

The school strives to provide the best possible education for its children in a caring and happy Christian community.

ADMISSIONS POLICY

For admission from 1 September 2025 to 31 August 2026.

As a voluntary aided school, the Governing Body is the Admission Authority and has agreed a Published Admission Number (PAN) of 30 with the Local Authority.

ETHOS

Puttenham Church of England School values highly its Christian ethos, its close links with Puttenham Church and the Diocese of Guildford. The school provides a distinctly Christian yet inclusive environment in which each child is motivated to acquire skills for life, a love of learning and a sense of responsibility for themselves and others. As a church infant school we welcome applications from children of other denominations, other faiths and those of no faith. We ask all parents applying for a place here to respect this ethos and its importance to the whole school community.

THE APPLICATION SYSTEM

The Local Authority operates an equal preference system.

The Local Authority directs the school to admit any child with an Education Health and Care Plan (EHCP) in which Puttenham CofE Infant School is the named school.

If the number of children applying exceeds the number of places available, the Governors apply a set of Admission Criteria to determine the order in which places will be offered as follows:

1. Looked after children or previously looked after children.

Any child who is in the care of the local authority or is provided with accommodation by a local authority in accordance with Section 22 Children Act 1989 e.g. fostered or living in a children's home, at the time an application for a school is made.

Any child who was previously 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 and who left that care through adoption, a child arrangements order (in accordance with section 8 Children Act 1989 as amended by the Children and Families Act 2014) or special guardianship order (in accordance with section.14(a) 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 Child also includes 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.

2. Exceptional Arrangements.

If your child has a serious medical, physical or psychological condition or there are sensitive family circumstances (e.g. social services involvement) which make it essential that the child should attend Puttenham CofE Infant School, please make this clear on the Surrey County Council application form. You will be required to provide documentary evidence from a consultant doctor or relevant support service reports, which shows why it is essential for the child to attend Puttenham CofE Infant School rather than any other school. This evidence must be submitted at the time of application and copied to Puttenham CofE Infant School. The Governors will then consider your request and make their decision on the circumstances of the case. All schools support children with the more common medical conditions such as asthma, nut allergies and stress related symptoms and these are not considered under exceptional arrangements.

3. Any child who lives within the Ecclesiastical Parish of Seale, Puttenham and Wanborough.

A map of "the Parish" (Appendix A) can also be found on the school website

<https://www.puttenhamschool.co.uk/admissions/> and through the link www.achurchnearyou.com

4. Any child who has a sibling on the roll at Puttenham CofE Infant School either at the time of application or who previously attended Puttenham CofE Infant School within the 2 years immediately preceding the proposed date of admission. A Supplementary Information Form must be completed if applying as a sibling of a child who has already left the school (Appendix B) and submitted to the school by the closing date for applications.

5. Any child and parent(s) who live outside the Parish who attend a Christian church

(which is a member of Churches Together in Britain and Ireland <https://ctbi.org.uk/> or the Evangelical Alliance <https://www.eauk.org/>) at least once a month and who have done so for at least one year immediately preceding the date of application. Applicants wishing to be considered under this criterion must complete the school's Supplementary Information Form (Appendix C) which must be endorsed by the minister of their church and submitted to the school by the closing date for applications. 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 has been available for public worship.

6. Any other child who wishes to attend this Church of England school.

Oversubscription

If there is oversubscription within any of the groups above, places will be allocated to children living nearest the school. The distance is measured in a straight line from the address point of the child's home, as set by Ordnance Survey to the nearest school gate available for pupils to use. This is calculated using the Surrey School Admissions Geographical Information System. For buildings where there are multiple addresses with the same address point, or where the distance to school would be the same for all applicants, priority will be decided by way of an independently supervised lottery.

HOW TO APPLY

- Parents are invited to make arrangements to visit the school and talk to the Headteacher to help them with their selection of a school, although this plays no part in the admissions process.
- Application forms for admission are obtained from the Local Authority via their website <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions> and must be completed by the date published on their website. If you require a hard copy of the application form or booklet please telephone Surrey Schools and child care service on 0300 200 1004.
- All places for September are offered by the Local Authority.
- The school operates a phased induction period.
- For entry into Reception, a child may attend part time until the term in which they become 5.
- For entry into Reception, parents may defer entry (full and part time) until the beginning of the term after the child attains the age of 5, but not beyond the beginning of the final term in the academic year for which a place is offered, the details of which to be agreed with the headteacher.

Multiple births

If the last child to be offered a place is from a multiple birth, further consecutively ranked siblings from the same multiple birth will also be admitted if the parents so wish, even though this will exceed the PAN. The PAN will however remain unchanged and no further child will be admitted until a space becomes available.

Address Point at Application

The address point of the child's home given at closing date of application will apply unless a change of address for good reason is accepted by the Home Local Authority.

Supplementary Information Form (SIF)

This is available on the school website and from the school office. It must be completed for applications under criterion 4 (Appendix B) or criterion 5 (Appendix C) and submitted to the school office by the closing date for applications, whereupon a receipt will be issued. Please note that failure to complete a SIF will mean that your application can only be considered on the information supplied to the Local Authority.

Late Applications

These will be considered in accordance with Surrey's co-ordinated admissions scheme.

In-year Applications

Applications should be made direct to Surrey Admissions

<https://www.surreycc.gov.uk/schools-and-learning/schools/admissions>

Waiting Lists

If parents wish their child to be included on a waiting list, they should contact <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions> If a vacancy arises the school will apply the criteria above to fill the place. The school maintains a waiting list until the end of the academic year.

Educating outside Chronological Year Groups

Parents of children born from 1st April to 31st August 2021, 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 Headteacher, 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 Headteacher). 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. Please also note that there is no right of appeal if a place is offered that is not in the parents' preferred age group. More information on educating children out of their chronological year group and the process for making such requests is available at <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions>

Right of Appeal

Parents have a right of appeal against refusal of a place to an Independent Appeal Panel. Details of the Appeal Procedure are available from the school.


Governors reserve the right to withdraw the offer of a place if an application was made which was fraudulent or intentionally misleading and which has effectively denied a place to another child.

Definitions "Home address" means where the child lives permanently or spends the majority of the school week. In the case of formal equal shared custody, it will be up to the parents to agree which address to use.

"A sibling" means one of two or more children having one or both parents in common or unrelated children who live in the same household as if they were members of the same family.

"Parents" means natural, adoptive, step, foster and parents who are living together or legal guardians

This policy will be reviewed annually and was last updated, by the Governing Body on Tuesday 5th December 2023.

Signed: 

(Chair of Governors)

Date: 05.12.2023

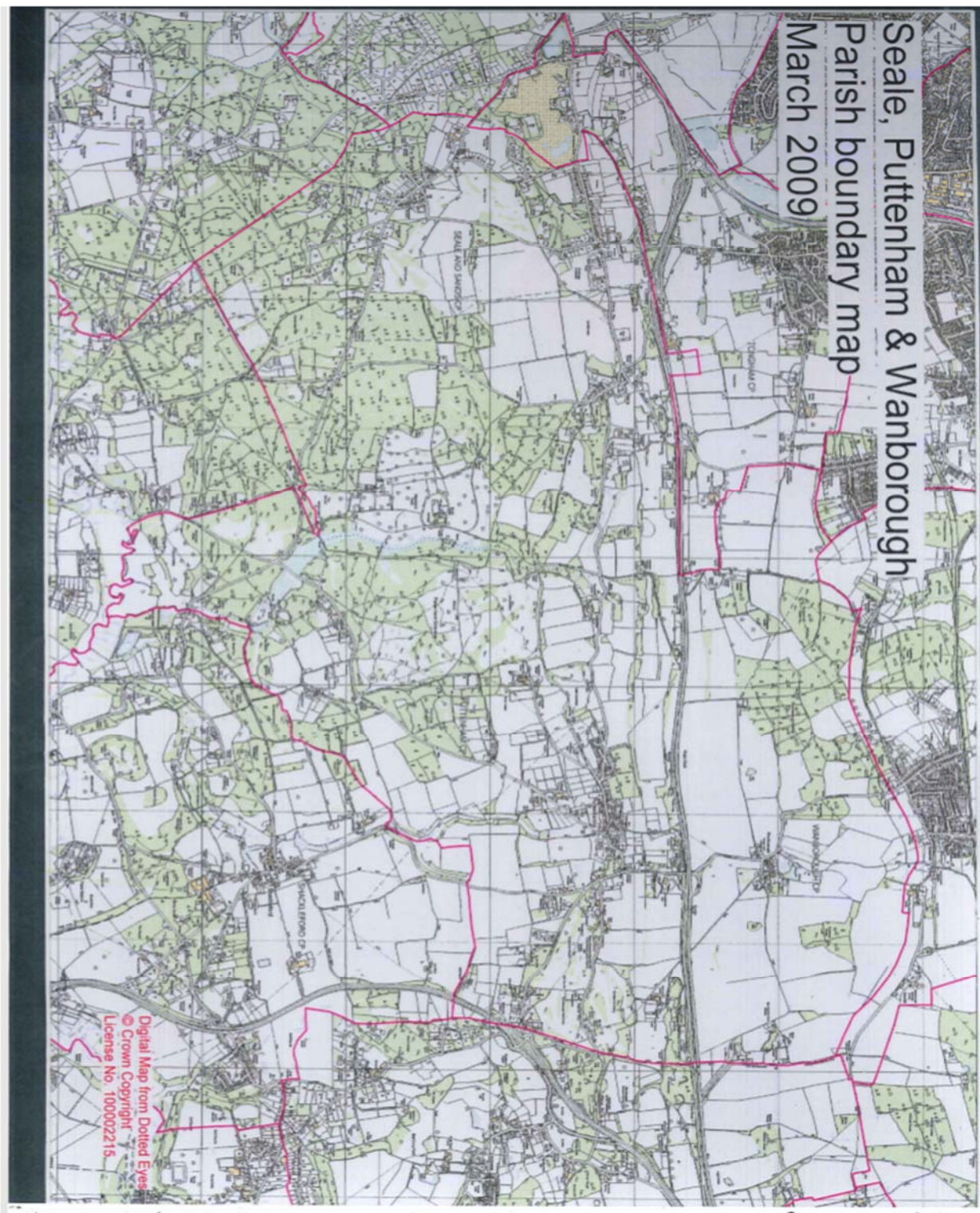


Puttenham
Church of England School

Diocese of
Guildford

TRANSFORMING CHURCH
TRANSFORMING LIVES

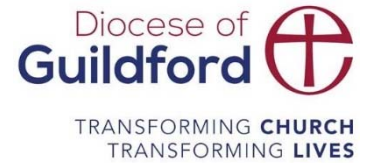
Appendix A – Parish Map



Appendix B – Supplementary Information Form (SIF)



Puttenham
Church of England School



Supplementary Information Form
for admission from 1 September 2025 – 31st August 2026
To be completed under criterion 4 for a child whose sibling has already left the school ONLY

Name of child

Date of birth

Name of Parent(s)/Guardian(s)

Address

.....

Tel. Number (home)..... Mobile

E-mail

Name of sibling who attended Puttenham Church of England Infant School

.....

Date of sibling's admission to the School

Date of sibling leaving the School

Signature of Parent(s)/Guardian(s)

Date

To be completed by the Headteacher of Puttenham C of E Infant School

I confirm that attended Puttenham Church of England
Infant School from the dates listed above.

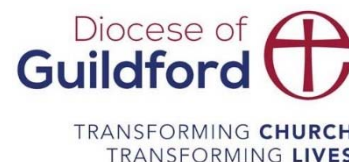
Signature of Headteacher:Date.....

Parent(s)/Guardian(s) are to return this form, by the closing date of admissions: The
Administration Officer, Puttenham C of E Infant School, School Lane, Puttenham, Guildford, Surrey
GU3 1AS.

Appendix C – Supplementary Information Form (SIF)



Puttenham
Church of England School



Supplementary Information Form for admission from 1 September 2025 – 31st August 2026

To be completed under criterion 5.

Application for entry on a faith basis must be supported at the time of application, by submission of this form, which must be endorsed by the Minister of the Ecclesiastical Parish of Seale, Puttenham and Wanborough, or by the Minister of a Church that is a member of Churches Together in Britain and Ireland <https://ctbi.org.uk/> or The Evangelical Alliance <https://www.eauk.org/>.

("Regular worshipper" is defined as at least one parent and child/children, worshipping at least once a month over a period of at least one year immediately preceding the date of 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 has been available for public worship.

Name of Child/Children:

Name of parent/s or guardian:

Home Address:

.....

Home/Mobile Phone Number:

E-mail address:

Are you a regular worshipper at St Laurence - Seale, The Good Shepherd - The Sands, St John the Baptist - Puttenham, St Bartholomew – Wanborough, or other church that is a member of Churches Together in England or the Evangelical Alliance? Yes / No

Signature of parent/s or guardian: Date:

To be completed by the Minister of the Ecclesiastical Parish of Seale, Puttenham and Wanborough, or the Minister of a church that is a member of Churches Together in England or the Evangelical Alliance.

I confirm that the above named meets the 'Regular Worshipper' criterion of worshipping at least once a month over a period of at least one year preceding the date of this application.

Name of Minister and Church:

Signature of Minister: Date:

Church stamp or attach a compliment slip. Please return the completed form to: The Administration Officer Puttenham C of E School. School Lane, Puttenham, Guildford, Surrey GU3 1AS.