



ADMISSIONS POLICY 2021-2022

General Principles

The Governing Body is the Admissions Authority for Woodlea Primary School and is responsible for the admission of pupils to the school, working in accordance with the requirements of the Department for Education Schools Admission Code of 2014. It admits 30 pupils to the Reception class each September. The admission limit of 30 pupils per class has been agreed between the Admissions Authority and the Local Authority. In accordance with Surrey's coordinated admissions scheme and the School Admissions Code, Woodlea Primary School operates an equal preference policy. This means that it will consider preferences according to the oversubscription criteria below and will not have regard to where the school has been named on the local authority application form.

Admissions to the school will not be influenced in any way on the grounds of race, religion, gender or social status. The Admissions Authority is required by Section 324 of the Education Act 1996 to admit to the school a child with an Education Health and Care Plan (EHCP) that names the school. The number of places available will be reduced by the number of children with a statement or EHCP that has named the school.

Parents can choose 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 beginning of the final term of the academic year for which the offer was made. A child can start Reception on a part-time basis until they reach statutory school age.

Application forms are available from the Local Authority and must be returned to the Local Authority, not the school. Online applications can be made via www.surreycc.gov.uk/admissions

Priority for Admission to Reception Class

When applications for admission exceed the number of places available, the following criteria will be applied:

First Priority

Looked after and previously looked after children

These 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.
- Children who have been 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).

Second Priority

Exceptional social/medical need

- Occasionally there will be a very small number of children for whom exceptional arrangements will apply. These exceptional arrangements may override other admission priorities. Admission under this criterion will be agreed by the Admission Authority. Details about application under exceptional arrangements are attached in Appendix A.
- The School will consider under this criterion, children who were previously in state care outside of England and have ceased to be in state care as a result of being adopted. 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.

Third Priority

Siblings for whom Woodlea is the nearest school to their home (see notes 1 and 2)

- Children for whom Woodlea is the nearest school who have a brother or sister at the school at the time of admission (that is on the date of starting school).

Fourth Priority

Other children for whom the school is nearest to their home (see note 2)

- 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 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/carer 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 or rents 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

Fifth Priority

Siblings for whom the school is not nearest to their home

Sixth Priority

Any other applicant

Tiebreaker

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's home or address to the main gate, as set by Ordnance Survey. This is calculated using the Admission and Transport team's Geographical Information System (as above).

In some cases, applicants who live in the same block of flats, apartments or buildings may share the same address point. In such cases, applicants will be considered to be living equidistant from the school. In the event of there being more than one applicant living equidistant from the school, lots will be drawn to determine which child should be given priority for a school place.

Note 1

Siblings will include 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 a step-sister or an adoptive or foster sibling, living at the same address.

Note 2

Nearest school is defined as the school closest to the home address admitting pupils of the appropriate age-range, as measured by a straight line. The distance is measured, in a straight line, from the address point of the pupil's home or address, as set by the Ordnance Survey, to the nearest school gate available for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

Admission of twins, triplets, other multiple births or siblings born in the same academic year

In the case of multiple births **or siblings born in the same academic year**, where children **share the same** priority for a place, if after the allocation one or more places can be offered but there are not sufficient places for all of them we will consider how many additional children are involved and the capacity of the classroom.

Late Applicants

Applications received after the Surrey admissions deadline will be kept on file until after the initial allocation of places has been made. Children will then be included in the waiting list and prioritised following the criteria above. However, we may consider some late applications in accordance with Surrey's coordinated scheme if the applications could not reasonably have been made by the closing date.

Admission to Other Classes

Admission into Year groups 1-6 only occurs if a place becomes available. Admission takes place in line with our admission priorities detailed above.

Educating Children outside their Chronological Age Group

Applicants may choose to seek places outside of their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and based on 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, 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 interests and provide any evidence they may have to support this. The final decision of the Admissions Authority will be clearly communicated to the applicant and will set out the reasons for any such decision. Guidance on the education of children out of their chronological year is available at https://www.surreycc.gov.uk/_data/assets/pdf_file/0018/12582/FINAL-Children-out-of-

[chronological-year-2018-19-V3.pdf](#) Further information on the process for making such requests is available at www.surreycc.gov.uk/admissions.

Appeals

Parents whose application has been unsuccessful have the right to appeal to an independent appeal panel. Parents wishing to appeal should contact the school for further information.

Adopted by Governing Body on 4 th February 2020	
Determined by Governing Body on 4 th February 2020	
To be reviewed Autumn 2020	

APPENDIX A

EXCEPTIONAL ARRANGEMENTS

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.

If you wish to apply under exceptional medical or social criterion you must tick the medical/social box on your application form and provide additional information and professional written evidence to support your case. Although you can mention this in the 'reason for preference' section of the application, any application that does not have supporting evidence will not be given priority. It is your responsibility to ensure that this evidence is provided. The evidence needs to demonstrate clearly why you feel it is essential for your child to attend Woodlea Primary School and why no other school can meet your child's needs. This evidence should be provided from a professional, such as a social worker, health visitor, housing officer, the police, probation officer, doctor and/or hospital consultant.

Providing professional evidence does not guarantee that your child will receive priority at Woodlea Primary School. The decision will be made by the Admission Authority for the school which will consider whether the circumstances warrant a child being placed at Woodlea above any other school, and whether they should give the child priority over other applicants who, for example, have siblings at the school or who may live closer.

Please note that exceptional arrangements are normally only granted to the child's nearest school. If Woodlea is not your nearest school you should explain why nearer schools cannot meet your child's needs. It is not normally possible for routine child-minding arrangements to be taken into account as an exceptional social reason but in each case the decision will be made by the Admission Authority for the school.