Lyne and Longcross C of E (Aided) Primary School

Admissions Policy 2028-2029

Approved: October 2026

John 10:10 helps us to understand the importance of helping children live life to its fullest.

Jesus says, 'I have come that they may have life, and have it to the full.'

As a Church of England school, we value every individual and are inclusive in our approach. We welcome pupils of other denominations and faiths and to those of no particular faith. Our aim is to nurture Christian faith in children and to encourage those of other faiths and those of no faith to embrace our school values in their lives.

Lyne and Longcross, as a Church of England (Aided) Primary School, is its own admissions authority. The school has a Published Admission Number (PAN) of 30 and admits this number of children at the beginning of the school year in which they turn five (although parents do have the right to defer their child's entry until the beginning of the term after the child's 5th birthday, but not beyond the beginning of the final term in the academic year for which the application is made). A child may also attend part-time until they reach statutory school age).

Applicants can apply on-line via www.surreycc.gov.uk/admissions or by completing an application form available from the school office. Forms must be completed and returned by **15th January 2027**.

If the number of applicants for admission to the school exceeds the agreed PAN for any year, the Governors will bring into effect their admissions policy according to the criteria below. Applicants who wish to be considered under criteria 4, 5a, 5b, 6a or 6b **must** submit a
Supplementary Information Form (SIF) direct to the school in addition to forms submitted to the Local Authority. This additional form is available from the school or via a link from the county's online admissions system and will be available on the school's own website. **Applicants may be ranked under a lower criterion if a SIF is not submitted to the school.**

1. Looked After Children and previously Looked After Children***1**.

2. Children with a serious medical condition or other exceptional circumstances***2**.

3. Siblings***3** of pupils who will still be attending the school when the new entrant is admitted.

4. Children of staff***4** who have been employed at the school for two years continuous service dating back from the application date **and** who are regular worshippers***5** at Holy Trinity Church.

5. Children, who live ***within*** the ecclesiastical Parish of Lyne and Longcross***6** who in order of priority:
    a. Are regular worshippers***5** at a Christian place of worship within the parish of Lyne and Longcross.
    b. Are regular worshippers***5** at a Christian place of worship***8 *outside*** the parish
    c. Wish to attend this Church of England school

6. Children who live ***outside*** the ecclesiastical Parish of Lyne and Longcross***6** who in order of priority:
    a. Are regular worshippers***5** at a Christian place of worship within the parish of Lyne and Longcross.
    b. Are regular worshippers***5** at a Christian place of worship***8 *outside*** the parish
    c. Wish to attend this Church of England school

If the school is over-subscribed in any criterion, places will be allocated according to shortest distance from the school measured using Surrey's Geographical Information in a straight line from the child's home address (or in cases of shared custody, where he or she lives for the majority of the school week) as set by Ordnance Survey, to the nearest school gate available for pupils to use. Where there are multiple addressees with only one address point or where applicants are equidistant from the school, priority will be decided by an independently supervised lottery.

Definitions

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; or children who were previously in the care of a local authority or provided with accommodation by a local authority and who left that care through adoption, Child Arrangement Order or Special Guardianship Order, including children 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 letter from the Children's Services Department confirming the child's status, must be submitted at the time of application.
2. ***Serious Medical Condition or other Exceptional Circumstances** – where a child has a serious medical, physical or psychological condition or if there are sensitive family circumstances which make it essential that the child attends this school rather than any other. Appropriate documentary evidence from a consultant doctor or from the relevant support services must be submitted at the time of application. Governors will assess such evidence and make a decision on each individual case. NB. All Surrey schools support the more common medical conditions such as nut allergies, asthma or stress-related symptoms.
3. ***Sibling** – a brother/sister, half-brother/half-sister, stepbrother/step-sister or adoptive brother/adoptive sister or foster children, living in the family unit at the same address in each case.
4. ***Staff** – any permanent Full time or Part-time member of staff who is on the pay roll.
5. ***Regular Worshippers** – one or both parents and/or the child attending services at least once a month for the duration of at least one year prior to the date of application. The Supplementary Information Form must be completed and submitted, with the name and signature of the leader of worship to whom reference can be made.
   In the event that during the period specified for attendance at worship, the church [or, in relation to those of other faiths, relevant place of worship] 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 in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship
6. ***Parish of Lyne and Longcross** – parents should visit the school website or visit https://www.achurchnearyou.com/
7. ***Parent** – a natural, adoptive, step, foster or other legal guardian.
8. ***Christian place of worship** – a member of Churches together in Britain and Ireland (https://ctbi.org.uk/) or the Evangelical Alliance(https://www.eauk.org/)

Education Health and Care Plan – Governors must admit a child with an Education Health and Care Plan that names the school. This is not an oversubscription criterion.

Multiple Births – if the final place offered is to a child from a multiple birth, the remaining consecutively ranked children from the same multiple birth will also be offered places, even though this will exceed the PAN.

Summer Born/Children being educated out of their chronological age group –

For children born between 1st April and 31st 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.

Waiting List - Children who are unsuccessful will have their names kept on the Waiting List until **31**st December of the admission year. The Governors' Admission Policy will apply throughout the course of the Academic year and should a place become available, the Waiting List will be assessed in strict compliance with the above criteria, taking no account of the length of time spent on the list. Late applicants will be added and considered according to the School's Admission Policy once all on time applications have been ranked.

In-Year Applications – these should be made direct to the school.

Late Applications – will be dealt with in accordance with Surrey's co-ordinated scheme.

Right of Appeal - If your application is unsuccessful, you have a right of appeal to an Independent Appeal Panel. Please contact the school office for details. info@lyne.surrey.sch.uk

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.

SURREY
COUNTY COUNCIL

Diocese of
Guildford
THE CHURCH OF ENGLAND