Admission Policy - 2027-2028 Academic Year

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment.

Date updated: January 2026
Date agreed and ratified by Governing Body: 12.02.2026
Date of next review: Autumn 2026

Limpsfield Church of England Infant School
Westerham Road, Oxted, Surrey, RH8 0EA

Admission policy for the school year 2027/28

Limpsfield 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. The Governing Body welcomes applications from all members of the community and asks all parents/carers to respect the Christian ethos of our school and its importance to our community.

Places Available

The Governing Body is responsible for the admission of pupils to the School. The pupil admission number is 60 pupils for entry in the Reception year. The school will accordingly admit up to 60 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds) of 30 pupils per class.

The Governing Body is required to admit a child with an Education, Health and Care Plan (EHCP) which names the school.

If you are applying to the school under criterion 5 or 6 of our policy, indicating membership of a church, you will need to complete a Limpsfield CE Infant School Supplementary Information Form which must be endorsed by a Minister/Priest and returned to the school by 15 January 2027. If a supplementary information form is submitted late, it may not be considered until after the initial allocation of places.

Over-subscription criteria

If there are more than 60 applicants, after the admission of any children with an Education, Health and Care Plan which names this school, places will be allocated according to the criteria set out below. These are stated in order of priority:

1. Looked after children or previously looked after children, including children 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 (see note A).
2. Children with an exceptional and professionally supported medical or social need for a place at this school (see note B).
3. Children who will have brothers and/or sister, living at the same address, in the school at the date of application (see note C).
4. Children living in the civil parish of Limpsfield (see note D).
5. Children whose parent/carer is a regular worshipper (see note E) at St Peter’s Parish Church, Limpsfield.
6. Children whose parent/carer is a regular worshipper (see note E) at an Anglican Church or other Christian Church (see note F).
7. Any other applicant.

In the event of over-subscription in any of the above criteria, distance will be used to determine between applicants. In the event that two or more applicants live the same distance from the school, priority will be determined by drawing lots (see note G).

Notes:

A Looked after and previously looked after children are children who are in the care of a local authority, or being provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, [e.g. fostered or living in a children's home], at the time an application for the 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); and children who appear to the Governing Body to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The Governors will require written confirmation that the child is looked after or previously looked after.

B This must be supported by written evidence at the time of application, e.g., from a specialist health professional, social worker or other care professional. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.

C Qualifying siblings are brothers and sisters, half-brothers and -sisters, step-brothers and -sisters, foster and adopted brothers and sisters who share the same home.

D A copy of the map showing the Civil Parish Boundaries is available at school and on the school website.

E "Regular worshipper" is defined as attendance of the parent/carer at worship at least monthly for at least two years prior to application. The application must be supported by the relevant Parish Priest or Minister stating you met the requirements on the Supplementary Information Form. Those who have recently moved to the area who worshipped previously in a different church will be asked to supply a reference from that church so that the two-year period is covered. The governors do not give a higher preference to families where both parents worship.
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 the admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

F A Christian Church is one that is a full member of a local Churches Together Group, Churches Together in England or The Evangelical Alliance.

G Distance is measured in a straight line using the local authority's computerised mapping system (this measurement will be from the address point of the child's house, as set by Ordnance Survey to the nearest school gate available for pupils to use. The child's home will be their normal place of residence. In the case of formal equal shared custody, it will be up to the parents/carers to agree which address to use. In other cases, it is where the child spends most of the time.
In some cases, applicants who live in the same block of flats may share the same address point. In such cases, applicants will be considered to live equidistant from the school. Where it is necessary to distinguish between identical distances by drawing lots, the procedure will be independently verified.

Waiting List
The School operates a waiting list which is ordered in accordance with the oversubscription criteria. In the event of a child being refused admission, his/her name will automatically be put on the school waiting list. Any late applicants for places will also have their names put on the waiting list which will be maintained until the end of the summer term 2028. If places become available, they are awarded to children whose names are on the waiting list according to the criteria agreed by the governors. Parents are entitled to know their child's place on the waiting list, but this position can change as other people move into the area. 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.

Appeals
Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain the necessary form from the school office.

Special Educational Needs
Parents of pupils who have an Education, Health and Care Plan (EHCP) are required to apply for school places separately through their home local authority from whom advice is available. If a child with an EHCP 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.

Deferred entry to reception class/part-time entry
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. Parents/carers may also arrange for their child to start part-time until their child reaches compulsory school age. Parent/carers wishing to defer entry for their child and/or arrange for them to attend part-time must contact the Headteacher at the earliest opportunity to discuss the arrangements.

Admission of children outside of their chronological year group
Parents/carers may request a place outside their child's chronological year group. They must provide information to support their request. This may include medical or other professional evidence if appropriate. The request should be submitted with an application for the child's chronological year group at the usual time. The Governors' decision will be based on the circumstances of the case and will be made in the child's best interests. Such requests should be discussed with the Headteacher at an early stage.
More information on educating children out of their chronological year group is available on Surrey's admissions website:
Educating children out of their chronological year group

In Year Admissions
Parents wishing to apply during the school year for a place for their child should first contact the school for information about getting the necessary application form.
Places which become available in any year group outside the annual admission process, will be filled in accordance with this policy.

Fair Access
The School is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.

Assistance
If you would like any assistance with the process of applying for a place at our school, please contact us:
Limpsfield CE Infant School - contact us