



Cranleigh Primary School

An Academy in The Good Shepherd Trust

Admission Policy – 2026-2027

Cranleigh Primary School operates within a caring Christian environment in order to provide a secure, happy, and stimulating teaching and learning environment. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here. Our school welcomes applications from families of other faiths and of no faith.

As an academy in **The Good Shepherd Trust**, the Trust is the Admission Authority for the school and has agreed with the Local Authority (LA) a Published Admission Number (PAN) of **30** children at the age of 4+ and a PAN of **30** children at the age of 7+. Any child with an Education, Health and Care Plan naming the school will be admitted. Where possible such children will be admitted within the PAN. The Trust has determined the following over-subscription criteria in consultation with the Diocese of Guildford, which will be strictly applied in the order shown below as soon as the number of applications exceeds either PAN.

Over-Subscription Criteria

- 1. Children looked after or previously looked after (see note 1)**
- 2. Exceptional social/medical need. (see note 2)**
- 3. Children of permanent members of staff where 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. (see note 3)**
- 4. Children who will have a sibling at the school at the time of the child's admission. (see definition below)**
- 5. Any other children.**

Application Process for September 2026

Applications from Surrey residents for Reception or Year 3 in September 2025 must be made in accordance with Surrey County Council's (SCC) coordinated admissions scheme. They should be completed on-line via the SCC website www.surreycc.gov.uk/admissions or if a paper copy is required, please contact SCC on 0300 200 1004. Completed forms must be returned directly to the LA **by 15th January 2026**.

For Admission to Reception only

Children start school in September following their 4th birthday. However, parents may defer entry to the beginning of the term after their child's 5th birthday, but not beyond the beginning of the summer term in the academic year for which the application is made. A child may also attend part-time until statutory school age is reached. Parents who contact the school will be encouraged to visit and meet staff and see children at work. In the autumn term of the year before their child is due to start, parents will be invited to attend our Open Morning and find out more about the school.

Summer Born Children/Out of Chronological Age Education

For children born between 1st April and 31st August, parents may decide to delay admission to school until the term *after* their child turns 5, i.e. when statutory school age is reached. In such a scenario a child would normally start school the following year in Year 1, missing out on Reception. However, a parent may request that their child is admitted to Reception instead, meaning that the child would be educated outside their chronological year group. Applications outside the normal age group can be made to other year groups at the school. If parents wish to apply for their child to be placed within a different year group, they should discuss their wishes with the Headteacher, stating clearly why they feel admission to a different year group would be appropriate, including any supporting documentary evidence if they wish. The local committee will then make a decision as to which year group the child should enter in the following year, based on the particular circumstances of the case and in the best interests of each child. The Headteacher'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 new application must be made. For further information and other out of correct year group requests, please see www.surreycc.gov.uk/admissions

Notes

- 1) **Looked After 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** - children who are in the care of the LA or provided with accommodation by a LA in accordance with S.22 of the Children Act 1989; or children who were in the care of the LA or provided with accommodation by a LA and who left that care through adoption, Child Arrangement Order or Special Guardianship Order. Official confirmation of the child's status must be submitted at the time of application.
- 2) **Exceptional Medical or Social Circumstances** – a child who has a serious medical condition or if there are sensitive family circumstances which make it *essential* that the child attends Cranleigh Primary School rather than any other. Appropriate documentary evidence from a Consultant Doctor (a letter from a General Practitioner alone will not suffice) or from the relevant support services must be submitted at the time of application, making clear why attendance at this school is essential. The local committee will assess such evidence and make a decision on each individual case.

N.B. All schools are expected to support children with more common medical conditions such as asthma, nut allergies and stress-related symptoms.

- 3) **Staff applications** - 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. Please complete the SSIF and attach to the application.

Definitions

Sibling – brother/sister, half-brother/sister, step-brother/sister, adoptive brother/sister or foster children, all living as part of the same family unit at the same address.

Parent - a natural, adoptive, step or foster parent or other legal guardian.



Home Address – the child’s permanent address or where the child lives for the majority of the school week. The address used for the initial allocation of places will be the child’s address at the closing date for applications.

Tie Breaker - if the school is over-subscribed within any criterion, places will be allocated to the child living closest to the school. This is measured using Surrey’s Geographical Information System (GIS) in a straight-line distance from the address point of the child’s home as set by Ordnance Survey, to the nearest school gate available for pupils to use. Where there are two or more applicants who live equidistant from the school, or multiple addresses with the same address point, priority will be decided by an independently supervised lottery.

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 PAN. However, no further children will be admitted until the number drops below PAN.

Waiting List - if there are more applicants than places, the school will hold a Waiting List (WL), which will be ranked strictly in accordance with the over-subscription criteria, taking no account of the date that a child’s name was added to it. The WL will be maintained until the last day of the academic year, after which an in-year application should be completed if parents still wish their child to be considered for a place.

In-Year Applications – in-year applications are dealt with by the LA - please contact the school if you require further information.

Late Applications – these will be considered in accordance with the LA’s co-ordinated admissions scheme.

Right to Appeal – if your application is unsuccessful, you have the right of appeal to an Independent Appeal Panel. Details are available from the school or by contacting SCC on 020 8541 8092.

All Applicants to Note – *The Trust reserves 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*

