



**GEP Admissions Policy  
Sandfield Primary School  
2020-21**

<b>Responsible Committee:</b>	<b>GEP Board of Trustees</b>
<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>
<b>Reviewed:</b>	<b>4<sup>th</sup> October 2019</b> <b>Minor amendments in accordance with paragraph 3.6 of the School Admissions Code 2014</b>
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**We seek to be a network of schools where every pupil receives the best possible education**

## **Allocating Places**

Applications for Reception September 2020 intake must be made by 15 January 2020. Applications for admission at the normal intake (September) will be managed in accordance with Surrey County Council's coordinated scheme for primary admission. Please see [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions) for further details regarding applications, processing, late applications and offers.

Children with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with a statement that has named the school.

The admission number for Reception is 30. In the event of over-subscription, places will be allocated in 2020/21 in the following order:-

### **1. Looked After and Previously Looked After Children**

Looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children are those who are registered as being 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(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 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

### **2. Exceptional Circumstances**

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. There are two categories under exceptional circumstances:

- a) Children with a serious or life-threatening medical condition or disability, or children where there are sensitive and/or serious individual and/or family circumstances that make attendance at Sandfield Primary School essential, can be considered under the exceptional circumstances criteria. A case should be provided which demonstrates clearly why you feel it is essential for your child to attend Sandfield Primary School, and why no other school can meet your child's needs. In the case of a medical condition or disability, this should be stated on the application form and can only be considered if substantive medical evidence from a professional such as a doctor and/or hospital consultant is attached and for other circumstances, evidence from a social worker, health visitor, housing officer, the police or probation officer. Please note that a letter from a GP will not normally be deemed sufficient evidence. If there are sensitive and/or serious individual and/or

family circumstances, these should be stated at the time of application. Substantive evidence, such as a report from a support service, must be provided.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under a school's exceptional circumstances criterion would not normally be given for these. In addition, routine child minding arrangements will not

normally be considered to be an exceptional circumstance for placement at a particular school.

- b) Children who were previously in state care **outside of 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 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. Evidence will need to be provided to demonstrate that the child was in state care **outside of England** and left that care as a result of being adopted.

Providing evidence does not guarantee that a child will be given priority at Sandfield Primary School and in each case a decision will be based on the merits of the case and whether the evidence demonstrates that a placement should be made at Sandfield Primary School above any other.

Places may be allocated under this criterion when places are first offered at Sandfield Primary School and the Local Authority may also ask Sandfield Primary School to admit over their Published Admission Number at other times under this criterion.

### **3. Siblings**

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 as part of the same family unit, at the same address.

A child will be given sibling priority if they have a sibling on roll at the school and that sibling is still expected to be on roll at the school at the time of the child's admission.

### **4. Children of Staff**

Priority is given to the children of staff where the member of staff has been employed at Sandfield Primary School for two or more years at the time at which the application for admission to the school is made. The member of staff must complete the supplementary information form attached.

### **5. Children for whom Sandfield Primary School is their closest non-faith, non-selective, or non-fee-paying school**

Children for whom Sandfield Primary School is the closest non-faith, non-selective, or non-fee-paying school to their home address.

### **6. Any Other Applicant**

Remaining places will be offered on the basis of nearness to the school measured in a straight line from the address point of the student's home, as set by Ordnance Survey to the nearest school gate

for students to use. This is calculated using the Admission & Transport Team's Geographical Information System.

If within any category there are more children than places available, priority will be given to those living closest to the school. Home to school distance will be measured by a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

## **ADDITIONAL INFORMATION**

### **Home Address**

The home address of the child excludes any business, relative or childminder's address and must be the child's normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school or nursery.

We will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child. All distances will be measured by the computerised Geographical Information System maintained by Surrey's Admissions and Transport Team.

The address to be used for the initial allocation of a place for Reception will be the child's address at the closing date for application. Changes of address may be considered if there are exceptional reasons behind the change, such as if a family has just moved into the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify Surrey County Council and Sandfield Primary School of any change of address.

### **Multiple Births**

In the case of multiple births, where a child whose twin or sibling from a multiple birth is admitted, otherwise than as an excepted pupil, subsequent siblings will be admitted in to the year group as an "excepted child" (as defined in the School Admissions Code).

### **Tie Breaker**

If within any category there are more children than places available, priority will be given to those living closest to the school. Home to school distance will be measured by a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

Where two or more children share a priority for a place when using distance as a tie breaker, eg where two children live equidistant from a school, lots will be drawn in the presence of an independent person from one of the Trust's other schools to determine which child should be given priority.

### **Waiting Lists**

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown for Sandfield Primary School and without regard to the date the application was received or when a child's name was added to the waiting list.

Waiting lists for the initial intake to Sandfield Primary School will be maintained until the last day of the Summer term 2021 when they will be cancelled. Parents wishing their child/ren to remain on the waiting list after this date must reapply using the in-year application form via the Surrey County Council admissions.

Waiting lists for all other year groups will be cancelled at the end of each academic year.

After the last day of the Summer term 2021, parents whose children are not already on the waiting list, but who wish them to be so must apply for in-year admission. Waiting lists for all other year groups will be cancelled at the end of each academic year.

Where an applicant is added to the waiting list, or an existing applicant becomes eligible for a place under a higher priority criterion, the list will be ranked again in accordance with the published oversubscription criteria.

### **Children of Staff**

The child of a member of staff who does not qualify for priority admission, because the member of staff joined the school less than two years before the admissions deadline, will have priority on the waiting list from the time when their parent has been employed at the school for two years or more.

Where the child of a staff member does not qualify for priority under this criterion, they will be ranked according to the remaining oversubscription criteria.

### **Out of Year Group requests**

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 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 interest 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/admissions](http://www.surreycc.gov.uk/admissions).

### **In Year Admissions**

The following applications will be treated as In Year Admissions during 2020/21:

Applications after 1 September 2020 for admission into Reception  
All other applications for admission to Years 1 to 6

Applications must be made using the in-year application form (IYA-SCCMA) which is found on Surrey County Council website <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions>.

Where there are more applications than places available, each applicant will be ranked in accordance with our published oversubscription criteria above. If a space becomes available the applicant will be contacted by Surrey County Council and they will have 14 days to accept the offer of a place before the offer is withdrawn.

### **Starting school**

There is a single intake into Reception. All children whose date of birth falls between 1 September 2015 and 31 August 2016 will be eligible to apply for a full time place in Reception for September

2020. Applicants can defer their child's entry to Reception until later in the school year, but this will not be agreed beyond the beginning of the term after the child's fifth birthday, nor beyond the

beginning of the final term of the academic year for which the offer was made. Applicants may also arrange for their child to start part time until their child reaches statutory school age.

### **Home School Transport**

Surrey County Council has a Home to School Transport policy that sets out the circumstances that children might qualify for free home to school transport.

Generally, transport will only be considered if a child is under 8 years old and is travelling more than two miles or is over 8 years old and travelling more than three miles to the nearest school with a place. Transport will not generally be provided to a school that is further away if a child would have been offered a place at a nearer school had it been named as a preference on the application form.

Eligibility to transport is not linked to the admission criteria of a school. A full copy of Surrey's Home to School Transport policy is available on Surrey's website at [www.surreycc.gov.uk](http://www.surreycc.gov.uk) or from the Surrey Schools and Childcare Service on 0300 200 1004.