



NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL



ADMISSION ARRANGEMENTS 2025-2026

Vision

We fully embrace the vision stated in the Church of England's Vision for Education 'Deeply Christian Serving the Common Good' published in July 2016 of educating the whole person. We aim for our children and members of the wider school community to flourish in all they do and '**live life in all its fullness**'. (John 10:10)

Values

- We are a church school, which believes in the importance of **community**, where people from all races, religions and cultures act in **peace** together.
- Our pupils, staff and families work together as a team, with **wisdom** supporting each other through our learning. We have **hope** in our challenges and in our successes.
- We recognise the **dignity** and ultimate worth of each person, created in the image of God, further shaped by the person, teaching and example of Jesus. We look to the future with **joy**.

Policy for the Admission of pupils to Nutfield Church (C of E) Primary School from September 2025

This policy describes how places will be allocated and how priority for places will be set if there are more applications than there are places available.

The Governing Body is responsible for the admission of pupils to Nutfield Church (C of E) Primary School and the Published Admission Number will be 30. The Governing Body is bound by the statutory maximum class size limit of 30 pupils in the Foundation Stage (Reception class) and Key Stage 1 (Years 1 and 2). The school admits children to the reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August). Parents/carers may defer entry to the reception class until the beginning of the term after their child is five years old, but cannot defer entry beyond the start of the last term of the academic year of entry. Parents/carers may also arrange for their child to attend part-time until their child reaches compulsory school age.

The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities although the school has a specified disabled toilet. The school is on a level site and all the 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.

If there are more than 30 applications, then 30 places will be allocated to the children of parents/carers whose completed application forms (CAF) have been received by their home LA (this is the LA in which they live) by the published closing date. Those applying under criteria 2, 5 and 6 must also have completed a supplementary information form (SIF) available from the school) which is sent directly to the school by the published closing date. (Failure to complete the SIF would mean the Governors apply the other criteria 1, 3, 4 and 7 only to the application). The school is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the local authority. Parents must complete the Local Authority's Common Application Form (CAF) and return the form to Surrey County Council by the dates published.

The school will consider late applications in accordance with the procedure in the Surrey Admission Booklet. This means that late applicants will be considered after those who have met the deadline; where the school is over-subscribed this is likely to reduce considerably your chance of gaining a place.

Where there are more applications than there are places available, the Governors will admit pupils according to the criteria below, listed in order of priority.

1. 'Looked After Children' or 'Previously Looked After Children' or 'Internationally Adopted Previously Looked After Children' (see note i).
2. Children whose parents (one or both) are "active participants" (see note iii) of an Anglican or other Christian Church, Evangelical Alliance or Affinity Church (see note ii) and who live in the Parish of Nutfield as defined on the map (see note iv).
3. Children who will have a sibling in school at the time of admission.
4. Children who live in the Parish of Nutfield as defined by the map (see note iv).
5. Children whose parents (one or both) are "active participants" (see note iii) of the Nutfield Parish Churches but do not live in the Parish of Nutfield as defined on the map (see note iv).
6. Children from other parishes whose parents (one or both) are "active participants" (see note iii) of an Anglican or other Christian Church and for whom this is the nearest Church school as measured using the GIS system of Surrey County Council's admissions team.
7. Children, in order of nearness to the school, as measured from the child's home to the main entrance gate of the school using the GIS system of Surrey County Council's admissions team.

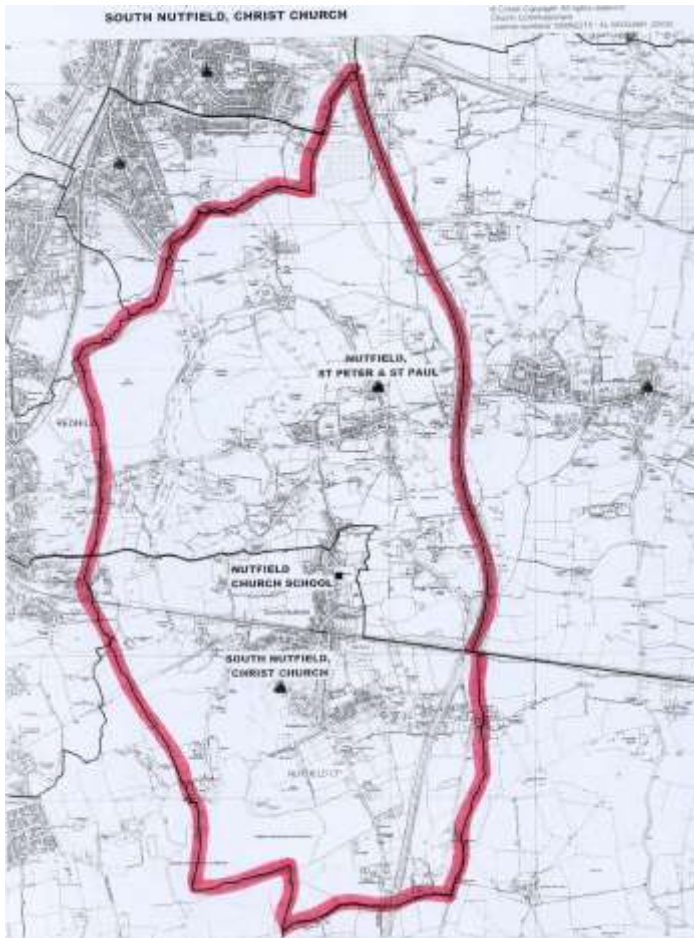
In the event that two or more applicants have equal right to a place under any of the above criteria and there are insufficient places, the Governing Body will use distance, in the first instance, to decide between applicants (as described in criteria 7 above.) In the event that applicants live equidistant from the school and there are insufficient places available, the Governing Body will then draw lots to decide between applicants.

Notes:

- 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school. A previously looked after child is a child who immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school. An internationally adopted, looked after child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*
- Christian Churches are defined by full membership of 'Churches Together in Britain and Ireland', the Evangelical Alliance or Affinity churches.*
- Our policy is to give priority for 'Church' places to children of parents who are active participants of their church. Your local priest or minister of religion will complete a form, sent out by the school, on receipt of the completed supplementary form confirming your Church attendance. "Active participation" requires at least one parent to have attended church regularly (fortnightly or more often) for at least the period of the last 3 years prior to application. If attendance twice per month is not possible significant involvement in the life of the church, by being on church rotas on a regular basis for activities that contribute to the work and worship of the church e.g. leading house groups, being involved with youth work or being on committees (this list is not exhaustive), will also be taken into consideration. The relevant clergy will be asked to confirm details of church allegiance on a form sent specifically to them after the supplementary application form has been received by the school. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the*

requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

iv. *Map of boundary for Nutfield Church (C of E) Primary School.*



In the event of the school being oversubscribed a waiting list is drawn up in accordance with the admissions criteria. The list remains open all year when parents will then be contacted to see if they wish to remain on the list for the following year. Subsequent applicants who wish to be placed on the waiting list are ranked in accordance with the criteria. This may affect those already on the list.

Siblings are defined as blood relatives, stepsiblings, foster and adopted children living permanently at the same address.

Parents of pupils who have an Education, Health and Care Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement or an Education, Health and Care Plan 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.

Child with more than one residence – the child's main residence is where s/he normally spends the majority of weekday nights during term time in the direct care of a "parent".

Entry outside chronological year group

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the headteacher, the admission authority agrees for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.

Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the headteacher, the admission authority agrees for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at www.surreycc.gov.uk/admissions.'

Appeals

Should the Governors not accept a child for admission to this school, there is a statutory right of appeal to an independent committee. Information can be obtained from the Surrey Schools Appeals Service on 0208 541 9029.

Fair Access Protocol

Nutfield Church Primary School participates in Surrey County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

In-Year Admissions

The following applications will be treated as in-year admissions during 2025-2026:

- applications for admission to Reception which are received after 1 September 2025;
- all other applications for admission to Years 1 to 6

Where there are more applications than places available, each application will be ranked in accordance with the school's admission criteria for the school



**SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO
NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL**

Completion instructions: Parents should fill in this form **only** if they are applying for a place under the church criteria. The completed form should be returned direct to the school. Failure to return this form will result in any application being considered under other non-church criteria

You should ensure that you have a copy of the admission policy prior to completing the form and returning it to the School before the Surrey County Council (SCC) published date. **You must also complete the Common Application Form available online from SCC and name this school on that form.**

NB: Parents need only complete this form if they are applying for a place under the church criteria

1 Pupil Information:

Surname of child: Other Name(s):

Date of birth: Boy/Girl

2. Name of any sibling/s who will be attending Nutfield CofE Primary School at the time of admission:

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3 Parent/Guardian Information

Name of parent(s)/guardian(s): /

Home address:
.....

Post Code:

Home telephone:

Mobile Number:

Daytime telephone (if different):

Email address:

Please advise us of any changes in contact details

4 Church Commitment

Name of church which you attend:

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

Do you attend church worship at least fortnightly? Yes ☐ No ☐

Have you worshipped in this church for at least three years prior to application? Yes ☐ No ☐

Would you have otherwise qualified as a 'active participants' but were prevented from doing so because during the period specified for attendance at worship the church has been closed for public worship, and has not provided alternative premises for that worship?

Yes ☐ No ☐

If you have worshipped for **less than three years at your current church** please supply the name and address of your previous church and minister below, in addition to your current minister.

Please give details of your commitment to your church/place of worship, e.g. participation in church activities, membership of church committees, responsibilities in church, etc.

5 Church Information

Name of Priest/Minister:

Address of Priest/Minister:

.....

Post Code:

I confirm that the information given above is correct and that I have read the admission policy. I consent to you approaching my minister to confirm my church attendance.

Signed:
(Parent/guardian)

Date: