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ADMISSIONS POLICY

Introduction

THIS DOCUMENT IS a statement of the aims, principles and strategies for admissions at North Downs Primary School.

IT WAS DEVELOPED through a process of consultation with teaching and non-teaching staff and Governors.

IT WAS APPROVED by the Governors in the Summer Term 2020.

THIS POLICY WILL BE REVIEWED in the Summer Term 2021.

Context

North Downs is an all through Primary School with 430 children currently on roll, between the ages of 4 and 11 years, across 3 sites.

North Downs Primary School currently has a PAN (Pupil Admission Number) of 60 at key stage 1 and 64 at key stage 2.

Reception children are divided equally between the Betchworth and Brockham sites, based on distance.

At Year 1 the children based at Betchworth transfer to Leigh and all Year 1 & 2 children will attend either the Leigh or Brockham sites. At year 3 all children will attend the Brockham site.

At key stage 2 we admit 4 children into year 3 from local infant schools. There is no other intake year, however if there are places available in any year group admissions can be sought via the Local Authority at any time during the year. All our junior age children are based at the Brockham site.

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1. Aims

This policy aims to:

Explain **how to apply** for a place at the school

Set out the North Downs Primary School's **arrangements for allocating places to the pupils** who apply

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round, the application form provided by the Local Authority should be used (regardless of which local authority the schools are in) available on the Surrey County Council website <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions>. You can use this form to express your preference for a maximum of four state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

If you would like your child to be educated outside their normal age group, the admission authority for each school will consider your request based on your child's circumstances and what is in your child's best interests. You must state clearly why you feel admission to a different year group is in your child's

best interests and, if you wish, provide evidence to support this. You can contact the local authority for advice, and also see [Surrey's guidance on the education of children out of their chronological year group \(PDF\)](#).

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 60 pupils for entry in Reception with an additional 4 places for admission into Year 3.

6.2 Admission criteria

As North Downs is a Surrey community school, the admissions criteria are as set out below:

1. Looked after and previously looked after children.
2. Exceptional social/medical need
3. Children who will have a sibling at the school or at an infant/junior school which operates shared sibling priority, at the time of the child's admission
4. Children for whom the school is the nearest to their home address as measured by straight line - the nearest school will be the school closest to the home address which has a Published Admission Number to admit pupils of the appropriate age range and which admits local children. The nearest school may be either inside or outside the county boundary.
5. Any other children, prioritised according to the distance they live from the school. Unless otherwise stated, distance will be used when any category is oversubscribed and will be measured by straight line from the address point of the pupil's home to the nearest official school gate for pupils to use. Where two or more children share priority for a place, Surrey County Council will use random allocation to determine which child should be given priority.

6.3 Allocation of site

Following acceptance of a Reception place offer made by the Local Authority, the Headteacher and Governors will then allocate each child a place at either the Brockham or Betchworth site, allowing for an even distribution of pupils between the two sites.

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 inform the school of any extenuating factors regarding the child or family that we should take into account when allocating a site. These 'exceptional' requests are based on information parents feel relevant regarding the child's **academic, social and emotional development or their medical history**. Parents must submit their request in writing, and include any reports which evidence the views of medical professionals.

6.4 Tie break

In the case of two or more applications that cannot be separated by the 'exceptional' 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 or The Street, depending upon which site is 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 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

6.5 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place. If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be made via the Local Authority. Forms for in-year applications can be found on the Surrey County Council website <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions>

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must do so via the appeals section of the Surrey County Council website:

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

9. In-year site transfers

9.1 Site transfer requests

Following the site allocation process outlined in Section 6.3, if a parent wishes to be considered for a future vacancy at an alternative site should one occur, they may request to be placed on the North Downs' Site Transfer List by completing a Site Transfer Request Form, available via the school website. <https://www.northdowns.surrey.sch.uk/page/?title=School+Forms+for+Download&pid=361>

Pupils may remain on the Transfer List after induction (and subsequently starting) at North Downs, although this is not to be recommended as it may be unsettling for the child.

Requesting inclusion on the Site Transfer List does not commit a parent to accepting a transfer; should a place be offered, parents will be given 24 hours to make this decision.

If, immediately following site-allocation, Transfer Request Forms are submitted for both of the Reception sites, North Downs has the discretion to arrange for the nearest pupil to each of the alternative sites to be offered a site-exchange.

In the event of a vacancy occurring and more than one Site Transfer Request being held by North Downs, the place will be offered to pupils according to their proximity to the requested transfer site, until it is accepted.

The 'exceptional' criteria described in Section 6.3 also relates to in-year transfer requests, in that parents may ask the school to consider information regarding the child's **academic, social and emotional development or their medical history**. Parents must submit their request in writing, and include any reports which evidence the views of medical professionals.

In the event that more than one application is submitted under the 'exceptional' criteria, the school will make all sets of parents involved aware that there is more than one application for the place available. This will be in an effort to ensure transparency at each stage of the allocation process.

As with Section 6.4, in the case of two or more applications that cannot be separated by the 'exceptional' 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 or Betchworth Road, depending on which site is 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 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

9.2 Appeals

If your child's application for a site transfer is unsuccessful, you will be informed why the transfer request was refused. If you wish to appeal, you must do so following the schools Complaints Procedure, available via the school website.

<https://www.northdowns.surrey.sch.uk/page/?title=School+Policies&pid=279>

10. Monitoring arrangements

This policy will be reviewed and approved by the Full Governing Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.