



# **St Lawrence Church of England (Aided) Junior School**

## **2025 Admissions Policy**

**Achieving      Believing      Caring**

### **Welcome**

St Lawrence is a Church of England Junior school in the heart of Molesey for pupils between 7 and 11 years old (Years 3 to 6). The Church of England's prime aim is to provide the best possible education for children of the community in which the school is located. This education has a fundamentally Christian ethos but is open to all children regardless of their families' religious beliefs or affiliations. We aim to offer a place to all parents who wish their child to attend a church school but also welcome children of all other faiths (or no faith) and encourage a varied love of learning in all pupils. We provide a happy and challenging learning environment where children are encouraged and supported to be open minded and curious and to be creative, collaborative, aspirational and active learners. Our children come first in everything we do.

We work in partnership with parents, St Paul's Church, and the wider community to develop confident, motivated, and responsible individuals who will make a positive contribution to society.

The published admission number (PAN) for Year 3 is 90 pupils (as agreed with Surrey County Council), normally arranged in classes of 30 pupils or fewer. The school has been able to offer all applicants to Year 3 a place for at least the last five years.

### **Applying for a place at St Lawrence**

Applications for places at the school are welcome from all parts of Molesey and surrounding areas, and from pupils currently attending both infant and junior schools.

Applications will usually be made for entry to Year 3 (aged 7) but in year applications to other year groups are also welcome at any time (see below).

All applications to Year 3 whether ranked first, second, third or fourth on the Surrey County Council (SCC) preference form will be considered equally against St Lawrence's entry criteria. All applications must be made on the SCC application form. This may be completed online at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions) or on a paper form available from SCC by telephone 0300 200 1004. Completed paper forms should be returned to SCC (not to St Lawrence).

Late applications will be considered in accordance with SCC's Co-ordinated Admissions Scheme. Parents who are unsuccessful in their application may appeal by contacting the school office for details of the appeals process.

### **In-year applications**

Applications are welcome at any other time of the year (and to any other year group) and should initially be made directly to the school office, and not to SCC. If the relevant year group is not at 90 pupils, then a place will be automatically offered to the applicant.

## Entry criteria

In the unlikely event that more applications are received than places available, (i.e., more than 90 applications) places will be offered in the following priority order: -

1. Children who are in the care of, or provided with accommodation by, a local authority; or any child who was previously in the care of, or who was provided with accommodation by a local authority, and who left that care through adoption, a child arrangements order or special guardianship order, 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.
2. Children applying for a place in exceptional circumstances (see note 1)
3. Siblings of pupils already attending St Lawrence School at the time of admission (see note 2)
4. Children currently attending The Orchard Infants School, East Molesey.
5. Children of parent(s) living within any part of Molesey (as shown on the school map on the school website and in the school office) who are regular worshippers at any Christian Church (see note 3).
6. All other children who wish to attend this Church of England school.

All governing bodies are required to admit a child with an Education Health and Care Plan that names the school. Such children will be allocated a place before other applicants are considered.

## Supplementary Information Form

All parents who wish their child to be considered for a place at St Lawrence School under criterion 5 above (i.e. regular worshipper) must also complete the Supplementary Information Form. The form is included in the school prospectus, on the school website, and is available from the school office. This form must be submitted directly to **St Lawrence School**. Failure to do so may mean that the application will be considered under a lower criterion. The closing date for submission of this form will be the same as the application to the local authority.

## Guidance notes regarding entry criteria

### Note 1: Exceptional Circumstances

Application for admission based on serious medical, physical, or psychological conditions or if there are sensitive family circumstances which make it essential that the child attends this school. Applications will only be considered if you attach substantive evidence from a consultant doctor or relevant specialist support service. (A letter from your GP will not be sufficient medical evidence). N.B. All schools support children with the most common medical conditions such as asthma, nut-allergies, and stress related symptoms.

### Note 2: Siblings and Parents

A child's sibling is considered to be a brother or sister (or a half brother or sister, adopted or fostered brother or sister, or stepbrother or sister) who shares at least one parent with the child and who shares the same home address. A parent is considered to be a natural, adoptive, step or foster parent, or other legal guardian. In the case of twins or multiple births (and insufficient places being available to accommodate all of them), they will be admitted even if this means going above 90. However, no further children will be admitted until the number falls back to below 90.

### Note 3: Regular Worship

Families applying for a place based on regular worship (i.e., at least one parent who attends a church service an average of at least once a month in the year prior to the date of application) will need to provide proof of this attendance. Documented evidence will be required in the form of a signed confirmation from their rector, vicar, priest, or minister, by completion of the Supplementary Information Form.

### Note 4: Tie Break Methodology

Oversubscription in any category will be decided on priority, based on the shortest distance, in a straight line, from the Ordnance Survey point of the child's normal home address (at the closing date for applications) to the school pedestrian entrance in Church Road, using the Surrey County Council Geographical Information System. Where two or

more children share a priority for a place, e.g. where two children live equidistant from the school or share the same address point, priority will be decided by an independently supervised lottery.

**Note 5: Waiting Lists**

If any year group is oversubscribed, a waiting list will be maintained until the last day of the summer term 2026 when it will be cancelled. Applicants wishing to remain on a waiting list after this date must write to the school by 1<sup>st</sup> July 2026 stating their wish and providing their child's name, date of birth, and the name of the child's current school. If the year group has 90 pupils or more, applicants will be ranked according to the entry criteria irrespective of how long they have spent on the list.

**Note 6: Home Address**

This is the child's permanent address or where s/he 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.

**Note 7: Places Outside Normal Year Group**

Parents may wish to seek places outside their child's chronological year group although in the first instance, this should be discussed with the Headteacher. Applicants must state clearly why they feel admission to a different year group would be appropriate and submit supporting documentary evidence if they wish. The LGC will make their decision in the best interests of each child, taking into account the particular circumstances of the case, including the views of the Headteacher. Reasons for the decision will be shared in writing with parents but please note that there is no right of appeal if a place is offered that is not in the parents' preferred age group. For more information, please see [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)

**Annual review**

As a Voluntary Aided school, the Governing Body is its own Admissions Authority. The Admissions Policy is reviewed annually by the Governing body and due consultation is carried out if significant changes are proposed.