, Woking	GU23 6JU
Greyfriars Road,	Ripley, Woking	GU23 6JD
Hawthorn Road,	Ripley, Woking	GU23 6LH
Hazel Drive,	Ripley, Woking	GU23 6LQ
Heath Drive,	Send, Woking	GU23 7EP
Kevan Drive,	Send, Woking	GU23 7BU
Linden Way,	Send, Woking	GU23 6LN, LP, LW
London Road,	Send, Woking	GU23 7JU, 7JX
Manor Road,	Ripley, Woking	GU23 6JW
Maple Road,	Ripley, Woking	GU23 6JY, 6JZ
Mays Grove,	Send, Woking	GU23 7DN
Maysfield Road,	Send, Woking	GU23 7DL
Meadow Drive,	Ripley, Woking	GU23 6JL
Oaks Way,	Ripley, Woking	GU23 6LT
Orchard Way,	Send, Woking	GU23 7HS
The Pathway,	Send, Woking	GU23 7DA
Portsmouth Road,	Ripley, Woking	GU23 6HA
Polesden Lane,	Ripley, Woking	GU23 6JX
Potters Lane,	Send, Woking	GU23 7AE, 7AF, 7AG, 7AH, 7AJ, 7AL, 7AQ, 7AW, 7DZ, 7JH, 7JJ, 7JS, 7JT
Sandfields,	Send, Woking	GU23 7AY, 7AZ
Sandy Lane,	Send, Woking	GU23 7AP, 7AR, 7AS
Sanger Drive,	Send, Woking	GU23 7EB
Send Barns Lane,	Send, Woking	GU23 7BP, 7BS, 7BT, 7BY
Send Close,	Send, Woking	GU23 7EL
Send Hill,	Send, Woking	GU23 7AU, 7HR, 7HT, 7HW
Send Marsh Green,	Ripley, Woking	GU23 6LA, 6LP, 6JS
Send Marsh Road	Send, Woking	GU23 7DG, 7DH, 7DJ, 7DW, 7DQ
Send Marsh Road,	Ripley, Woking	GU23 6JB, 6JJ, 6JN, 6JP, 6JQ, 6JR*, 6JT
Send Road,	Send, Woking	GU23 7DY, 7EN, 7ET, 7EU, 7EY, 7EZ, 7HN
Skene Close	Send, Woking	GU23 7BD
Stringhams Copse,	Ripley, Woking	GU23 6JE, 6JF
Tannery Lane,	Send, Woking	GU23 7ED, 7EE, 7EF*, 7EQ*, 7ES
Tuckey Grove,	Ripley, Woking	GU23 6JG

Vicarage Lane,	Send, Woking	GU23 7JN
Walnut Tree Place,	Send, Woking	GU23 7HL
Wharf Lane,	Send, Woking	GU23 7EJ
Willow Drive,	Ripley, Woking	GU23 6LF
Winds Ridge,	Send, Woking	GU23 7HU
Woodhill,	Send, Woking	GU23 7JN, 7JP, 7JR, 7JW
Woodhill Court	Send, Woking	GU23 7JR
Woodlands	Send, Woking	GU23 7LD
Worsfold Close	Send, Woking	GU23 7JQ

\* Even though they share the same postcodes as addresses in the parish of Send, please note that the following properties are in the parish of Ripley:


Send Marsh Road, Ripley GU23 6JR:	Oaksbridge, Brookbank, Brookside, Brookfield
Tannery Lane, Send GU23 7EF:	The Haven, By the Wey, Staddle-Stones, Waters Edge
Tannery Lane, Send GU23 7EQ:	Daphne Cottage, Watermeadow Cottage

## Parish of Send – Boundary Map

The civil parish of Send covers the area defined by the Local Authority and administered by Send Parish Council.

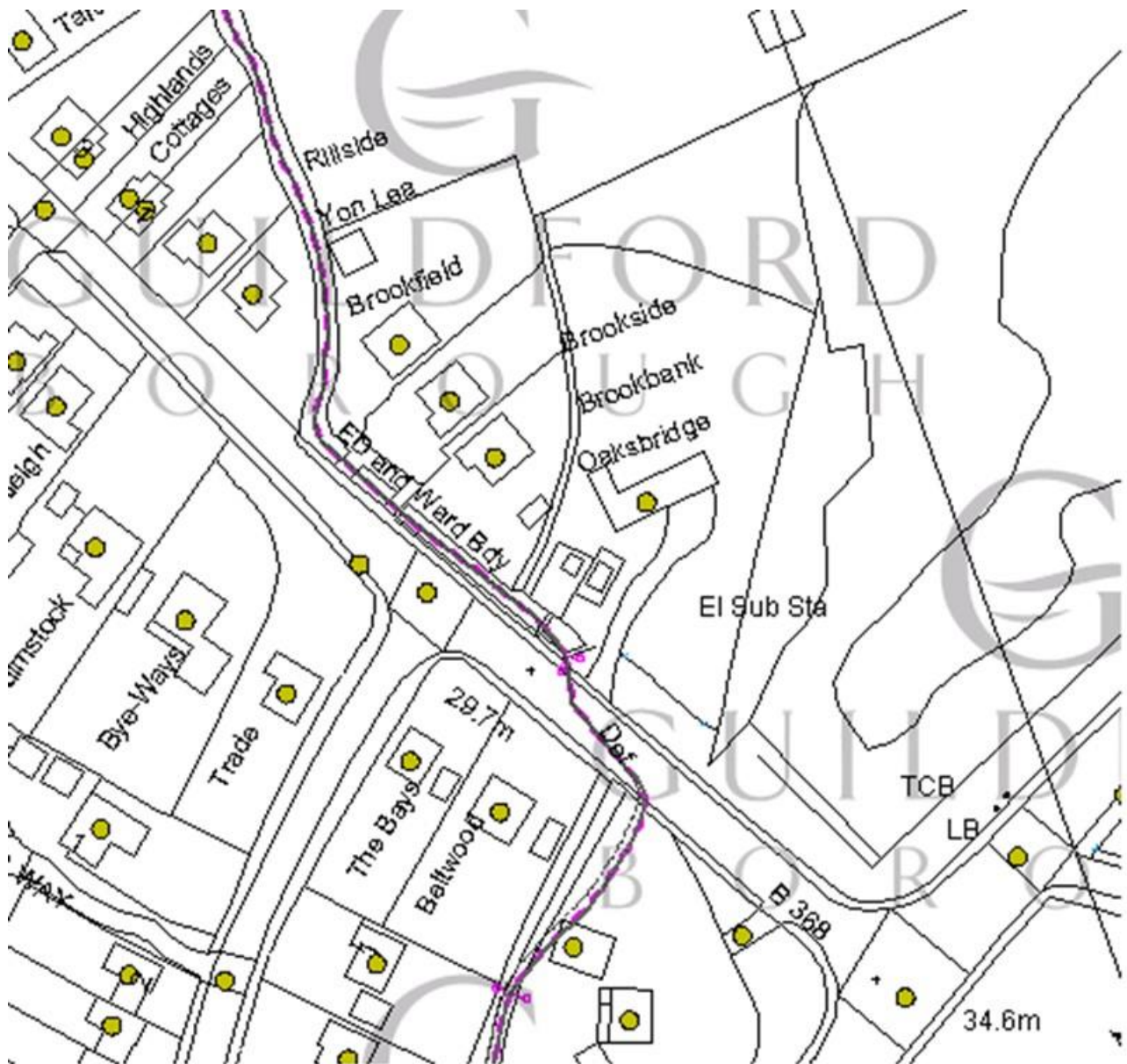
This map is only indicative. The boundary is marked with a black line. The break in the line around the words Send Marsh is for purposes of mapping clarity and is not representative of the actual boundary.

The schools can advise applicants about the detailed line of the boundary and the addresses within the area it contains.

SEND Church of England Primary School is marked with a  blue circle.



## Send Marsh Road-Portsmouth Road Junction Map



Map showing the boundary between the parish of Send (to the left) and the parish of Ripley (to the right) in the vicinity of the junction between Send Marsh Road and Portsmouth Road. The boundary (shown in purple) follows the line of the Clandon Stream.

The properties shown on the map named Brookfield, Brookside, Brookbank and Oaksbridge are in the parish of Ripley, although they share the same postcode GU23 6JR with the nearby Send parish properties of Yon Lea, Rillside and Highlands Cottages.

The properties here named Beltwood and The Bays (GU23 6JR) are in the Parish of Send.

