



Send Church of England Primary School

Send Barns Lane, Send, Woking, GU23 7BS Tel: 01483 223464

Headteacher: Mrs Marianne McDonnell

ADMISSION ARRANGEMENTS FOR ACADEMIC YEAR 2027-2028

Agreed: February 2026

Review: February 2027

Annual

Introduction

Send Church of England Primary School (The School) serves its community by providing an excellent education for 3- to 11-year-old pupils in school with an inclusive and distinctive Christian ethos. The school's vision statement is the cornerstone of our ethos and culture: Everyone is offered a warm welcome here.

- We serve the children, staff, parents and our community
- to the best of our ability, every day.
- We have high expectations for our children.
- We celebrate uniqueness by helping every child to achieve their God given potential. We love one another as we are loved by God

Published Admission Number (PAN)

The PAN for Send Church of England Primary School is 45.

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 45 applicants to Reception Year at the School. Only when the school is oversubscribed, applications for entry in 2027-2028 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. Children of staff (Note 4) who have, (a) been employed at the school for two or more years at the time at which the application for admission to the school is made, or (b) have been recruited to fill a vacant post for which there is a demonstrable skill shortage
5. Residents within the Civil Parishes of Send & Ripley (see note 5)
6. Any other children whose parents wish them to attend this Christian School

Application procedure

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. 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 for further details regarding applications, processing, offers, late applications, post-offer and waiting lists, and in-year applications.

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 by 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 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.

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

For children born between 1 September 2022 and 31 August 2023, parents may choose to delay admission to school until the term after their child turns five years of age i.e. 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 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 fresh application must be made.

Applications for Reception Places in September 2027

All children whose date of birth falls between 1 September 2022 and 31 August 2023 will be eligible to apply for a full-time place in Reception at a Surrey school for September 2027. 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 31st 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. The exception to this is 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.

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 and 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: Children of staff

"Staff" includes all those full and part-time staff members on the payroll of the school who (specific to clause (a)) have been so employed continuously for two years at the time of application or who have been recruited to fill a vacant post for which there is a demonstrable skills shortage.

'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian, or a resident step-parent. A supplementary information form should be completed for any children who are seeking admission under this criteria. A copy of the form is available on the website and attached to this policy.

Note 5: Civil Parishes of Send & Ripley

"Children who reside within the Civil Parishes of Send and Ripley, as defined by the administrative boundaries of the Local Authority (Guildford Borough Council). Proof of residency will be required. A child is seen to be resident at the address where they habitually spend the majority of the school week. Proof of residency will be required, such as a current Council Tax bill or utility bill. An indicative map of the Civil Parish boundaries is available on the school website. For a definitive check, the school uses the Ordnance Survey (OS) 'Election Maps' digital boundary tool. Applicants should note that postcode districts (e.g., GU23) do not always align perfectly with parish boundaries. Eligibility is determined by the physical location of the property within the Civil Parish line, not the postcode alone.

Any parents intending to move, for example into the Send area, **must** provide evidence of residency (temporary or permanent). Example evidence includes proof of exchange of contracts, a suitable rental agreement, or an explanatory narrative of arrangements if it is a temporary address. For the latter arrangements, the school will not generally accept a temporary address if the primary carer of the child still possesses or rents a property that has previously been used as a home address, nor will the school accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child. www.ordnancesurvey.co.uk/election-maps/gb/index.html

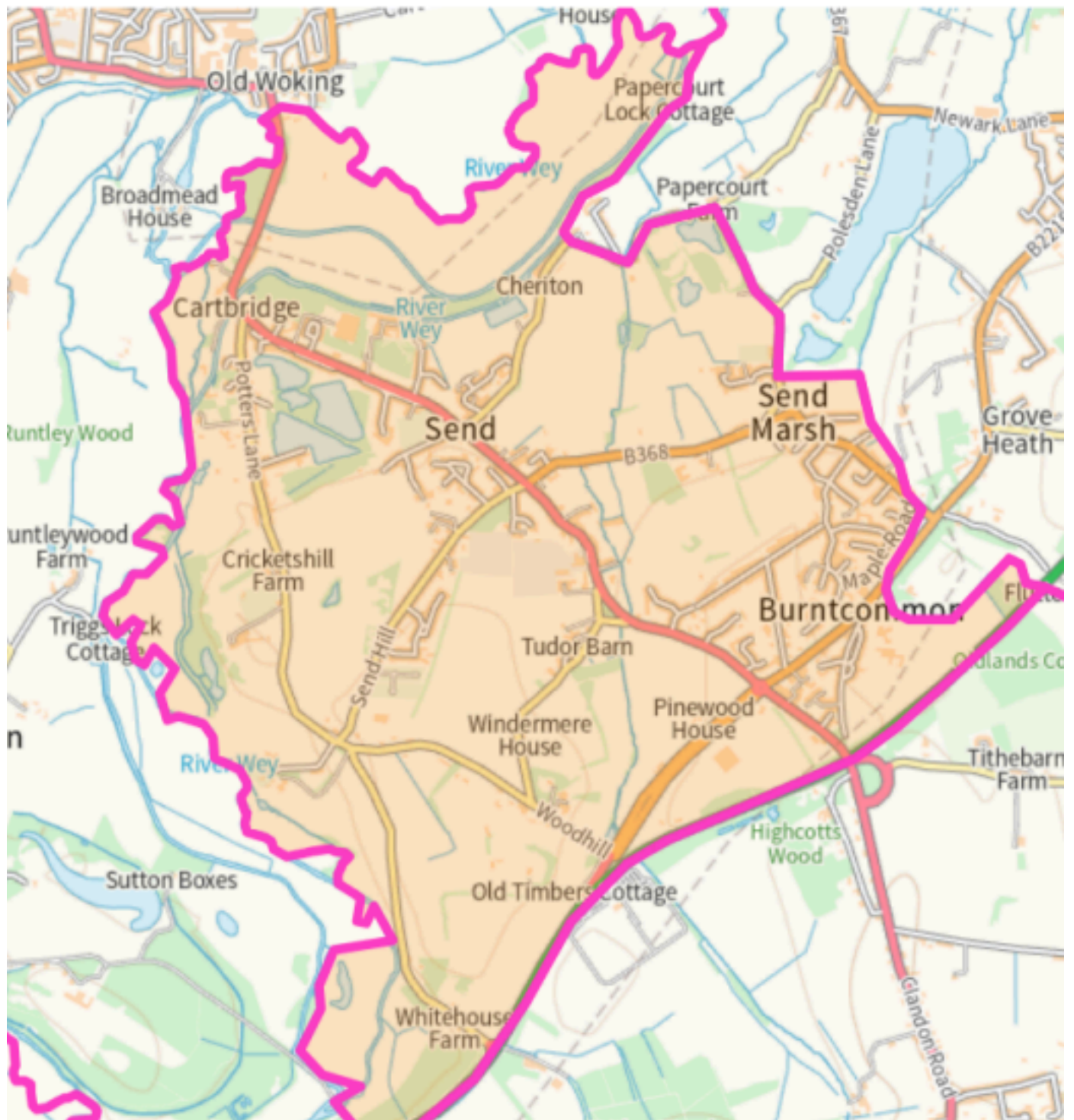
Civil Parish of Send Map

If you would like a larger copy of the map, please contact the school office who will be happy to help you.

ELECTION MAPS

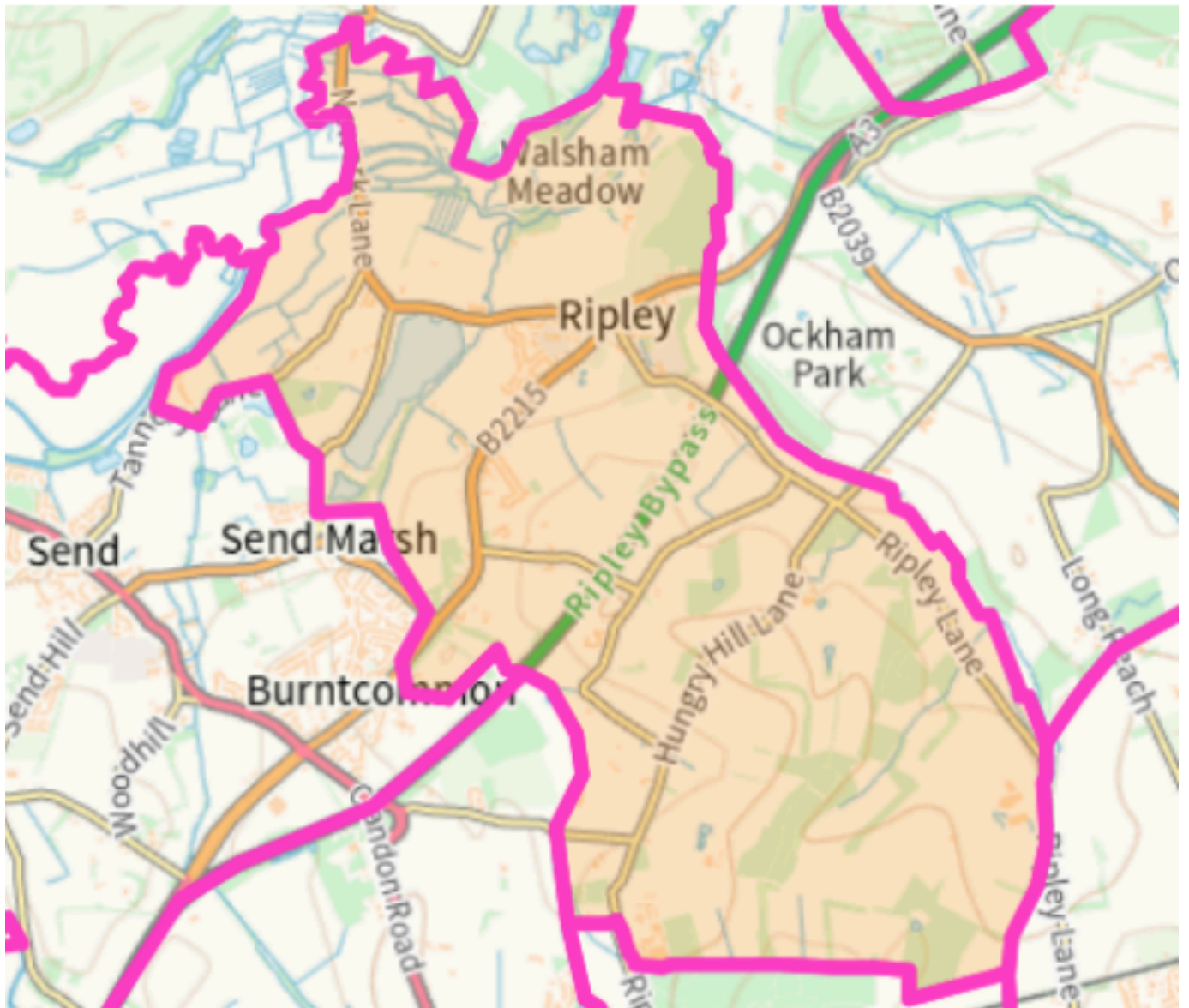
SEND CP

— Civil Parishes or Communities



RIPLEY CP

— Civil Parishes or Communities





Send Church of England Primary School

Send Barns Lane, Send, Woking, GU23 7BS Tel: 01483 223464

Headteacher: Mrs Marianne McDonnell

Supplementary Information Form

To be completed for applications under Admissions Policy Criterion 4 (Children of Staff)

Name of Child

Date of Birth

Name of Parent(s)/Guardian(s).....

Address

.....

Tel Number

Mobile

Email address.....

Member of Staff Details

Name

I confirm that I have: **(Please tick below to show which category you are applying for)**

- Been employed at the school for two or more years at the time of this application
or
 Been recruited to fill a vacant post for which there is a demonstrable skills shortage.

Date Employment Started.....

Signed Date

Please return this form by the Surrey Admissions Closing date by hand or email to
admissions@sendcofe.co.uk Receipt of your email will be acknowledged.

To be completed by the Headteacher of Send Church of England Primary School

I confirm that the above named meets the staff criterion.

Signature of HeadteacherDate