



Be the best you can be, every day.

SITE ALLOCATION POLICY AND PROCEDURE

Introduction

THIS DOCUMENT IS a statement of the aims, principles and strategies for allocation of site 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 2022.

THIS POLICY WILL BE REVIEWED in the Summer Term 2023.

- 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 strictly 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 four 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.

Site Allocation Process

The school has an agreed admission number of 60 pupils for entry in Reception and an additional four places for Year 3.

Allocation of 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, 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 (at the moment you apply for your place) 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 are 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 may be information parents feel is relevant regarding the child's academic, social and emotional development or their medical history.

Parents will be asked to submit their request in writing, and include any reports that evidence the views of a medical professional.

3.3 Tie break

In the case of 2 or more applications that cannot be separated by site allocation criteria outlined above, the school will use the following criteria (in order) as tie breaker:

- The distance between the school and a child's home 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.
- The distance between the school and a child's home to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured using google maps to identify the route that would be used to travel 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 school, in both these instances, is the same, random allocation will be used to decide between them. This process will be independently verified.

3.4 Children below compulsory school age (optional)

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.

4. Monitoring arrangements

This policy will be reviewed and approved by the governing board every year.