

Busbridge CofE Junior School is a Church of England Voluntary Aided school with close links to Godalming Minster. The School aims to be a living Christian community strongly related to its local community. To the extent defined in the Criteria, we give priority to siblings, families from the worshipping community of Godalming Minster parish and staff; otherwise we allocate by proximity to the School. We welcome applications for all local children, including children of other denominations, of other faiths or of no faith. We aim to nurture enquiring and empathetic minds of all children, regardless of faith.

## **Admission Criteria for 2026/27 Academic Year (Version 1.2)**

As a Voluntary Aided school, Busbridge CofE Junior School ("the School") is its own Admission Authority. This document and SIFs were agreed by the Governing body on 2 December 2024.

### **Admission into Year 3**

**The Governors will admit 60 children for entry into Year 3, being our Published Admissions Number (PAN). Applications must be made in accordance with the Surrey County Council Admissions Guidance which will be published online in Autumn 2025. An online or paper form (go to [surreycc.gov.uk/admissions](http://surreycc.gov.uk/admissions) or telephone Surrey Admissions on 0300 200 1004) must be completed for any applicant and should be returned directly to Surrey County Council before 15 January 2026.**

All children with an Education Health and Care Plan that names the School will be admitted. If the number of applications for admission into Year 3 exceeds the PAN, the Governors will give priority to the categories below, in the following order:

1. **Looked after and previously looked after children** (*see note below*)
2. **Children with specific medical or social needs** (*see note below*)
3. **Children who will have a sibling attending the School when they join in September 2026** (*see note below*)
4. **Children whose Home Address is within the Ecclesiastical boundaries of the newly formed Minster Parish of Godalming or the Parish of Farncombe (as identified on [www.achurchnearyou.com](http://www.achurchnearyou.com)), AND who have at least one parent/carer who is a committed, regular worshipper at the congregations of the Minster Parish of Godalming** (*see note below*). **A maximum of 10 children will be admitted under this category**
5. **Children of staff** (*see note below*)
6. **Any other children whose parents wish them to attend the School.**

### **Tie-Breaker**

Within the category in which the PAN is exceeded, or where the number of children within Category 4 would exceed 10, places will be allocated according to distance measured in a straight line from the address point of the applicant's Home Address, as set by Ordnance Survey, to the nearest school gate available for pupils to use, calculated using the Surrey County Council School Admission Team's Geographical Information System. If it is necessary to break a tie between applicants whose Home Address, so calculated, is an equal distance from the nearest school gate, an independently supervised lottery will be used to determine which of those applicants will be given priority.

## **General Definitions:**

The “**Home Address**” is the applicant child’s residence or, in the case of shared custody, the residence where he or she lives for the majority of the school week. The child’s home address excludes any business or childminder’s address and must be the child’s normal place of residence. It also excludes any relative’s address unless the child lives at that address as their normal place of residence.

We will generally not accept a temporary address if the main carer of the child still possesses or rents a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.

A “**parent/carer**” means a natural, adoptive, step or foster parent or other legal guardian.

## **Category 1 Priority**

For category 1 priority a “**looked after child**” and “**previously looked after child**” are defined as:

- 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, eg. fostered or living in a children’s home, at the time an application for a school is made; and
- Children who have previously been 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 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989) including those who appear (to the Admissions Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted.

## **Category 2 Priority**

For an application for category 2 priority, written evidence must be provided from a relevant professional (e.g. medical consultant or social worker), setting out why a specific medical condition or social need makes it essential that the child attends the School rather than any other. In addition there will be admitted under this criterion children who were previously in state care outside England and have ceased to be in state care as a result of being adopted.

## **Category 3 Priority**

For category 3 priority, a “**sibling**” is a brother or sister, half-brother or half-sister, step-brother or step-sister, adoptive brother or sister, or foster child, if (in each case) living in the same family unit as the applicant child at his or her Home Address.

## **Category 4 Priority**

The Minster Parish of Godalming is a newly formed Ecclesiastical Parish, combining the previous Ecclesiastical Parish of Godalming with the United Benefice of Busbridge and Hambledon. The parish boundary can be found on [www.achurchnearyou.com](http://www.achurchnearyou.com).

For category 4 priority, a committed, regular worshipper of the congregations of this newly formed Minster Parish of Godalming is someone who has attended Christian worship regularly (at least twice a month) for the 3 years prior to the designated closing date for applications

and whose regular Christian worship (at least twice a month) has been at Busbridge Church and/or Hambledon Church and/or St Peter and St Paul's Church and/or St Mark's Church (the Churches) for at least the 5 months immediately prior to that date. In order to be considered under this category families moving into the defined area less than 5 months before the designated closing date must produce evidence of the same pattern of previous worship, and must commence worship at one of the Churches as soon as possible after arrival.

If the number of children in Category 4 exceeds ten, all will be ranked on distance according to the Tie-Breaker paragraph above and the ten children living closest to the school will be offered a place. Thereafter, any remaining applicants in this Category will be returned to the general pool and ranked, together with other applicants, according to Priority Categories 5 or 6, as appropriate.

In the event that during the period specified for attendance at worship the Churches have been closed for public worship and have not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the Churches or alternative premises have been available for public worship.

"Christian worship" means worship within a church that is a member of Churches Together in Britain and Ireland (as identified on [www.ctbi.org.uk](http://www.ctbi.org.uk)) and/or the Evangelical Alliance (as identified on [www.eauk.org](http://www.eauk.org)) and/or is judged by the Rector of the Minster Parish of Godalming to be an equivalent Church overseas.

For a child to be considered under Category 4, the School must receive from the parent(s)/carer(s) making the application on or before the closing date for applications:

1. a completed and signed Supplementary Information Form; and
2. a completed Church Verification signed by the Rector or some other member of the Clergy (but also countersigned by the Rector) of the Minster Parish of Godalming.

The forms can be found on the school's website or can be obtained from the school office. **NB** If a completed and signed Supplementary Information Form and Church Verification are not both received by the School from the parent(s)/carer(s) on or before the closing date, the child in question will not be considered for admission under Category 4.

### **Category 5 Priority**

The School will admit a child of a member of staff of the School under this criterion provided that:

- (a) the member of staff (defined below) 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,
- or**
- (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For the purposes of satisfying this criterion, a member of staff is defined as a member of the School's full time staff or a part-time member of staff working at least 40% of the time which

a full time member of staff would work in that particular role. A panel from the Governors will determine whether the member of staff meets the requirements of this criterion.

A person will be considered to be a child's parent for the purpose of this criterion if they are living in the same family unit as the child at the same address and are:

- their mother or father:
- any other person who has parental responsibility, such as an adoptive parent, step-parent, a special guardian or person named in a child arrangements order
- any other person who does not have parental responsibility but otherwise has the care of the child, such as a foster carer

For a child to be considered under Category 5, the school must receive from the relevant member of staff on or before the closing date for applications a completed and signed Supplementary Information Form verified by the Headteacher and Chair of Governors. This form can be found on the school's website or can be obtained from the school office.

### **Waiting List**

An applicant for Year 3 not initially offered a place at the School will be placed on a waiting list, if the School is so requested, following the initial allocation of places (or at any later time until the end of the academic year 2026/27). The waiting list will be maintained by the School for the duration of the academic year 2026/27. The waiting list will be ranked on the basis of the above criteria (except where the multiple births policy below requires otherwise) and not by reference to the date when an application was received or a name was placed on the list.

Whenever a child is added to the waiting list during the year or the School is notified of a change to the application information relating to a child on the waiting list, the list will be ranked again on the basis of the above criteria (and the multiple births policy below). The waiting list is held for one academic year only. Thereafter, if the parents/carers still wish their child to be considered for a place, a fresh in-year application to the school must be made.

### **Multiple Births**

If the last place is offered to a child from a multiple birth, the other sibling or siblings from that multiple birth will also be admitted, even though this may exceed the PAN. However, no further children will be admitted until/unless the number of children falls below PAN.

### **Late applications**

Applications received by Surrey County Council will be dealt with in accordance with their co-ordinated admissions scheme.

## **Appeals**

The parents/carers of a child not offered a place have a right of appeal to an independent panel. Please contact the school office for details.

## **Withdrawal of a place**

If it becomes apparent at any time that a parent/carer has made a fraudulent or intentionally misleading application which has effectively denied a place to another child, the Governors reserve the right to withdraw the place, prior to the child starting at the school.

## **Admission into Years 4 to 6**

The School will maintain on its website at all times a notice of any current vacancy or vacancies (as against PAN) in Year 4, Year 5 or Year 6. Applications for any current vacancy may be made at any time by completing an In-Year application. Please contact our School Office for further information concerning the making of such an application. If more than one application is received in respect of any given vacancy, the vacant place will be offered on the basis of the Year 3 criteria above, applied at the time of the offer to those who have applied for that vacancy. (For these purposes, references to the closing date for applications in the notes explaining Category 4 and 5 priorities will be taken to refer instead to the date when the vacancy was first posted on the School website.)

## **Out of chronological age education**

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, governors agree for the child to have a decelerated entry to the school the place cannot be deferred as such and instead the applicant will be invited to apply again in the following year for the decelerated cohort but the application will be determined as if the child were of the chronological age group for that 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, governors agree 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 any evidence they may 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](http://www.surreycc.gov.uk/admissions).

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