



## Walsh Church of England Junior School

*An Academy in The Good Shepherd Trust*

### Admission Policy – 2026-2027

Walsh Church of England Junior 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 64 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 attending Walsh CofE Infant School. (see note 4)**
- 5. Children who will have a sibling at the school or at Walsh CofE Infant School at the time of admission. (see definition below)**
- 6. Any other children.**

#### **Application Process for September 2026**

Applications from Surrey residents for Reception or Year 3 in September 2026 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](http://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**.

## 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 Walsh Junior 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.
  
- 4) Criterion 4 will only apply to children who attend Walsh CofE Infant schools (as applicable) in Year 2 and will not be applied once a child has left the school.

## 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** – Where the school is oversubscribed, a waiting list (WL) will be maintained until at least 31 December in the admission year. Children who are refused admission will be automatically placed on the waiting list, in accordance with the School Admissions Code. Parents do not need to make a separate request for their child's name to be added. The waiting list will be ranked in accordance with the oversubscription criteria set out in this policy and not in the order in which applications were received. Whenever a place becomes available, it will be offered to the child at the top of the waiting list at that time. Parents may request that their child's name is removed from the waiting list at any time. The Trust may also contact parents to ask whether they wish their child to remain on the waiting list.

**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. The right of appeal is entirely separate from the operation of the waiting list. A child's position on the waiting list will not be affected by whether or not an appeal is lodged, heard, or decided.

**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.*



