

# Admission arrangements for Burhill Primary School

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**September 2017**

## **This document sets out Burhill Primary School's proposed admission arrangements for September 2018**

### *Section 1.- Making an application*

The Published Admission Number for Burhill Primary School for 2018 admission is 90. Parents resident in Surrey should make an online request for admission via Surrey County Councils website or complete a Surrey LA Admission form. Residents of other LAs should make a request via their home LA stating their school preferences. Applications for school admission will be managed in accordance with Surrey's coordinated scheme on primary admission .

Places will be offered on the basis of the preferences that are shown on the application form. Parents will be asked to rank up to four preferences and these will be considered under an equal preference system.

Children with an Education Health and Care Plan that names the school will be allocated a place before other applicants are considered. In this way, the number of places available will be reduced by the number of children with an Education Health and Care Plan that name the school.

### *Section 2- Oversubscription Criteria*

If the school is over-subscribed for any year group, applications for entry in 2018/2019 will be ranked in the following order:

First priority: Looked After Children and previously looked after children

See Section 3 for further information relating to Looked After or previously looked after children.

Second priority: Exceptional social/medical need

See Section 4 for further information relating to exceptional arrangements.

Third priority: Children who will have a sibling at the school at the time of the child's admission. See section 5 for further information relating to sibling arrangements.

Fourth Priority: Priority for children of staff who are employed at the school and who meet one of the following conditions,

a) employed 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.

This does not extend to members of the Governing Body. If applying under this criterion you will need to submit the additional SIF form available on the school website [www.burhill.surrey.sch.uk](http://www.burhill.surrey.sch.uk)

Fifth priority: children for whom the school is the nearest to their home address – please see section 6 for further information.

Sixth priority: any other applicant

Tie Breaker:

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 pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the admissions team's Geographical Information System. Where two or more children share priority for a place e.g. where two children live equidistance from a school and only one place remains, Governors will draw lots to determine which child should be given priority.

In the case of multiple birth or siblings born in the same academic year, Governors will draw lots to determine which child should be given priority. If only one child is eligible for a place, the remaining sibling(s) will be placed at the top of the waiting list.

*Section 3 – Look after and previously looked after children*

Within the admission arrangements Looked After or previously looked after children will receive the top priority for a place. Looked After children will be considered to be children 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's Act 1989 (for example, fostered or living in a children's home). Previously looked after children will be those who have left 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) but were previously defined as a looked after child or provided with accommodation by the local authority.

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 their Published Admission Number at other times under this criterion.

#### *Section 4 – Social and medical circumstances*

Occasionally there will be a very small number of children for whom exceptional social and medical circumstances will warrant a placement at Burhill Primary School. Evidence from a consultant doctor will be required for medical cases. Documentary evidence from any relevant support services will be required for other sensitive family circumstances. This evidence must confirm the circumstances of the case and should set out why the child should attend Burhill in particular, and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority at Burhill Primary 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 Burhill Primary School above any other.

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 their Published Admission Number at other times under this criterion.

#### *Section 5 – 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 at the same address.

A child will be given sibling priority if they have a sibling at the school concerned at the time of the child's admission. For the initial intake to the school a child will be given priority for admission only if

their sibling will still be at the school in September 2018. This will apply both at the initial allocation of places and when prioritising from the waitlist. Giving sibling priority has the effect of maximising the opportunity for children in the same family to be educated at the same school.

#### *Section 6 – Nearest school*

The nearest school within the admission arrangements is defined as the school closest to the home address with a published admission number for pupils of the appropriate age-range, as measured by a straight line and which admits local children.

#### *Section 7 – Out of chronological year group requests*

Applicants may also 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 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, should 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).

#### *Section 8 – Home address*

Within the admission arrangements the child's home address excludes any business, relatives or childminder's address and must be the child's normal place of residence. For pupils with joint custody arrangements, the 'home address' will be the address where the child spends the majority

of time. If the child lives at two different addresses during the week with adults who have parental responsibility, the parent in receipt of child benefit will be classed as the main carer and their address taken as the child's home address.

All distances will be measured by the computerised Geographical Information System maintained by Surrey's Admissions and Transport team. Any offer of a place on the basis of address is conditional on the child being resident at the address provided.

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 Schemes 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 is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify Surrey County Council of any change of address.

#### *Section 9 – Starting school*

There is a single intake into Reception. All children whose date of birth falls between 1 September 2013 and 31 August 2014 are eligible to apply for a full time place in Reception at the school for September 2018. 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.

#### *Section 10 - Waiting Lists*

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria above and without regard to the date the application was received or when a child's name was added to the waiting list. The waiting list will be prioritised as documented in the admissions criteria. The waiting list is updated at regular intervals and will be cancelled at the end of each academic year. Parents are asked to advise the school if they wish to be added to the new list at the beginning of each academic year.

Applications after 1 September 2018, for admission to Reception will be considered to be in year applications.

Applications received after the closing date will not be processed until applications that were received on time have been processed.