



# St Andrew's CE Primary School, Cobham

## ADMISSIONS POLICY

### for Admission from 1 September 2024 – 31 August 2025

As an Academy, St Andrew's Primary School is responsible for its own arrangements for admitting children to the school. In doing this, the school has adopted the criteria outlined below.

Children are entitled to a full-time school place in the September following their fourth birthday. Parents may 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 original offer was made. Parents can also indicate that they wish their child to start part time until later in the school year but not beyond the point at which they reach compulsory school age.

Applications for entry into Reception, which has a Published Admission Number (PAN) of 30 and Year 3 which has a PAN of 4, should be made direct to the Local Authority, Surrey County Council. Information on how an application can be made can be found at

<https://www.surreycc.gov.uk/schools-and-learning/schools/admissions>

All Surrey schools will operate an Equal Preference System. Parents will be given the opportunity to state 4 ranked school preferences.

Applications for "In-Year" Entry, i.e., Years 1, 2, 4, 5 and 6, and Years R and 3 after the start of the academic year, should be made via Surrey County Council where the criteria outlined below will be applied. If there is no available place, the applicant will be placed on waiting lists that are reviewed annually.

Late applications received will be considered in accordance with the Local Authority's coordinated admission scheme.

Children with an Education Health and Care Plan, that name St Andrew's Primary School will be allocated a place before other children are considered. In this way, the number of places available in any year group will be reduced by the number of such children.

### **The following Over-Subscription Criteria for Reception and Year 3 are proposed for September 2023 for St Andrew's Primary School:**

#### **First priority: looked after and previously looked after children**

- 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). This also includes those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted.

### **Second priority: exceptional arrangements**

Occasionally there will be a very small number of children for whom exceptional arrangements will apply, that demonstrate a need to attend a particular school. If you wish to apply under these arrangements, you must also provide additional information and professional written evidence from a social worker, health visitor, housing officer, police, probation officer, doctor and/or hospital consultant to support your case.

This needs to demonstrate why you feel it is essential for your child to attend St Andrew's Primary School and why no other school can reasonably meet your child's needs. Providing such evidence does not guarantee that a child will be given priority at the school and in each case a decision will be made based on the merits of the case and whether the evidence is sufficient to demonstrate that a place should be given at St Andrew's Primary School instead of any other school.

### **Third priority: brothers & sisters (siblings)**

Children who will have a sibling still attending St Andrew's Primary School at the time of their admission. A sibling is defined as a brother or sister (that is, another child of the same parents, whether those parents both live at the same address or not); or a half-brother or half-sister, adopted or fostered brother or sister or step-brother or step-sister, living as part of the same family unit at the same address, Monday to Friday.

### **Fourth priority: any other applicant**

The final priority will be given to those living nearest to the school – see Tie Breaker paragraph below.

### **Tie-Breaker**

In the event of any category being oversubscribed, priority will be given to those living nearest to the school measured in a straight line from the address point of the pupil's home, as set out by Ordnance Survey to the nearest school gate for pupils to use; this is calculated using the Surrey County Council Geographical Information System. In the case of two or more applicants with the same address point or those measured as living at the same distance from the school, priority will be decided by independently supervised lottery.

### **Multiple Births**

In the case of multiple births where the final place is allocated to such a child, the remaining consecutively ranked children from the same multiple birth will also be admitted, even though this takes the number above PAN. However, no further child will be admitted until the number falls back below PAN.

### **Out of Chronological Age Education**

Applicants may choose to seek a place outside their child's chronological year group either decelerated or accelerated. Decisions will be based on 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. Parents are advised to contact St Andrew's C of E Primary School at the earliest opportunity for advice. 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).

### **Waiting Lists**

Where there are more applicants than places available, waiting lists will operate for each year group. Places on the list will be allocated according to the oversubscription criteria shown above and each list will be revised whenever a child is added to it, according to these criteria, and without regard to the date the application was received or when a child's name was added to the waiting list, in accordance with the School Admissions Code 2021.

As part of the initial process of intake to Reception and Year 3, applicants will automatically be placed on the waiting list if they have not been offered a higher preference school.

Waiting lists are maintained until the end of the academic year for which entry has been sought, at which stage they will be reviewed. Parents should apply in writing, directly to the school by 1<sup>st</sup> August of the year in question if they wish to remain on the waiting list for the next academic year.

### **Parent**

Parent – a natural, adoptive, step or foster parent or other legal guardian.

### **Home Address**

Home address – a child's permanent address or in cases of shared custody, where the child lives for the majority of the school week.

### **Right to appeal**

Parents of students who are not offered a place will be notified of the appeals' process.

Approved by the Board of Trustees on 28 February 2023

Next review: Autumn 2023