

PROPOSED Admission arrangements for Surrey County Council's community and voluntary controlled schools 2015/16

This document sets out Surrey County Council's proposed admission arrangements for community and voluntary controlled schools in **2015/16**. Where changes have been made, text is in bold.

1. The Published Admission Numbers **for initial entry to** Surrey's community and voluntary controlled schools **in September 2015** are set out in ANNEX 1.
2. Applications for admission at the normal intake will be managed in accordance with Surrey's coordinated schemes on primary and secondary admission. Please see Surrey's coordinated schemes at ANNEX 4 for further details regarding applications, processing, offers, late applications, post-offer and waiting lists.
3. Applications for Reception and applications for a Junior place **at schools which have a published admission number for Year 3**, must be made by 15 January **2015**. Places at Surrey schools will be offered on the basis of the preferences that are shown on the application form. Applicants will be asked to rank up to four **primary or Year 3** preferences and these will be considered under an equal preference system.
4. Applications for secondary school must be made by 31 October **2014**. Places at Surrey secondary schools will be offered on the basis of the preferences that are shown on the application form. Applicants will be asked to rank up to six preferences and these will be considered under an equal preference system.
5. The admission arrangements for **2015/16** for the majority of Surrey's community and voluntary controlled schools are set out in section 7 below. Where there are local variations these are set out by area and by school in section 8.
6. Children with a statement of special educational needs that names a 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.
7. Other than for schools listed in section 8, when a community or voluntary controlled school is over-subscribed for any year group, applications for entry in **2015/16** will be ranked in the following order:
 - i) First priority: Looked after and previously looked after children
See section 9 for further information relating to looked after and previously looked after children.
 - ii) Second priority: Exceptional social/medical need
See section 10 for further information relating to exceptional social/medical need.
 - iii) Third priority: Children who will have a sibling at the school or at an infant/ junior school which is on a shared/adjoining site at the time of the child's admission
See ANNEX 2 for infant/junior schools that will be treated as being on shared/adjoining sites for the purpose of this criterion. See section 11 for further information relating to siblings.

If within this category there are more children than places available, any remaining places will be offered to children who meet this criterion on the basis of proximity of the child's home address to the school (please see criterion v).

- iv) Fourth priority: Children for whom the school is the nearest to their home address
All community and voluntary controlled schools will be considered in the assessment of nearest school. A list of the academies and foundation, trust and voluntary aided schools in Surrey **that will be considered in the assessment of nearest school** and the out of county schools **that will not be considered in the assessment of nearest school** can be seen at ANNEX 3. See section 12 for further information on the definition of nearest school. See section 13 for further information on the definition of home address.

If within this category there are more children than places available, any remaining places will be offered to children who meet this criterion on the basis of proximity of the child's home address to the school (please see criterion v).

- v) Fifth priority: Any other children
 Remaining places will be offered on the basis of nearness to the school 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. See section 13 for further information on the definition of home address.

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

8 Local admission arrangements for September 2015

Unless stipulated otherwise, if any of the following schools are oversubscribed within any category, priority will be given to those living closest to the school. Home to school distance will be measured by 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 Admission and Transport team's Geographical Information System.

a) Elmbridge

i) Esher C of E High School:

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 ANNEX 5 for new catchment map**)
5. Any other children

ii) Hinchley Wood Primary School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings for whom the school is the nearest to their home address
4. Non-siblings for whom the school is the nearest to their home address

5. Other siblings for whom the school is not the nearest to their home address
6. Any other children

iii) Thames Ditton Infant School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings for whom the school is the nearest to their home address
4. Non-siblings for whom the school is the nearest to their home address
5. Other siblings for whom the school is not the nearest to their home address
6. Any other children

iv) Thames Ditton Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings for whom the school is the nearest school to their home address
4. * Children attending Thames Ditton Infant School for whom the school is the nearest school to their home address
5. Other children for whom the school is the nearest school to their home address
6. Other siblings for whom the school is not the nearest school to their home address
7. * Other children attending Thames Ditton Infant School for whom the school is not the nearest school to their home address
8. Any other children

*** Criteria 4 and 7 will only apply until 31 August 2015 at which time the child will have left the infant school**

b) Epsom & Ewell

i) Auriol Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
- 3. *Children attending The Mead Infant School**
- 4. Siblings not admitted under 3 above**
- 5. Any other children**

*** Criterion 3 will only apply until 31 August 2015 at which time the child will have left the infant school**

ii) Southfield Park Primary School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children living in the defined catchment area of the school (see ANNEX 6 for map). If the number of children in the defined catchment area is greater than the number of places available at the school, places will be offered to those living the furthest distance from the school, measured in a straight line.

5. Other children for whom the school is their nearest school
6. Any other children

iii) Wallace Fields Infant School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children who will have a sibling at Wallace Fields Infant School on the date of their admission and that sibling was on roll at that school at the end of the 2012/13 academic year
4. Other children who will have a sibling at Wallace Fields Infant School or Wallace Fields Junior School on the date of their admission and for whom the school is the nearest to their home address
5. Non-siblings for whom the school is the nearest to their home address
6. Other children who will have a sibling at Wallace Fields Infant School or Wallace Fields Junior School on the date of their admission and for whom the school is not the nearest to their home address
7. Any other children

iv) Wallace Fields Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children who will have a sibling at Wallace Fields Junior School on the date of their admission and that sibling was on roll at that school at the end of the 2012/13 academic year
4. Other children who will have a sibling at Wallace Fields Infant School or Wallace Fields Junior School on the date of their admission and for whom the school is the nearest to their home address
5. Non-siblings for whom the school is the nearest to their home address
6. Other children who will have a sibling at Wallace Fields Infant School or Wallace Fields Junior School on the date of their admission and for whom the school is not the nearest to their home address
7. Any other children

c) Guildford

i) Walsh C of E Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. *Children attending Walsh Memorial CofE (Controlled) Infant School
4. Siblings not admitted under 3 above
5. *Children attending St Paul's CofE Infant School (Tongham)
6. Any other children

*** Criteria 3 and 5 will only apply until 31 August 2015 at which time the child will have left the infant school**

d) Mole Valley

i) St Martin's C of E Primary School at 7+:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. *Children attending St Michael's CofE (Aided) Infant School
5. Children for whom the school is the nearest to their home address
6. Any other children

*** Criterion 4 will only apply until 31 August 2015 at which time the child will have left the infant school**

e) Reigate & Banstead

i) Banstead Community Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. *Children attending Banstead Infant School
4. Siblings not admitted under 3 above
5. Any other children

*** Criterion 3 will only apply until 31 August 2015 at which time the child will have left the infant school**

ii) Earlswood Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. *Children attending Earlswood Infant School
4. Siblings not admitted under 3 above
5. Children for whom the school is the nearest to their home address
6. Any other children

*** Criterion 3 will only apply until 31 August 2015 at which time the child will have left the infant school**

iii) Reigate Priory School

1. Looked after and previously looked after children
2. Exceptional social/medical need
- 3. Siblings for whom the school is the nearest to their home address**
- 4. Non-siblings for whom the school is the nearest to their home address**
- 5. Other siblings for whom the school is not the nearest to their home address**
- 6. Any other children**

iv) Warren Mead Junior School

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. *Children attending Warren Mead Infant School

4. Siblings not admitted under 3 above
5. Any other children

*** Criterion 3 will only apply until 31 August 2015 at which time the child will have left the infant school**

v) Woodmansterne Primary School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children living in the defined catchment area of the school (see ANNEX 7 for map).
5. Children for whom the school is nearest to the home address
6. Any other children

f) Runnymede

i) New Haw Community Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. *Children attending The Grange Community Infant School
4. Siblings not admitted under 3 above
5. Any other children

*** Criterion 3 will only apply until 31 August 2015 at which time the child will have left the infant school**

ii) Ottershaw C of E Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. *Children attending Ottershaw CofE Infant School
4. Siblings not admitted under 3 above
5. Any other children

*** Criterion 3 will only apply until 31 August 2015 at which time the child will have left the infant school**

iii) St Ann's Heath Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. *Children attending Trumps Green Infant School **or Meadowcroft Infant School**
5. Children for whom St Ann's Heath Junior School is the nearest school with a Junior PAN
6. Any other children

*** Criterion 4 will only apply until 31 August 2015 at which time the child will have left the infant school**

g) Surrey Heathi) Crawley Ridge Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. *Children attending Crawley Ridge Infant School
4. Siblings not admitted under 3 above
5. Any other children

*** Criterion 3 will only apply until 31 August 2015 at which time the child will have left the infant school**

ii) Hammond Community Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. *Children attending Lightwater Village School
4. Siblings not admitted under 3 above
5. Any other children

*** Criterion 3 will only apply until 31 August 2015 at which time the child will have left the infant school**

h) Tandridgei) Oxted School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. *Children who both live in the catchment area (see ANNEX 8 for map) and who attend one of the following feeder schools:

- Crockham Hill CofE Primary School (Kent)
- Dormansland Primary School
- Godstone Village School
- Holland Junior School
- Lingfield Primary School
- St Catherine's Primary School
- St John's CofE (Aided) Primary School
- St Mary's CofE Junior School
- St Stephen's CofE Primary School
- Tatsfield Primary School
- Woodlea School

5. Those children who live in the catchment area but do not attend one of the feeder schools named above
6. Any other children

*** Criterion 4 will only apply until 31 August 2015 at which time the child will have left the feeder school**

If there is oversubscription within any criteria, priority will be given to children who live furthest from their nearest alternative school as measured by 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 Admission and Transport team's Geographical Information System.

ii) Tatsfield Primary School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children who will have a sibling on roll at the school at the end of the 2013/14 academic year and that sibling will still be expected to be on roll at the school on the date of the child's admission
4. Siblings who live within the catchment area (see ANNEX 9 for map)
5. Other children who live within the catchment area
6. Siblings who live outside the catchment area
7. Other children who live outside the catchment area

i) Waverley

i) Hale Primary School at 7+:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. *Children attending one of the following named feeder schools. In alphabetical order these are:
 - Folly Hill Infant School
 - Weybourne Infant School
5. Children for whom the school is the nearest to their home address
6. Any other children

*** Criterion 4 will only apply until 31 August 2015 at which time the child will have left the infant school**

ii) Shottermill Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. *Children attending Shottermill Infant School
4. Siblings not admitted under 3 above
5. Any other children

*** Criterion 3 will only apply until 31 August 2015 at which time the child will have left the infant school**

iii) St Andrew's C of E (Controlled) Infant School:

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 ANNEX 10 for catchment map)**
5. Any other children

iv) William Cobbett Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. *Children attending a named feeder school. In alphabetical order these are:
 - Badshot Lea Village Infant School
 - Folly Hill Infant School
 - Weybourne Infant School
5. Children for whom the school is the nearest to their home address
6. Any other children

*** Criterion 4 will only apply until 31 August 2015 at which time the child will have left the infant school**

j) Woking

i) Knaphill School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. *Children attending Knaphill Lower School
4. Siblings not admitted under 3 above
5. Any other children

*** Criterion 3 will only apply until 31 August 2015 at which time the child will have left the infant school**

ii) West Byfleet Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. *Children attending West Byfleet Infant School
4. Siblings not admitted under 3 above
5. Any other children

*** Criterion 3 will only apply until 31 August 2015 at which time the child will have left the infant school**

9. Looked after and previously looked after children

Within the admission arrangements for all community and voluntary controlled schools looked after and previously looked after children will receive the top priority for a place. 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).

* The Adoption and Children Act 2002 came in to force in December 2005 and as such children who left care through adoption prior to this date will not be considered as a previously looked after child within the top criterion for community and voluntary controlled schools.

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

10. 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 a particular 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 a particular school and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority at a particular school 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 one particular school above any other.

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

11. 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 **as part of the same family unit** 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 a child will be given priority for admission only if their sibling will still be at the school in September **2015** or he/she will have a sibling at an infant/junior school on a shared/adjoining site in September **2015**. See ANNEX 2 for schools that will be treated as being on adjoining or shared sites for the purpose of the sibling criterion. This will apply both at the initial allocation of places and also when prioritising the waiting list. Giving sibling priority has the effect of maximising the opportunity for children in the same family to be educated at the same school or at a school on a shared or adjoining site.

At the initial allocation, when an applicant is applying for a Reception place at an infant school that has both a feeder and sibling link to a junior school and the child has a sibling currently attending Year 2 of the infant school but who will have left by the time the younger child starts, the younger child will be considered under the sibling criterion as part of the initial allocation. This is because, due to the feeder link, they will be expected to still have a sibling at the linked junior school at the time of admission. The schools for which this will apply are as follows:

Banstead Infant and Banstead Community Junior
 Crawley Ridge Infant and Crawley Ridge Junior
 Earlswood Infant and Earlswood Junior
 The Grange Community Infant and New Haw Community Junior
 Knaphill Lower and Knaphill Junior
 Lightwater Village Infant and Hammond Community Junior
The Mead Infant and Auriol Junior
Meadowcroft Infant and St Ann's Heath Junior
 Ottershaw Infant and Ottershaw Junior
 Shottermill Infant and Shottermill Junior
Thames Ditton Infant and Thames Ditton Junior
 Trumps Green Infant and St Ann's Heath Junior
 Walsh Memorial CofE Infant and Walsh CofE Junior
 Warren Mead Infant and Warren Mead Junior
 West Byfleet Infant and West Byfleet Junior
 Weybourne Infant and William Cobbett Junior

For other schools, which have a sibling link but no feeder link, neither child will be treated as a sibling under the sibling criterion until after the offer day. At that time, if a place has been offered to only one child, the waiting list position for the other child will be adjusted to reflect the fact that they are expected to have a sibling in a school on a shared or adjoining site at the time of admission. The schools for which this will apply are as follows:

Eastwick Infant and Eastwick Junior
 Meath Green Infant and Meath Green Junior
 Merrow CofE Infant and Bushy Hill Junior (Foundation)
 Wallace Fields Infant and Wallace Fields Junior'

Where a sibling is in Year 11 or Year 12 at a school that has a sixth form at the time of an application for a younger child to start year 7 in September **2015**, they will be deemed as being in the school at the time of admission, unless the /carer has specifically expressed that they will not be continuing in to the following academic year.

12. Nearest school

The nearest school within the admission arrangements for community and voluntary controlled schools is defined as the school closest to the home address with a published admission number for pupils of the appropriate age-range, as measured by a straight line and which admits local children. The nearest school may be inside or outside the county boundary. Under this criterion all Surrey community and voluntary controlled schools are considered to admit local children. A list of the academies and foundation, trust and voluntary aided schools in Surrey that are considered to admit local children and the out of county schools that will not be considered to admit local Surrey children can be seen at ANNEX 3.

13. Home address

Within the admission arrangements for community and voluntary controlled schools 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. **We will not generally accept a temporary address 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, Year 3 and 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.

14. 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 when using distance as a tie breaker, e.g. where two children live equidistant from a school, Surrey County Council will draw lots to determine which child should be given priority.

In the case of multiple births, where children have **equal** 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.**

15. Waiting lists

Where there are more children than places available, waiting lists will operate for each year group according to the oversubscription criteria for each 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 to each community and voluntary controlled school 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.

16. 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**;
- **for any school which has a published admission number (PAN) for Year 3**, applications for admission to Year 3 **which are received after** 1 September **2015**;
- applications for admission to Year 7 which are received after 1 September **2015**;
- all other applications for admission to Years 1 to 6 and 8 to 11.

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

17. Starting school

The community and voluntary controlled infant and primary schools in Surrey have 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 at a Surrey school 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.

18. Nursery admissions

The local authority has delegated the admissions of nursery children to the governing body of community and voluntary controlled schools. s wishing to apply for a place must complete the application form and submit it directly to the school that they wish to apply for in accordance with the dates set by the school.

Each nursery class within community and voluntary controlled infant and primary schools operate one or two part-time sessions of up to 3 hours a day, depending on the school. This means that children might normally attend in the morning or afternoon, although if the school is offering the place more flexibly this could be over a longer period. Children attending a nursery in a community or voluntary controlled infant or primary school would normally either attend for 5 morning or 5 afternoon sessions per week. Schools which offer part-time sessions of less than 3 hours a day should review their session length each year.

Places for two year olds

Some nurseries might admit children after they turn two years old if they are entitled to the free extended provision. Where there are more applications than places available children who are entitled to the free extended provision will be ranked according to the following criteria:

- a) **Looked after and previously looked after children**
- b) **Exceptional social/medical need**
- c) **Children who will have a sibling attending the nursery or the main**

school at the time of admission
d) Any other children

Where any category is oversubscribed, children will be ranked according to the straight line distance that they live from the school with priority being given to children who live closest to the school.

Once such children are placed on roll at a nursery, they will be automatically entitled to take up a three year old place and the number of places available for three year olds will reduce.

Places for three year olds

All children will be eligible for admission to a nursery class in a community or voluntary controlled school or nursery in the term after they turn three years old, although admission will be subject to an application being made and places being available.

When a nursery in a community or voluntary controlled infant or primary school is over-subscribed for a three year old place, applications for entry in **2015/2016** will be ranked according to the following criteria:

- a) Looked after and previously looked after children
- b) Exceptional social/medical need
- c) Children who **will** have a sibling attending the nursery or the main school at the time of admission
- d) Children who will turn 4 years old between 1 September **2015** to 31 August **2016** (this is to give priority to older children who will be due to transfer to Reception in the next academic year and hence only have one year left to attend nursery)
- e) Children who will be 3 years old between 1 September **2015** to 31 August **2016** (these children will be able to stay on in nursery for another year in **2016/17** as they will not be due to start Reception until September **2017**)

Where any category is oversubscribed, children will be ranked according to the straight line distance that they live from the school with priority being given to children who live closest to the school.

Procedures for admission

Each school will endeavour to inform s of the outcome of their application by letter, at least one term before admission. **A school will only allocate nursery sessions once it has determined that a place can be offered in accordance with the admission criteria.** If an applicant is offered a place they must confirm acceptance directly with the school by the date stipulated in their offer letter.

The final decision with regard to admission and the allocation of morning or afternoon sessions rests with the governing body of the school.

Where a school is oversubscribed it will maintain a waiting list in criteria order.

Admission to a school's nursery does not guarantee admission to the Reception class at that school. Applications for Reception must be made on a separate application and be submitted by the statutory deadline in order to be considered.

In addition to nurseries within some community and voluntary controlled infant and primary schools, Surrey also has four stand alone Nursery schools, some with attached Children's Centres, in Chertsey, Dorking, Godalming and Guildford. These may provide a mix of full and part time places. Whilst these schools will also follow the admission criteria set out above, under the social and medical need criterion they may also consider the individual learning need of a child, if it can be demonstrated that no other school can meet the child's learning needs.

19. Sixth form admissions

The following community and voluntary controlled schools have sixth forms:

- The Ashcombe School
- Therfield School
- Oxted School

Internal students

Each school will welcome applications from internal students who will have attended year 11 of the school during the **2014/15** academic year.

External students

Each school will also accept applications for entry to the sixth form from external applicants. The published admission number for external applicants for entry to Year 12 in September **2015** will be 15 for each school, but more places may be available subject to the take up by internal applicants. Acceptance onto a programme of subjects/courses is subject to a student having achieved the entry requirements. Students should refer to each school's Sixth Form prospectus for the individual subject requirements. Individual subjects may be limited in the number of students they can accommodate.

Should applications from suitably qualified external students exceed the number of places available, the following oversubscription criteria will apply:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Other applicants on the basis of nearness to the school, 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 Admission and Transport team's Geographical Information System.

20. Home to school transport

Surrey County Council has a Home to School Transport policy that sets out the circumstances that children might qualify for free home to school transport.

Generally, transport will only be considered if a child is under 8 years old and is travelling more than two miles or is over 8 years old and travelling more than three miles to the nearest school with a place. Transport will not generally be provided to a school that is further away if a child would have been offered a place at a nearer school had it been named as a preference on the application form, although exceptions may apply to secondary aged children whose families are on a low income if they are travelling to one of their three nearest schools.

Eligibility to transport is not linked to the admission criteria of a school. Some schools give priority to children who are attending a feeder school, but attending a feeder school does not confer an automatic right to transport to a linked school. In considering admission criteria and school preferences it is important that applicants also consider the home to school transport policy so they might take account of the likelihood of receiving free transport to their preferred school before making their application. A full copy of Surrey's Home to School Transport policy is available on Surrey's website at www.surreycc.gov.uk or from the Surrey Schools and Childcare Service on 0300 200 1004.

Surrey will be carrying out a review of the home to school transport policy ahead of the 2015 /16 academic year.