

ADMISSIONS POLICY 2012-13

For all admissions enquiries, including application forms and arrangements to visit the School, please contact:

The School Administrator, Tadworth Primary School, Heathcote, Tadworth, Surrey, KT20 5RR (telephone 01737 354541; facsimile 01737 373820).

A. Overall Policy and Numbers

The Governors will continue to welcome children to attend Tadworth Primary School without regard to their skills, abilities, intelligence, special educational needs, cultural diversity or ethnic background, as long as there is space available at the School.

The School teaches children aged from 4 to 11 years and has capacity for 420 children in total. Within this overall limit, the School's aim is to accept no more than 60 children in each of its seven Year Groups (with a legal limit of 60 in Reception, Year 1 and Year 2).

The School will publish details of its admissions and appeals arrangements, including relevant dates, each year.

Where the term "parent" is used below it includes a guardian or any other person or body having legal responsibility for a child.

The School will agree any changes to this Admissions Policy in consultation with other admission authorities in the local area.

B. How to Apply for Your Child to Attend Tadworth Primary School

Children Applying to Start in the Reception Year

1. The school year runs from September of one year to August of the following year. Most children will enter Tadworth Primary School during the school year in which they have their fifth birthday. This is called the Reception Year.
2. Each year Tadworth Primary School, in conjunction with the Surrey Local Education Authority and surrounding schools, will set a date during the autumn term by which applications should be submitted for children wishing to start in the **following** Reception Year. This date is the Application Date.
3. Application procedures are on the Surrey website and must be followed whichever school is shown as the first preference.
4. Parents and children are warmly encouraged to visit the School before deciding whether or not to make an application. Please make an appointment by contacting the School Administrator.
5. If there are sufficient places for all children for whom Application Forms have been received by the Application Date, then **all** will normally be offered places at the School in the following Reception Year. The procedure to be followed if there are insufficient places for all children for whom Application Forms have been received by the Application Date is described in Section C below.
6. Parents will be informed by or before the Offer Date whether or not it is possible to offer their child a place at the School. In turn, they are required to confirm their acceptance of the place offered by no later than the Acceptance Date. Failure to do so will result in the place being offered to another child.
7. If parents apply later than the Application Date for a child to enter the next Reception Year, that child will be accepted as long as space is available in the Reception Year. Section C overleaf explains what happens if a place is not available.

Children Applying to Join During or After the Reception Year

1. If parents wish a child to join Tadworth Primary School at any time after the start of the Reception Year appropriate for the age of their child, they should obtain an Application Form from the School to submit the form to the school.
2. If there is space available for the child in his or her appropriate Year Group, then the child will join that Year Group at a date offered by the School. Section C overleaf explains what happens if a place is not available.

C. What Happens if Tadworth Primary School Cannot Take All Children Who Apply?

Children Applying to Start in the Reception Year

1. If, by the Application Date, applications have been received for more children than can be accommodated in the Reception Year, an Admissions Panel of Governors will sort all applications into priority order in the following categories (highest priority listed first):

- 1.1. Looked after children (children in public care)
- 1.2. Children with a serious medical condition as covered by point 3. below
- 1.3. Children with brothers or sisters already attending Tadworth Primary School (at time of admission)
- 1.4. Children for whom Tadworth Primary School is the closest state primary school to their home
- 1.5. All other children

If when.....

2. It is not possible to offer places to all children in a particular category, the children in that category will be ranked in order of the distance between their home and the School, with those living closest having the highest priority. In determining the categories and, if necessary, ranking within a category, all distances will be measured as the shortest suitable route by road, from the property boundary of the child's home, measured to the front or rear gate of the School. A child's home will be taken as the address at which the child spends the majority of nights during term time.

3. If, when you apply, your child has a serious medical condition or disability which means that you feel he/she must go to your first-ranked school, you must put this on the Surrey County Council application form. The Governors will only consider if you attach supporting evidence; for example a letter from a registered health professional. This evidence should set out the particular reasons why Tadworth Primary School is the most suitable school and the difficulties that would be caused if he/she had to attend another school.

4. All children who are not able to be offered a place in the Reception Year may apply to have their names put on a Reserve Pool. If a place becomes available, the following categories and ranking procedure described above will be used to determine which child should be offered the place:

- 1.1 Looked after children (children in public care)
- 1.2 Children with a serious medical condition as covered by point 3. above
- 1.3 Children with brothers or sisters already attending Tadworth Primary School (at time of admission)
- 1.4 Children for whom Tadworth Primary School is the closest state primary school to their home
- 1.5 All other children

If parents decide not to take up the place offered, their child's name will be removed from the Reserve Pool.

5. If required, the School will set up an Admissions Appeal Panel consisting of two independent people and one lay member. 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.

6. If parents apply later than the Application Date for a child to enter the next Reception Year and that Reception Year is already full, the parents may apply for a place on the Reserve Pool.

Children Applying to Join During or After the Reception Year

When parents apply for their child to join Tadworth Primary School at any time after the start of the Reception Year appropriate for that child (whether during that year or in later years) and a place cannot be offered because the appropriate Year Group is full, the parents may apply for the child's name to be added to the Reserve Pool for that year.