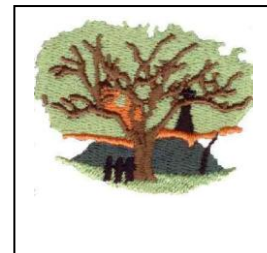


**ST MATTHEW'S CHURCH OF ENGLAND PRIMARY SCHOOL**  
**LANGLEY ROAD SURBITON KT6 6LW**



**Admission Policy September 2011**

For September 2011 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.

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.

St. Matthew's hosts two open mornings each year at which parents are able to meet some of the staff and pupils from the school. Please ring the school office on 020 8399 3909 for dates and details. In addition, separate appointments to visit the Head Teacher are welcome on request via the school office.

The school buildings are on a level site and all accommodation is on one floor. All classrooms may be entered without steps. As far as possible the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

The closing date for receipt of applications is 15<sup>th</sup> January 2011. 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 2 and 6 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 April 2011.)

<b>Date of birth</b>	<b>AUTUMN TERM</b>	<b>SPRING TERM</b>	<b>SUMMER TERM</b>
1 <sup>st</sup> Sept – 31 <sup>st</sup> Dec	Full time	Full time	Full time
1 <sup>st</sup> Jan – 31 <sup>st</sup> March	Option for Full time	Full time	Full time
1 <sup>st</sup> April – 31 <sup>st</sup> Aug	Option for full time	Option for Full time	Full time

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:

1. Looked after children, ie children who are looked after by a public authority and are in public care. Supporting professional evidence will be required, eg from a social worker.

2. Children who, or whose parent/carers are \*\*faithful and regular worshippers in St. Matthew's Church or St. George's Church, up to a maximum of 30 places.

Children of parent/carers who are \*faithful and regular worshippers at St Matthew's or St George's, but have moved into the area within the six month period prior to the date of receipt of application form by the school, will be accepted if they have been \*\*regularly attending at their previous church immediately prior to their move.

In all cases, evidence of this will be required, ie completion of the School's Supplementary Information Form.

\*\* Faithful and regular will be defined as attendance at these churches on average once a fortnight for the six months prior to the date of receipt of the application form by the 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. Multiple births: Where an application is received for more than one sibling eligible for a place under the criteria and there are insufficient places available, parents will be asked to decide which sibling(s) they wish to take up the place.
4. Children with an exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence at the time of application, eg, 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.
5. Children who, or whose parent/carers are \*\*faithful and regular worshippers in Christian churches as recognised by the CTBI (Churches Together in Britain and Ireland) or EA (Evangelical Alliance). Evidence of this will be required, ie completion of the school's Supplementary Information Form.
6. Children who live nearest to the school, where proximity is taken as the straight line distance measured between the child's home and the main school entrance on Langley Road.

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 applicants are still tied then the governors will draw lots to decide between applicants.

### **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 committee under the Schools Standards and Framework Act 1998.

If you wish to appeal, please write to the Clerk to the Governors, care of the school, within 14 days of the date of notification of the decision, requesting an Appeals Form. 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.

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. Other parents may make a written request to join the list.

### **Late Applications**

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

### **Waiting List**

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

### **Starting Reception**

Parents of all four year old children will have the option to send their child to school full-time from September 2011. They can request that their child attends part-time until later in the school year or until the child reaches compulsory school age. They should discuss their request with the Headteacher of the school once a place has been offered.

Parents can ask to delay their child's entry to school until later in the academic year of entry i.e. 2011/12. They should discuss their request with the Headteacher of the school once a place has been offered.

### **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 the applicant's HOME Local Authority.

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



## SUPPLEMENTARY FORM FOR ADMISSION TO ST MATTHEW'S C OF E PRIMARY SCHOOL

**Completion instructions: Please complete this form when applying for a place at St Matthew's Church of England Primary School, Langley Road, Surbiton KT6 6LW.**  
**You should ensure that you have a copy of the admission policy prior to completing this form. Please return this form to the school by the closing date.**  
**You must also complete the Common Application Form available from your home council (Local Authority where you live) and name this school on that form. The Common Application form should be returned to your home council by the closing date.**

### **Pupil Information:**

Surname of child:

First name(s):

Date of Birth:

Name(s) and date of birth of siblings attending St Matthew's C of E Primary School:

### **Parent/Guardian Information:**

Name of parent(s)/guardians:

Home address:

Home telephone:

Daytime telephone:

**Complete this section if there are any family/social/medical needs which you would like to be considered in support of your application.**

**Supporting documentary evidence from a professional doctor or social worker will be required.**

All information will be treated in the strictest confidence and will be used only to help the school allocate school places.

**I confirm that the information given above is correct and I have read the admissions policy**

**Signed:****date:****Parent/Guardian**

### **Church Commitment**

Parent/Guardian Surname:

First name(s):

Name of child:

Date of Birth:

Address:

Name of Church which you attend:

Address:

Name of Minister/Priest:

If this is not an Anglican Church please state denomination to which your church belongs:

Have you worshipped at this church on average once a fortnight for the six months prior to the receipt of this application by the school?

Date of commencement of regular worship: .....

Please give details of any previous church attendance(s), together with a Minister's Reference, if you feel it might be relevant to your application

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**Please do not complete the Minister's section below; this form will be forwarded by the School to verify the information given above.**

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**Minister's Reference**

Do you agree with the information in relation to church commitment?

If no, please state where your view differs from that of the parent.

Is your Church a member of the Local Churches Together Group, Churches Together in Britain and Ireland, The Evangelical Alliance?  
Please specify.

Please supply Registration No:

NB: If a family is refused a place at the school and appeals against the governor's decision, this form may be used as evidence at the appeal.

Signed:  
Minister

date: