

# Consultation

## PROPOSED change to the admission arrangements for St Andrew's CofE (Controlled) Infant School - 2015/16

### Introduction

Surrey County Council is proposing a change to the admission arrangements for St Andrew's CofE (Controlled) Infant School for September 2015. This proposal has been put together in liaison with Governors at St Andrew's and following discussions with Guildford Diocese and South Farnham School Academy Trust.

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

### What change is being proposed?

After giving priority to siblings, (criterion 3 below) it is proposed to introduce an admission priority for the school based on a catchment area, as follows:

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

This would mean that, after siblings, children who live within the proposed catchment area for the school would receive priority for a place ahead of those who do not.

This proposal has been drawn up to secure the future viability of St Andrew's beyond the short-term, to end a period of considerable uncertainty. It is part of the process of formulating a joint working relationship with South Farnham for the mutual benefit of the two schools.

Children at St Andrew's will receive education at a local infant school from which there is a feeder link to South Farnham at Year 3. This should provide for a greater continuity and clarity in admissions for the local area.

South Farnham School admits children at Reception and at Year 3 and the school operates across two sites, one of which is dedicated to KS1 education and the other to KS2 education. Whilst South Farnham School may propose changes to their admission arrangements, there is an existing feeder school link with St Andrew's Infant School.

Whilst this proposal does not prevent parents who live outside the catchment from naming St Andrew's as a preference, those areas served by other local schools should St Andrew's not be in a position to offer places beyond the catchment area.

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

The consultation on the proposed change to the admission arrangements for St Andrew's CofE Infant 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.

## **What happens next?**

After the closing date the responses will be collated and 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 St Andrew's CofE (Controlled) Infant School - 2015/16**

The Published Admission Number for initial entry to St Andrew's CofE (Controlled) Infant School in 2015 will be 40.

Applications for admission at the normal intake will be managed in accordance with Surrey's coordinated scheme for primary admission. Applications for admission to Reception must be made by 15 January 2015.

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 St Andrew's CofE Infant School (see APPENDIX 2 for 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 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 Reception 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.

### Starting school

There is a single intake into Reception. All children whose date of birth falls between 1 September **2010** and 31 August **2011** will be eligible to apply for a full time place in Reception for September **2015**. Applicants may request to defer their child's entry to Reception until later in the school year, but this will not be agreed beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Applicants may also request for their child to start part time until their child reaches statutory school age.

### In-year admissions

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

- applications for admission to Reception which are received after 1 September 2015;
- all other applications for admission to Years 1 and 2.

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.



# St Andrews Infant School Proposed Catchment Area

Printed By:  
 Printed On:  
 Project No:  
 Scale: 1:2,888 Original Size A4

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