



**GRAYSWOOD PRIMARY SCHOOL**  
**Church of England (Aided)**  
*Inspire, Discover, Learn*

# Admissions

## 2026-2027

Policy Schedule	
Written	Autumn 2024
Agreed by Staff	N/A
Determined by Governing Body	16.10.2024
Next Review	Autumn 2025

Grayswood Church of England (Aided) Primary School highly values its Christian ethos and its close links with All Saints Church and the Diocese of Guildford. At Grayswood, we aim to provide a happy and caring Christian *School*, where children are active participants in their learning and are challenged to realise their full potential both intellectually and socially. Through our Forest School, children learn to develop their skills in leadership, resilience, independence, co-operation, collaboration and a sense of awe and wonder for the natural world. We welcome all children and their families to the school. We ask all parents applying for a place to respect and be in sympathy with the school's Christian ethos and its importance to the school community.

As a Church of England Voluntary Aided school, the Governors are responsible for setting this policy and ensuring its implementation. The school admits children to Reception in the September of the academic year (1st September to 31st August) in which they are five years old. However, parents can defer entry to later in the school year, but not beyond the beginning of the term following a child's 5<sup>th</sup> birthday, nor beyond the beginning of the final term of the academic year for which the offer is made. A child may also start part-time until statutory school age is reached but this should be discussed with the Headteacher.

For children born between **1<sup>st</sup> April and 31<sup>st</sup> August 2022**, 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.

The official Published Admission Number (PAN) for the school's Reception year is 30. The official PAN for the school's Year 3 is 2. Applications should be made using Surrey CC application forms available on [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions) or hard copy by telephoning 0300 200 1004 and should be returned directly to Surrey CC by the closing date of **15th January 2026**.

If the number of applications for admission exceeds the number of places available, the Governors will bring into effect their Admissions Policy, according to the following categories in priority order:

- 1. Looked after children and previously looked after children including those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted.** A child who is in the care of the Local Authority or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989; or any child who was previously in the care of the Local Authority or provided with accommodation by a Local Authority and who left that care through adoption, Child Arrangement Order or Special Guardianship Order. Confirmation from Surrey CC of the child's status is sufficient evidence for inclusion in this category.
- 2. Children with serious medical conditions or sensitive family circumstances** which make it **essential** that the child attends Grayswood School rather than any other. Supporting evidence must be provided at the time of application, in the form of a letter from a consultant doctor or relevant support services. The evidence must show why it is essential that the child attends Grayswood School and will be assessed by

the Admissions Committee of the Governing Body. Please note that all Surrey schools support children with the more common medical conditions such as asthma, nut allergies and anxiety.

3. **Siblings**, i.e. children who will have at least one sibling on roll at Grayswood School at the time of admission. Parents applying for sibling priority under Criterion 3 must put on Surrey's application form the name and date of birth of any qualifying siblings who will be on roll at the time of admission; if this information is not submitted, applicants cannot be considered under this criterion.\*1
4. **Children of a member of staff**. The school will admit a child of a member of staff of the school under this criterion provided that: (a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. For applications made as part of a normal intake, the length of employment will be considered as of the closing date for applications. For in year applications, the length of employment will be considered as of the date the application is received or the date a place becomes available, if a place is considered from the waiting list. The Staff Supplementary Information Form (Appendix 5) must be completed and returned to the school office by the application closing date for all applicants wishing to apply under this criterion.
5. Children who live **within** the ecclesiastical parish boundary of All Saints, Grayswood.\*2
6. Children who live **outside** the ecclesiastical parish boundary of All Saints, Grayswood \*2 and whose parents worship at **All Saints Church, Grayswood**.\*3
7. Children who live **outside** the ecclesiastical parish boundary of All Saints, Grayswood \*2 and whose parents worship at another **Anglican Church**.\*3
8. Children who live **outside** the ecclesiastical parish boundary of All Saints, Grayswood \*2 and whose parents worship at another **Christian church**.\*3
9. Any other child whose parents wish them to attend Grayswood Church of England (Aided) Primary School

### **Definitions**

\*1 A sibling is defined as a brother/sister, half-brother/sister, step-brother/sister or adoptive brother/sister or foster children, living in the family unit at the same address in each case. To qualify for sibling priority at least one of the siblings named on the application form must still be on roll at Grayswood School at the time of admission. For the avoidance of doubt, this means the first day of term in the September that the child starts school. If sibling priority was claimed and the sibling is no longer on roll at the time of admission, then the application will be deemed to be misleading and the Governing Body reserves the right to withdraw the offer (see below). You may wish to consider whether you need to amend your application if you subsequently apply for a place elsewhere for the qualifying sibling.

\*2 A copy of a map showing the ecclesiastical parish boundary is available on the website and on request from the school office.

\*3 Application for entry on a denominational basis **MUST** be supported by a signature from the parish priest or relevant denominational minister on the statement found in the School Supplementary Information Form, which can be found on our website. **'Worship'** is defined as **'worship by a parent and/or the child at a church at least once a month over a minimum period of two years directly preceding the date of application'**. In cases of relocation, it would be necessary to provide appropriate evidence of the same pattern of attendance. 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.

### **Tie-Breaker**

If the school is oversubscribed within any criterion, places will be allocated according to the shortest distance from the school as measured by straight line using Surrey County Council's Admissions and Transport Team's Geographical Information System, from the address point of the pupil's home as set out by Ordnance Survey, to the school's front gate. For buildings where there are multiple addresses with only one address point or where two or more applicants are measured at the same distance from the school, priority will be decided by drawing lots, under the scrutiny of at least one independent observer.

### **Multiple Births**

If the final place is offered to such a child, the school will admit any other consecutively ranked siblings from the same multiple birth, even though this may exceed the Published Admission Number. However, no further children will be admitted until the number drops below PAN.

### **Home Address**

Home address is defined as the child's permanent address, or in cases of shared custody, where s/he lives for the majority of the school year. The home address submitted at the time of application will be the one used for the allocation of a place, unless Surrey CC accepts a change of address for good reason.

**All parents wishing to apply to the school under criterion 4, 6, 7 or 8 of the Admissions Policy MUST also complete the school Supplementary Information Form. Failure to do so may result in your application being considered under a lower criterion.**

Applications for admission in September must be received by **15<sup>th</sup> January 2026**, the designated date as set out by the Local Authority. In the event that Reception class is over-subscribed, a **waiting list** will be kept for one year only. Should a place or places become available the Governors' Admissions Committee will apply the above criteria to all children on the waiting list at that time, taking no account of when a child's name was placed on the list. Should a parent wish their child to be considered for a place after one year, they must make an in-year application to the school.

**In-year applications** - These are applications for admission to the school at any other time than the beginning of the Autumn Term in Reception Year or Year 3. The school holds its own waiting list for In-Year Applications (see above). Parents may use the in-year transfer form available from Surrey County Council, the Centrally Managed Application (CMA).

**Children with an Education Health and Care Plan** that names the school will automatically be admitted.

**Right to appeal** – if your child has not been offered a place, you have the right to appeal to an Independent Appeal Panel. Please contact the school office for details.

**All applicants please note** – Governors reserve the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child.



# Supplementary Information Form

For admissions during the 2026-2027 academic year

*This Supplementary Information Form (SIF) is an important document that allows Governors to rank applications in accordance with the school's oversubscription criteria. If a completed SIF is not received, the Governing Body will only be able to consider the application based on information provided to the Local Authority (LA) on the Common Application Form (CAF).*

**PLEASE COMPLETE THE FORM IN BLOCK CAPITALS**

Child's Legal Surname \_\_\_\_\_

Child's Forename(s) \_\_\_\_\_

Child's Date of Birth \_\_\_\_\_

Male

Female

Child's Main Home Address \_\_\_\_\_  
(Including postcode)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ POSTCODE \_\_\_\_\_

Telephone - Home \_\_\_\_\_

Telephone - Mobile \_\_\_\_\_

Full Name of Parent/Carer applying \_\_\_\_\_  
*Mr/Mrs/Miss/Ms/Other*

Email address(es) \_\_\_\_\_

## **FAITH DECLARATION – to be completed by the parent/carers**

Do you worship at All Saints Church, Grayswood?                      **YES / NO**

Do you worship at another Anglican Church?                              **YES / NO**

Do you worship at another Christian Church?                              **YES / NO**

If you have answered **YES** to any of the above, we require a supporting signature from your vicar/minister overleaf otherwise your application on this criterion cannot be considered.

***'Worship' is defined as 'worship by a parent and/or child at a church at least once a month over a minimum period of two years directly preceding the date of the application. 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.***

**FAITH DECLARATION – To be completed by vicar/minister**

I confirm that the above-named parent and/or child meets the 'Regular Worshipper' criterion of worshipping at least once a month over a period of two years directly preceding the date of this application. 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.

Name of Vicar/Minister \_\_\_\_\_

Name of Church \_\_\_\_\_

Signature of Vicar/Minister \_\_\_\_\_

Church Stamp  
*(or please attach a compliment slip)*

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Parent/Carer Signature \_\_\_\_\_

Print full name \_\_\_\_\_

Date \_\_\_\_\_

Please return this completed form to the School Office at Grayswood School – thank you.