



Burhill Community Primary School, Nursery and Children's Centre Admission arrangements for Burhill Community Primary School September 2017

This document sets out Burhill Community Primary School's determined admission arrangements for September 2017.

Section 1.

The Published Admission Numbers for Burhill Community Primary School for 2017 admission is 90. Parents should complete a Surrey LA Admission form or make an online request for admission via Surrey County Councils website. Applications for school admission will be managed in accordance with Surrey's coordinated schemes on primary, secondary and in-year admission at a date designated by Surrey LA. 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 three preferences and these will be considered under an equal preference system. Children with a Statement of Special Educational Needs that names a 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 a statement or EHCP that has named the school.

Section 2

If the school is over-subscribed for any year group, applications for entry in 2017/2018 will be ranked in the following order:

First priority: Looked After and previously Looked After Children (all children adopted from local authority care, not just those adopted under the Adoption and Children Act 2002)

See Section 3 for further information relating to Looked After Children.

Second priority: Exceptional arrangements

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: children for whom the school is the nearest to their home address

If within this category there are more applicants than places available, any remaining places will be offered to applicants who meet this criterion on the basis of proximity of the child's home address to the school.

See Section 6 for further information relating to nearest school and home address.

Fifth priority: 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 pupil's house, as set by Ordnance Survey to the nearest school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

Section 3

Within the admission arrangements Looked After Children will receive the top priority for a place. Looked After Children will be considered to be all children adopted from local authority care, not just those adopted under the Adoption and Children Act 2002, and children who are registered as being in the care of a Local Authority (for example, fostered or living in a children's home). Previously Looked After Children are those who have left care through adoption, a residence order or special guardianship order. 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

Occasionally there will be a very small number of children for whom exceptional circumstances will apply which will warrant a placement at a particular 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 should set out why the child should attend 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 their Published Admission Number at other times under this criterion.

Section 5

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 2016. 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

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. Within the admission arrangements the child's home address excludes any business, relative's 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 pupil spends the majority of time. If the student 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. Where two or more children share a priority for a place, e.g. where two children live equidistant from a school, the school will draw lots to determine the rank position of each child. In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place. Where not logistically possible to offer each child a place the child(ren) to be offered the last remaining place(s) will be determined by the drawing of lots.

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. Waiting lists for the initial intake school will be maintained until the last day of the Autumn term when they will be cancelled. Parents wishing to remain on the waiting list after this date must write to the school by 31 December 2017, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 31 December 2017, parents whose children are not already on the waiting list but who wish them to be so must apply for in-year admission through their Home Local Authority. Waiting lists for all year groups will be cancelled at the end of each academic year.

Applications after 1 September 2017, for admission to Reception must be made directly to the school. Applications received after the closing date will not be processed until after places have been offered to all of those meeting the closing date. Parents may request to 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 academic year for which the original application was accepted. Parents may also request for their child to start part time until their child reaches statutory school age.