



## Admission Arrangements for 2021/2022

Greensand Multi-Academy Trust (the Trust) is the admission authority for Dovers Green School, Holmesdale Community Infant School, Reigate School, St John's Primary School and Wray Common Primary School. The Published Admission Number for initial entry into the individual schools in September 2021 can be seen in the table below:

Greensand Multi-Academy Trust Schools	Published Admission Number (PAN) Year: 2021
Dovers Green School	90
Holmesdale Community Infant School	120
Reigate School	250
St John's Primary School	30
Wray Common Primary School	60

### Dovers Green School, Holmesdale Community Infant School, St John's Primary School & Wray Common Primary School

Applications for admission at the normal intake will be managed in accordance with Surrey's coordinated schemes for primary admission. Applications for Reception must be made by: **Friday 15th January 2021**. Places at Surrey schools will be offered on the basis of the preferences that are shown on the application form. Applicants will be asked to rank up to four Reception preferences and these will be considered under an equal preference system.

### Reigate School

Applications for admission at the normal intake will be managed in accordance with Surrey's coordinated scheme for secondary admission. Applications for admission to Year 7 must be made by: **Saturday 31<sup>st</sup> October 2020**. Places at Surrey schools will be offered on the basis of the preferences that are shown on the application form. Applicants will be asked to rank up to six Year 7 preferences and these will be considered under an equal preference system.

Children with 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 an EHCP that names the school.

Where the schools are over-subscribed for any year group, applications for entry in 2021/22 will be ranked in the following order:

1. Looked after and previously looked after children (see Note 1)
2. Exceptional social/medical need (see Note 2)
3. Children of a member of staff (see Note 3)
4. Siblings (See Note 4)
5. Children for whom the school is the nearest to their home address (see Notes 5 & 6)
6. Any other children (see Note 7).

If within any category there are more children than places available, any remaining places will be offered to children who meet that criterion on the basis of proximity of the child's home address to the school. The distance will be 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. This is calculated using Surrey Admissions Team's Geographical Information System.

#### **Notes:**

##### **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 will be considered to be:

- children who are 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, 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 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).

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 (PAN) at other times under this criterion.

##### **2. Exceptional social/medical need**

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at a particular school. The exceptional social or medical circumstances might relate to either the child or the parent/carer. Supporting 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 evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs.

In addition, children who were previously in state care outside of England and have ceased to be in state care as a result of being adopted, will 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. 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.

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

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under a school's exceptional medical criterion would not normally be given for these. Some mainstream schools have units attached which provide specialist provision for children with an EHCP which names the school. The facilities in these units are not normally available to children in the mainstream school and, as such, priority under a school's exceptional social or medical criterion would not normally be agreed for a mainstream place on the basis of a specialist unit being attached to the school.

In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school.

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

### **3. Children of a member of staff**

Priority will be given to a child if their parent is a permanent member of staff within the school and meets either or both of the following circumstances:

- a) 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
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

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.

A supplementary information form (Appendix) must be completed and returned by the application closing date for all applicants wishing to apply under this criterion.

#### 4. **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.

#### 5. **Nearest school**

Under this criterion all Surrey community and voluntary controlled schools will be considered, as will most academies and foundation, free, trust and voluntary aided schools. A list of the academies and foundation, free, trust and voluntary aided schools in Surrey and the out of county schools that will be **excluded** when assessing nearest school can be found on the Surrey Website: <https://www.surreycc.gov.uk>.

For the normal intake to a school in 2021, the nearest school will be defined as the school closest to the home address with a published admission number for children of the appropriate age-range and which has admitted children without regard to faith, full selection (grammar schools) or boarding in the initial allocation of places in each of the previous three admissions years ie. 2016, 2017 and 2018. A school must have admitted children without regard to faith, selection or boarding in each of these three consecutive years in order to be included in the assessment of nearest school. Exceptions to this would be:

- where a faith school has changed its admission arrangements and that change has meant that for 2021 admission they have removed their faith based criteria or they have introduced open places which will provide places for children without regard to faith;
- where a new school has opened or an existing school has opened a new phase of education since 2017 and that school does not have faith based criteria or has open places which will provide places for children without regard to faith;
- where an out of County school did not offer places to Surrey applicants in the initial allocation of places in each of the three previous admissions years i.e. 2018, 2019 and 2020 and where that school's inclusion in the assessment of nearest school would be likely to mean that Surrey County Council would be unable to offer a place at a child's nearest Surrey school.

The nearest school may be inside or outside the county boundary.

When assessing which school is nearest, distances to Surrey schools will be measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the nearest point within each school which is used to measure distance for the purpose of prioritising admissions, as set out in each school's admission arrangements. Where a Surrey school does not use distance to prioritise admissions, the measuring point will be the nearest official school gate for pupils to use. Distances to schools outside of Surrey will be calculated using the postal address coordinates for the school. Parents can view Surrey's School map to see their home to school distances at: <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/about-map/find-a-school>.

Any child remaining on the waiting list after 1 September 2021 will be considered to be an application for in year admission.

## **6. Home address**

The child's home address excludes any business or childminder's address and must be the child's normal place of residence. It also excludes any relative's address unless the child lives at that address as their 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. For other children, the address to be used will be the address where the child lives 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 parents/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.

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 Team.

The address to be used for the initial allocation of places to Reception and Year 7 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, 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. Applicants have a responsibility to notify Surrey County Council of any change of address.

**7. Tie breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year**

Where two or more children share a priority for a place, e.g. where two children live equidistant from a school, random allocation will be used to determine which child should be given priority.

In the case of multiple births, where children have equal priority for a place, random allocation will be used to determine a rank order for which child should be given priority. The last child to be offered a place will be determined by their rank position, e.g. if twins were ranked number 150 and 151 for a PAN of 150, the last place would be given to the twin ranked number 150 and not the twin ranked number 151.

**8. Waiting lists**

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

**9. In-year admissions**

The following applications will be treated as in year admissions during 2021/22:

Reigate School

- applications for admission to Year 7 which are received after 1 September 2021;
- all other applications for admission to Years 8, 9, 10 and 11.

Dovers Green School & Holmesdale Community Infant School

- applications for admission to Reception which are received after 1 September 2021;
- all other applications for admission to Years 1 and 2.

St John's Primary School & Wray Common Primary School

- applications for admission to Reception which are received after 1 September 2021;
- all other applications for admission to Years 1, 2, 3, 4, 5 and 6.

Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria for each school.

## 10. Starting School

Greensand schools have a single intake into Reception. All children whose date of birth falls between 1 September 2016 and 31 August 2017 will be eligible to apply for a full time place in Reception at a Surrey school for September 2021. 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. Arrangements for individual children must be made in consultation with the Headteacher of the individual school prior to the start date.

## 11. The admission of children outside of their 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 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, should 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, 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, the application will be processed. If it is not agreed for the child to have an accelerated entry, 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 is available at: [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions). The process for making such requests to a school within the Trust can be found in the Admissions Arrangements section of the Greensand Multi-Academy Trust website <https://greensand-multi-academy-trust.secure-primariesite.net/admission-arrangements/> and on the individual school websites.

## 12. Nursery admissions (Holmesdale Community Infant School)

Applicants wishing to apply for a nursery place must complete the application form and submit it directly to the school in accordance with the dates set by the school.

The school will operate a nursery during term time only, will offer sessions totalling 15 or 30 hours a week, depending on the eligibility of the child.

The school will identify which sessions constitute the child's universal entitlement and which are their extended entitlement.

### Places for three year olds

All children will be eligible to be considered for admission to a nursery class in the term after they turn three years old, although admission will be subject to an application being made and places being available.

When the nursery is over-subscribed for a three year old place, applications for entry in 2021/2022 will be ranked according to the following criteria, which will be applied in the first instance to children wishing to take up the free early years' provision:

- a) Looked after and previously looked after children
- b) Exceptional social/medical need
- c) Children who will have a sibling attending the nursery or the main school at the time of admission
- d) Children who will turn 4 years old between 1 September 2019 to 31 August 2020 (this is to give priority to older children who will be due to transfer to Reception in the next academic year and hence only have one year left to attend nursery)
- e) Children who will be 3 years old between 1 September 2019 to 31 August 2020 (these children will be able to stay on in nursery for another year in 2022/23 as they will not be due to start Reception until September 2023).

### Procedures for nursery admission

The school will endeavour to inform applicants of the outcome of their application by letter, at least one term before admission. A school will only allocate nursery sessions once it has determined that a place can be offered in accordance with the admission criteria. If an applicant is offered a place, they must confirm acceptance directly with the school by the date stipulated in their offer letter.

The final decision with regard to admission and the allocation of sessions rests with the governing body of the school.

Where a nursery is oversubscribed, it will maintain a waiting list in criteria order.

Admission to a school's nursery does not guarantee admission to the Reception class at that school. Applications for Reception must be made on a separate application and be submitted by the statutory deadline in order to be considered.

The school may allow parents to pay for extra nursery provision, beyond their free entitlement. However, such requests will only be considered once all applications for the free early year's entitlement have been processed.



### **13. Providing false or misleading information**

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

### **14. Home to 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 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, although exceptions may apply to secondary aged children whose families are on a low income if they are travelling to one of their three nearest schools, and to children whose nearest school is out of County but over the statutory walking distance.

Eligibility to transport is not linked to the admission criteria of a school. In considering admission criteria and school preferences, it is important that applicants also consider the home to school transport policy so they might take account of the likelihood of receiving free transport to their preferred school before making their application. 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.

**February 2020**