

# Consultation

## PROPOSED amendment to the catchment area for Esher CofE High School - 2015/16

### Introduction

Surrey County Council is proposing an amendment to the catchment area to be used for Esher C of E High School for September 2015. This proposal has been put together in conjunction with the school and is in line with changes being proposed by Hinchley Wood School.

Esher C of E High School is currently a voluntary controlled school but is expected to convert to an academy on 1 February 2014. If the conversion goes ahead on that date, the school will take responsibility for determining their own admission arrangements for 2015.

The proposed admission arrangements and catchment map for 2015 are included at Appendix 1 and Appendix 2.

### What change is being proposed?

The change being proposed is to extend the catchment area for Esher C of E High School to include the whole of Claygate village (see Appendix 2 for proposed catchment map).

Currently the catchment area only extends to cover half of Claygate, with the other half of the village falling within the catchment area for Hinchley Wood School. Whilst the children in the Esher High catchment are normally offered a place at that school, the children in the Hinchley Wood catchment are less likely to be offered a place at their catchment school. This can leave the community of Claygate divided with one half being offered their catchment school whilst the other is not.

With regard to catchments, the School Admissions Code says that catchment areas '**must** be designed so that they are reasonable and clearly defined'.

It is recognised that Claygate has historically been served by two schools as there are good transport links from the village to both Esher High and Hinchley Wood schools. Due to these historic links, neither school would wish to remove Claygate from their catchment area.

However, even if they were to do so, placing Claygate in the catchment area for only one of these schools would be unlikely to resolve the issue. Hinchley Wood School is not currently able to allocate many places to Claygate children and so if the whole of Claygate fell just within the catchment for Hinchley Wood an even greater number of pupils would be likely to be without an offer of a school place. Alternatively if the whole of Claygate fell solely within the catchment area for Esher High then the numbers who would be seeking a place at that school would be likely to have a detrimental impact on other families who live elsewhere but who could also claim a historic link with the school. Given the historic links, it would also be questionable whether to amend the catchments in this way would be reasonable.

For this reason, this proposal for Esher High is in line with a change being proposed by Hinchley Wood School to extend their catchment to cover the whole of Claygate also. However, Hinchley Wood School also propose to introduce feeder links with its four partnership junior/primary schools, which includes Claygate Primary School. In this way it is likely that children living in Claygate who attend Claygate Primary School can be considered for a place at Hinchley Wood School, whilst those who do not can be considered for a place at Esher High School.

Esher High School is proposing to admit 240 children from September 2015, which is an increase of one extra class. The addition of this extra class should negate the impact that this change to catchment area would have on other applicants.

Whilst there are of course no guarantees that a place at either school will be available for pupils living in Claygate, it is believed that, taken together, these proposals provide a greater likelihood for children in Claygate to be offered a place at either Esher High or Hinchley Wood. They also provide for this area to continue to divide their applications between the two schools, thereby preventing an untenable increase in demand at either school.

### **How can you respond to the consultation?**

The consultation on the proposed change to the catchment area for Esher High School will run from Thursday 12 December 2013 to Wednesday 5 February 2014. If you would like to take part please complete an online response form at [www.surreysays.co.uk](http://www.surreysays.co.uk). Alternatively if you would prefer to respond on a paper form, please telephone the Surrey Schools and Childcare Service on 0300 200 1004 to request a copy. Please note that only response forms which are fully completed with the respondent's name and address will be accepted.

**Please note that Hinchley Wood School is carrying out a separate consultation regarding the proposed changes to their admission arrangements. If you wish to comment on the proposed changes for both schools it is important that you respond to both consultations because the responses will be considered separately.**

### **What happens next?**

After the closing date the responses will be collated. If by 5 February 2014 the school has become an Academy, the outcome of the consultation will be shared with the governing body of the school which will then be responsible for determining the admission arrangements by 15 April 2014. The admission arrangements would then be published on the school's website.

If however the school has not converted to an Academy by 5 February 2014, Surrey County Council will retain responsibility for determining the arrangements. In which case, the outcomes will be presented to Surrey County Council's decision making Cabinet on 25 February 2014. Cabinet's decision would then need to be ratified by the full County Council on 18 March 2014. Once determined the final admission arrangements would be made available on Surrey's website at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

## PROPOSED admission arrangements for Esher C of E High School - 2015/16

The Published Admission Number for initial entry to Esher CofE High School in 2015 will be 240.

Applications for admission at the normal intake will be managed in accordance with Surrey's coordinated scheme for secondary admission. Applications for admission to Year 7 must be made by 31 October 2014.

Children with a statement of special educational needs that names the school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with a statement that has named the school.

Where the school is over-subscribed for any year group, applications for entry in 2015/16 will be ranked in the following order:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children living within the catchment area of Esher CofE High School (**see APPENDIX 2 for change to catchment map**)
5. Any other children

If within any category there are more children than places available, any remaining places will be offered to children who meet that criterion on the basis of proximity of the child's home address to the school. The distance will be measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the admissions team's Geographical Information System.

### Looked after and previously looked after children

Looked after and previously looked after children will be considered to be:

- children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have left care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002), a residence order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Places will be allocated under this criterion when places are first offered at the school and the local authority may also ask the school to admit over its published admission number at other times under this criterion.

### Exceptional social/medical need

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 this school. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend this school and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school above any other.

Places may be allocated under this criterion when places are first offered at the school and the local authority may also ask the school to admit over its published admission number at other times under this criterion.

### Siblings for community and voluntary controlled schools

A sibling will be considered to be 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 step-sister or an adoptive or foster sibling, living at the same address.

A child will be given sibling priority if they have a sibling at the school concerned at the time of the child's admission. For the initial intake to the school this means that a child will be given priority for admission only if their sibling will still be at the school in September 2015. This will apply both at the initial allocation of places and also when prioritising the waiting list.

### Home address

The child's home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. In the case of formal equal shared custody it will be up to the parent/carers to agree which address to use. In other cases it is where the child spends most of the time. A temporary address will not generally be accepted if the main carer of the child still possesses 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. All distances will be measured by the computerised Geographical Information System maintained by Surrey's admissions team.

The address to be used for the initial allocation of places to Year 7 will be the child's address at the closing date for application. Changes of address may be considered in accordance with Surrey's coordinated scheme if there are exceptional reasons behind the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify Surrey County Council of any change of address.

### Tie breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year

Where two or more children share a priority for a place e.g. where two children live equidistant from the school, Surrey County Council will draw lots to determine which child should be given priority.

In the case of multiple births, where children are to be ranked consecutively in their order of priority for a place, Surrey County Council will draw lots to determine which child should be given priority. If after the allocation one or more places can be offered but there are not sufficient places for all of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) ranked the highest will retain their offer and the applicant will be advised of their right of appeal and informed about waiting lists.

### Waiting lists

Where there are more children than places available, waiting lists will operate for each year group according to the oversubscription criteria for the school without regard to the date the application was received or when a child's name was added to the waiting list.

Waiting lists for the initial intake will be maintained until the last day of the Summer term 2016 when they will be cancelled. Applicants who wish a child to remain on the waiting list after this date must write to Surrey County Council by 29 July 2016, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 29 July 2016, applicants whose children are not already on the waiting list but who wish them to be so must apply for in-year admission through Surrey County Council. Waiting lists for all year groups will be cancelled at the end of each academic year.

### In-year admissions

The following applications will be treated as in-year admissions during 2015/16:

- applications for admission to Year 7 which are received after 1 September 2015;
- all other applications for admission to Years 8 to 11.

Applications must be made to the Local Authority on Surrey's common application form. Where there are more applications than places available, each applicant will be ranked in accordance with the published oversubscription criteria for each school.

