



# Christ Church New Malden

Church of England Primary School



## Governors' Admissions Policy 2027-28 School Year

Committee responsible	Admissions
Approval required by	Full Governing Body
Statutory or Recommended	Statutory
Frequency of review	Annually
Date last reviewed	20/1/2026
Date of next review	January 2027
Display on website	Yes
Consultation	Staff / Parents/ LA/ Bordering LAs /LA Schools
Link with other policies	

	Signed	Date
Headteacher		20/1/2026
Chair of Governors		20/1/2026

## 1. Ethos Statement

Christ Church New Malden Church of England School has a distinctive Christian ethos which is at the heart of this School and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to our community.

The Governing Body is responsible for the admission of pupils to Christ Church New Malden Church of England Primary School and admits 60 pupils to the Reception Year each September.

- Written application for admission to the school must be made to the Local Authority on the Common Application Form with a supplementary information form only being used for families wanting to claim church priority criteria.
- The maximum size of each class is 30 pupils giving a maximum of 60 pupils in each year group
- If the number of applications exceeds the number of places available then the Governors will offer places on the basis of the ranked criteria in Section 2.
- The criteria described in Section 2 will be applied in rank order to all applicants on the list. The criteria will be applied on the basis of information given by parents on the Common Application Form and, if relevant, the Supplementary Information Form.
- For children currently attending the school nursery, parents/carers must complete an application form for entry into the Reception class even if the child attends the nursery class at the school. Priority is not given to children who attend the nursery class in the school.
- The Governing Body will consider all applications in accordance with the oversubscription criteria.
- In cases where the Governors are unable to offer a place to a child, the parents have right of appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Clerk to the Appeal panel, c/o the School, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

## 2. Admissions Oversubscription Criteria

If there are more than 60 applicants places will be offered in accordance with the following criteria in order of priority:

1. Looked After Children or previously looked after children. A looked after child is a child who is
  - (a) in the care of a local authority, or
  - (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of

making an application to the school. A previously looked after child is a child who immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). The Governors will require written confirmation that the child is looked after or previously looked after, and will be so at the time of making an application to the school.

A child is regarded as having been in state care outside of England if they were in care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2. Children with exceptional social/or medical needs. Written supporting evidence should be supplied at the time of application from a relevant professional e.g. specialist health professional, social worker etc. The evidence must show why Christ Church is the most suitable school and the difficulties that would be caused if the child has to attend another school.
3. Places will be offered to children of staff who have been employed by the school for at least two years prior to application, or to fill a post for which there was a demonstrable skills shortage.
4. Children who will have a brother or sister, (including an adopted, foster, half - or step- brother or sister), living at the same address and attending Christ Church New Malden C of E Primary School at the time of admission.
5.
  - (a) Children whose parent(s) or legal guardian(s) or family member e.g. grandparents or aunts and uncles, accompanying the child, worships at Christ Church or St. John's New Malden, at least twice a month and has done so for a period of two years\*\* at the time of application.
  - (b) Children whose parent(s) or legal guardian(s) or family member e.g. grandparents or aunts and uncles, accompanying the child, worships at another church belonging to Churches Together in New Malden (as at 1st November 2018)\* at least twice a month and has done so for a period of two years\*\* at the time of application.
  - (c) Children whose parent(s) or legal guardian(s) or family member e.g. grandparents or aunts and uncles, accompanying the child, worships at another Trinitarian Christian Church (including non English language churches) at least twice a month and has done so for a period of two years\*\* at the time of application and who live within 2 kilometres of the school.

The total number of places allocated under category 5 will be 15 and will be applied in subcategory order (a,b,c). However, if the fifteenth applicant is the first of siblings (including adopted) applying for the same admissions year then the number will be increased accordingly to include all same school year siblings. Any children beyond the maximum number in category 5 will be automatically transferred to category 6.

\* These Churches are New Malden Baptist Church, New Malden Methodist Church, St. James's, St Joseph's and New Malden United Reformed Church.

**\*\*For category 5, if the parent/legal guardian/family member accompanying the child has been attending for less than two years, because they have lived in New Malden for less than two years, but previously attended another Trinitarian church then a form from the previous Church is also required so that the full two year period is covered.**

Written evidence of the applicant's commitment to their place of worship will be needed and the school provides the appropriate supplementary information form for completion by parents and the clergy/minister, the form may be downloaded from the school website or collected from reception. This form must accompany any application for a place where church criteria are being used; if no supplementary information form is received before the application deadline the application cannot be considered under the church criteria and will default to category 6.

*Variant: 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 or alternative premises have been available for public worship.*

6. Children who live nearest to the school (see 'Distance'),

### **Tiebreaker**

The distance from home to school, criterion 6, is used as a 'tiebreaker' if there are more applications than places available under any of the oversubscription criteria. For applicants from the same block of flats, or who live at the same distance, random allocation by the drawing of lots will be used as a final tiebreaker, supervised by someone independent of the school.

### **Distance**

Distance is measured by a straight line from the applicant's home address to the main entrance of the Lime Grove site or the main entrance of the Elm Road site (whichever is closer). All distances will be measured using the School Admissions' computerised Geographical Information System.

### **3. Deferred entry (only relevant to infant classes)**

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (i.e., when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parents/carers who have been offered a place at the School and wish to defer entry for their child and/or attend part-time must put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term.

### **4. Education out of normal (chronological) age group**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

## **5. Waiting list**

The School operates a waiting list which is ordered in accordance with the oversubscription criteria. The waiting list is held until the last day of the autumn term of the admission year). Parents may request in writing to join the waiting list. If an application is received and a child is added to the waiting list, the list will be re-ranked in accordance with the oversubscription criteria.

## **6. Special educational needs**

Parents of pupils who have a statement of special educational needs, or Education, Health and Care (EHC) Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement, or EHC Plan, is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose statement, or EHC Plan, names the School.