



*Be the best you can be, every day*

## 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 30, one each at Betchworth and Brockham sites. Application is to the school, not to a specific 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.

- 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 Admission and Transport team's Geographical Information System.**
- II. In practice, applicants will be ranked by their proximity to both sites and places allocated to the closest 30 applicants to their nearer site. In the event of more than 30 applicants being closer to one site than the other, those distanced 31+ 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 1<sup>st</sup> July, in order to support the induction events at the end of the summer term.