



Tadworth Primary School

ADMISSIONS POLICY

2020-21

TADWORTH PRIMARY SCHOOL

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The published admission number is 60. The school's aim is to accept no more than 30 children per class (with a legal limit of 30 in Reception, Year 1 and Year 2). Any child classed as an "exception" as outlined in The School Admission (Infant Class Size) Regulations 2012 will be treated as exceptions until the class drops back to the infant class size limit.

Admissions to the school are the responsibility of the governors who delegate the task of selecting those to be admitted to the Admissions Committee. This Committee makes its selection on the following criteria in the order shown, after taking into account children with an Education, Health and Care Plan (EHCP) who, in line with Section 324 of the Education Act 1996, will be allocated a place if the EHCP names the school, before other children are considered. In this way, the number of places available will be reduced by the number of children with an EHCP:

Criteria

1. **First Criterion: Looked after and previously looked after children**
2. **Second Criterion: Exceptional arrangements**
3. **Third Criterion: Children who have a sibling at the school at the time of admission**
4. **Fourth Criterion: Children who have a parent working at the school**
5. **Fifth Criterion: Children for whom Tadworth Primary School is the closest primary school to their home**
6. **Sixth Criterion: Any other children**

First Criterion: Looked after and previously looked after children

Looked after and previously looked after children will be considered to be:

- children who are registered as being in the care of or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home at the time an application for a school is made; and
- children who have previously been in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangement order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Second Criterion: Exceptional arrangements

Occasionally, there will be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement at a particular school. Supporting written evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This written evidence must confirm the circumstances of the case and must set out why the child should attend Tadworth Primary School and why no other school could meet the child's needs. Providing written evidence does not guarantee that a child will be given priority and in each case a decision will be made based on the merits of the case. Common medical conditions and allergies can usually be supported in all mainstream schools. Therefore, priority under Tadworth Primary School's exceptional medical criterion would not normally be given for these.

Children who were previously in state care outside England, and have ceased to be in state care as a result of being adopted, may be considered under this criterion. A child will be regarded as having been in state care outside 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 parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

Third Criterion: Children who have a sibling at the school at the time of admission

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister, or a step-brother or step-sister, or an adoptive or foster sibling living at the same address.

Fourth Criterion: Children who have a parent working at the school

The parent with whom the child normally resides must have been employed at the school for two or more years at the time the written application is made for in year applications, or the closing date for applications to Reception, and/or where they have been recruited to fill a vacant post for which there is a demonstrable skill shortage. Once a Waiting List has been established the child's position on the list will be adjusted once a member of staff, who had not previously met the two-year employment threshold, has worked at the school for two years.

Fifth Criterion: Children for whom Tadworth Primary School is the closest primary school to their home

Children will be ranked according to their address at the time of written application in order of distance between their home and the school, with those for whom Tadworth is their closest school given priority over those whose home address is nearer to another state primary school.

Sixth Criterion: Any other children

All remaining applicants will be ranked in order of the distance between their home and the school.

How distance will be measured

All distances will be measured on the basis of nearness to the school measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the nearest official school gate for pupils to use. (The official school gates are located in Heathcote and Tadorne Road.) This is calculated by the computerised Geographical Information System maintained by Surrey's admissions team. Once a Waiting List is formed the address used will be the child's current address.

Home address

The address details will be the child's home address; this excludes any business, relative or childminder address and must be the child's normal place of residence. This will normally be owned by the child's parent, parents or guardian OR leased or rented by the child's parent, parents or guardian under a lease or written rental agreement. If parents live separately but share responsibility for the child, and the child lives at two different addresses during the week, the 'home address' will be regarded as the one at which the child sleeps for the majority of nights during term time.

The address to be used, for the initial allocation of places to Reception, will be the child's address at the closing date for application. Changes of address may be considered in accordance with Surrey's coordinated scheme if there are exceptional reasons behind the change, such as if a family has just moved to the area.

The address to be used for waiting lists, will be the child's current address. For applicants moving into the area this will be amended to the new address once contracts are exchanged or a lease is signed.

Any offer of a place, on the basis of address, is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify the school and Surrey County Council in writing of any change of address.

Tiebreaker

Where two or more children share a Criteria for a place, e.g. where two children live equidistant from the school, (for example when measuring from flats in the same block), Tadworth Primary will determine which child should be given priority by random allocation. This draw will be witnessed and the proceedings recorded.

Admission of twins, triplets, other multiple births or siblings born in the same academic year

In the case of multiple births or siblings born in the same academic year, where children have equal priority for a place, Tadworth Primary School will use random allocation (as described in Tiebreaker above) to determine which child should be given priority. If after the allocation one or more places can be offered but there are not sufficient places for all of them, wherever it is logistically possible and deemed by the school to be compatible with the effective education of the other children, each child will be offered a place – with any over the pupil admission number being classed as an excepted child. Where it is not logistically possible to offer each child a place the child(ren) ranked the highest will retain their offer and the applicant will be advised of their right of appeal and informed about waiting lists.

Late applications for Reception

Any applications received after the deadline will not be processed until all other applicants have been processed.

In-Year Admissions

The following applications will be treated as in-year admissions during 2020/21:

- applications for admission to Reception which are received after 1 September 2020;
- all other applications for admission to Years 1 to 6.

In year applications must be made by downloading, completing and sending Surrey's common application form directly to the school with a copy being submitted to Surrey County Council. If a place is available and there is no Waiting List then the governing body will admit the child. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the above priorities numbered 1-6. If a place

cannot be offered at this time then parents will be informed of this in writing together with the reasons for the decision and their right of appeal. Parents may request the child's name be placed on a waiting list.

Waiting lists

All children who are not offered a place may apply to have their names put on a Waiting List. Waiting Lists will be maintained by the governing body in the order of the above priorities numbered 1-6 and not in the order that the applications are received. The governing body will offer the next available place using the above priorities. Waiting lists for each year group will be maintained until 31 July 2020 when they will be cancelled. Applicants who wish a child to remain on the waiting list for subsequent academic years must contact the school in writing to confirm they still wish to be considered for a place. The school will acknowledge receipt of this request.

Outside of Chronological Year Group

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what the school feels is in the best interests of the child concerned.

- Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the headteacher, governors agree for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.
- Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the headteacher, governors agree for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort

Applicants must state clearly why they feel admission to a different year group is in the child's best interests and provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at:

www.surreycc.gov.uk/schools-and-learning/schools/school-admissions/in-year-admissions/step-2-what-you-need-to-know-before-applying-for-in-year-admission#age

The decision made by the school, with regards to requests for children to be educated outside of their chronological year group, is final and applicants have no right of appeal against such a decision.

Deferred Entry

Applicants can defer their child's entry to Reception until such time as their child reaches statutory school age, which is the beginning of the term after the child's fifth birthday, or the beginning of the final term of the academic year for which the offer was made. Parents may also request for their child to start part time in reception until their child reaches statutory school age.

Right to Appeal

If required, the Governors will set up an Admissions Appeal panel of three independent people. Information will be sent to parents of all children not offered a place at the school telling them how to make an appeal if they believe there are grounds for reconsideration.

Providing false or misleading information Admission Arrangements

If an applicant is found to have supplied false or deliberately misleading information or to have withheld any relevant information, the governing body reserves the right to withdraw any offer of a place, even if the child has already started at the school.

This policy is reviewed annually. It was last reviewed in the Autumn Term of 2018.