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Reception Site Allocation Process

This document sets out the procedure for a rationale behind decisions made regarding allocation of sites at North Downs Primary School.

North Downs Primary School's PAN of 60 pupils at Reception form two classes of **equal number**, one each at Betchworth and Brockham sites. **Application is to the school, not to a specific site.** Following acceptance of the Reception place offer made by the Local Authority, the Headteacher and Governors will allocate each child a place at either the Brockham or Betchworth site.

The site allocation process is conducted in-house, once all offers have been accepted and individual details known, with successful applicants being **divided equally between the Betchworth and Brockham sites.** In the event that the number of applications falls below the PAN of 60, places will be allocated and maintained equally, to ensure parity between sites e.g. 56 applications would be allocated and maintained at 28 pupils at each site.

The Governing Body of North Downs Primary School will use the following criteria to allocate places:

- *Proximity of applicant to either the Brockham or Betchworth site as measured by the Surrey County Council Admission and Transport team's Geographical Information System.*

However, before making any decision regarding allocation of a site parents will be asked to let us know of any extenuating factors regarding the child or family that we should take into account when allocating a site. These do not include 'logistical arrangements' for drop off and pick up at the start and end of the day. 'Exceptional' requests may relate to information parents feel relevant regarding the child's academic, social and emotional development or their medical history. Applications will only be considered from parents/carers who submit their request in writing, which include supporting documents/reports, which evidence the views of medical professionals etc.

Tie break

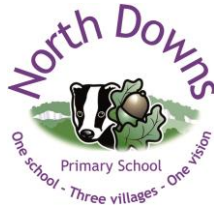
In the case of two or more applications that cannot be separated by site allocation criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on Wheelers Lane (Brockham) or The Street (Betchworth), depending on site being requested. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between two children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

Allocation Criteria

- I. The Headteacher and Governors allocate each child a place at one of these sites, allowing for an even distribution of pupils between the two, using the following criterion: **Proximity of applicant to either the Betchworth or Brockham site as measured by the Surrey County Council School Admissions team's Geographical Information System.**

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- II. In practice, applicants will be ranked by their proximity to both sites and places allocated to the closest applicants to their nearer site. In the event of more than half of the applicants being closer to one site than the other, those distanced in the other half will receive an allocation to the alternative Reception site.
- III. Once Surrey's offer to North Downs has been accepted (**and prior to the site allocation process**), parents/carers may inform the school of any extenuating factors regarding the child or family that should be taken into account when allocating a site. These 'exceptional' requests should be information parents/carers feel relevant regarding the child's academic, social and emotional development or their medical history. Requests must be in writing, and **must** include any reports that evidence the views of medical/educational professionals.
- IV. Following the allocation of sites, parents are informed as to which base their child will attend. Should parents wish to then do so, they are able to complete a site transfer request form. This will be held by the school. These pupils will be placed on a waiting list for when a space at their preferred site becomes available. If there is more than one pupil on the waiting list, places will be offered in line with the criteria above (points I. and III.) **Priority will be given to any requests which meet 'exceptions' requests criterion**).
- V. Site transfers will only be offered to parents once the pupil is on roll at the school. However **IF** the places offered by the Local Authority have fallen below the PAN for the new school year, Governors may agree to site requests prior to pupils joining the school. Should this occur, offers will be made by 1st July, in order to support the induction events at the end of the summer term.