

Notice of Meeting

Cabinet Member for Schools, Skills and Educational Achievement Decisions

**Date & time**

Thursday, 6 October
2016 at 10.00 am

Place

Room 111, County
Hall, Kingston upon
Thames, KT1 2DN

Contact

Andrew Baird or Joss
Butler
Room 122, County Hall
Tel 020 8541 7609 or 020
8541 9702

Chief Executive

David McNulty

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This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Andrew Baird or Joss Butler on 020 8541 7609 or 020 8541 9702

Elected Members
Mrs Linda Kemeny

AGENDA

1 DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.

2 PROCEDURAL ITEMS

a Members' Questions

The deadline for Members' questions is 12pm four working days before the meeting (30/09/2016).

b Public Questions

The deadline for public questions is seven days before the meeting (29/09/2016)

c Petitions

The deadline for petitions was 14 days before the meeting and no petitions have been received.

3 OPENING OF ADDITIONAL TEMPORARY SPECIALIST SCHOOL PLACES FOR PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN

(Pages 1
- 6)

Following an increase in the number of secondary age pupils being identified as requiring specialist provision and in receipt of an Education Health and Care Plan (EHCP) the Council has offered places to 15 secondary age children above the standard admission number at a special school and specialist centre. It is intended that these pupils, subject to the normal review process of their EHCP, will remain on roll at the schools throughout their secondary phase. Due to the time constraints by which these pupils required placing, places have been offered at schools prior to cabinet member approval.

4 PROPOSED CHANGES TO ADMISSION AND ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS FOR SEPTEMBER 2018

(Pages 7
- 70)

The Local Authority must consult on any changes it wishes to make to the admission arrangements for community and voluntary controlled schools for 2018. Consultation must run for at least six weeks between 1 October 2016 and 31 January 2017 and admission arrangements for 2018 must be determined by 28 February 2017. The Local Authority must also consult on its Relevant Area every two years.

5 PROPOSAL FOR SPECIALIST LEARNING AND NEEDS CENTRE REFRESH

(Pages
71 - 76)

Over 12 years ago SCC opened eight specialist Learning and Additional Needs (LAN) centres across the county for junior aged pupils with Learning Difficulties (LD). The pupils now attending the LAN Centres have greater levels of need than when they first opened. As a result they require additional capital works in order to meet the needs of pupils now accessing the provision.

6 EXCLUSION OF THE PUBLIC

Recommendation: That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information under the relevant paragraphs of Part 1 of Schedule 12A of the Act.

PART 2 – IN PRIVATE

7 PROPOSAL FOR SPECIALIST LEARNING AND NEEDS CENTRE REFRESH

(Pages
77 - 80)

This Part 2 report contains information which is exempt from Access to Information requirements by virtue of paragraph 3 – Information relating to the financial or business affairs of any particular person (including commercially sensitive information to the bidding companies).

The information contained within may not be published or circulated beyond this report and will remain sensitive until contract award in February 2017.

Confidential: Not for publication under Paragraph 3

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

David McNulty
Chief Executive

Published: Wednesday, 28 September 2016

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Thank you for your co-operation

SURREY COUNTY COUNCIL**CABINET MEMBER FOR SCHOOLS, SKILLS AND
EDUCATIONAL ACHIEVEMENT****DATE: 6 OCTOBER 2016****LEAD OFFICER: LIZ MILLS ASSISTANT DIRECTOR FOR SCHOOLS AND
LEARNING****SUBJECT: OPENING OF ADDITIONAL TEMPORARY SCHOOL PLACES
FOR PUPILS WITH AN EHCP****SUMMARY OF ISSUE:**

Following an increase in the number of secondary age pupils being identified as requiring specialist provision and in receipt of an Education Health and Care Plan (EHCP) the Council has offered places to 15 secondary age children above the standard admission number at a special school and specialist centre. It is intended that these pupils, subject to the normal review process of their EHCP, will remain on roll at the schools throughout their secondary phase. Due to the time constraints by which these pupils required placing, places have been offered at schools prior to cabinet member approval.

There are capital costs at both sites that are associated with these placements. This need to be set against the ongoing revenue costs that would be borne by the Council via the placement of these pupils in the non maintained independent sector, which would have been a direct result of failure to take this action. Specifically the temporary increase in the admission number at one special school and a mainstream centre have enabled the placement of 15 pupils with EHCPs from September 2016 and will require capital works.

RECOMMENDATIONS:

It is recommended that the action to make temporary provision of additional secondary age capacity and the associated capital expenditure at the two identified locations to enable the placement of 15 pupils with an EHCP is retrospectively approved.

REASON FOR RECOMMENDATIONS:

The Council has a statutory duty to make appropriate education provision available for all of its residents, this work has ensured that duty is met. In addition the action has made sure that appropriate education offers have been made to some of our most vulnerable pupils. Furthermore, the capital cost associated with this work is significantly mitigated by ongoing revenue savings against alternative provision.

DETAILS:

1. Surrey SEN teams have been dealing with a significant number of unplaced secondary aged pupils. Placement solutions have been considered for these pupils, by providing additional places at an existing specialist centre (five places) and at an existing special school (ten places).
2. The increase in demand for places was significantly above trend. The Council is undertaking a significant review of its forecasting in relation to better reflecting future needs from pupils with an EHCP; however this particular provision is being regarded as genuine bulge need. The review of needs and forecasting will feed in to a wider strategy for provision that will include the Council's response to any successful Free special school bids that may be submitted within the County.
3. To support the requirement to place the additional pupils in 2016, the relevant specials school and centre were contacted individually to offer on the following basis:
 - Existing school accommodation can be used with limited capital cost
 - Offer in place and accessible from the autumn term
 - Where possible Parental preference would be matched
 - Aim to ensure that the placement is close to home
4. As a result of this and work with area leads all pupils have been offered places. This has included offering above the planned places at each school. Woodfield School in Merstham, which meets the needs of pupils with learning and additional needs, will have provided a discreet bulge class. In addition Epsom and Ewell High School's specialist centre for pupils with a Hearing Impairment has taken additional pupils over their usual number admitted.
5. These places require capital works to be undertaken to provide additional space requirements to meet the increased number of pupils. The council's team have visited the sites and considered the work required in consultation with the relevant schools. The table below shows the current indicative costs:

| Special provision | Cost |
|---------------------------------|-------------|
| Woodfield (10 places) | c. £250,000 |
| Epsom and Ewell High (5 places) | £48,000 |
| Total: | c. £298,000 |

6. Works at Epsom and Ewell High School have been undertaken by the Academy Trust and include the full refurbishment of a Hearing Impaired classroom. The works required for Woodfield School include the provision of

a demountable classroom and will be undertaken by Surrey County Council. In advance of the provision of additional space at Woodfield the school has undertaken no cost contingency measures, the additional space will be required prior to September 2017 and failure to provide additional space could therefore impact on future cohorts of pupils.

7. Woodfield School is an 11-19 maintained special school offering places to children who have learning and additional needs. The school is rated by Ofsted as Good following an inspection in 2012. Epsom and Ewell High is a mainstream secondary academy with a specialist centre for pupils with a hearing impairment. The school is rated by Ofsted as Good following an inspection in 2012.
8. These schools meet the needs of the pupils and enable the Council to make appropriate offers of education. In addition the schools reflect a range of specialisms and geographic location to, as best as possible, mirror parental preference and reduce unnecessary travel. Furthermore the schools are rated as Good ensuring that the offers being made are to high performing schools.

CONSULTATION:

7. There is no formal requirement to consult resulting from schools temporarily admitting beyond their published admission number.
8. Internally the Assistant Director for Schools and Learning and SEN area teams have been fully consulted and support this approach to providing additional school places.

RISK MANAGEMENT AND IMPLICATIONS:

9. There is significant pressure on expenditure for Special Educational Needs and Disability provision and a duty for the authority to ensure that this funding is used to maximum effect. Furthermore there is a statutory duty to offer appropriate education for all students within the County.
10. Failure to have offered places within Surrey special school provision would have necessitated the placement of these children within the Non-Maintained Independent (NMI) Sector at significant and continued ongoing revenue cost to the Council. Making use of the flexible offer of provision in Surrey maintained special schools proposal is part of the longer term strategy to adapt and create local maintained specialist provision which meets the profile of pupils identified with SEND in Surrey and reduce the Councils reliance on the NMI sector. This strategy is outlined in the SEND Development Plan 2016 to 2020.
11. There are risks associated with building projects, a risk register has been compiled and is regularly updated. A contingency allowance appropriate to the scheme has been included within the project budget to mitigate for potential identified risks.

Financial and Value for Money Implications

12. The capital funding in the SEN strategy programme in the 2016-21 Medium Term Financial Plan will be redirected and prioritised to fund these capital works.
13. This capital work will provide 15 places that would otherwise probably need to be met in the Non Maintained sector. The table below indicates the estimated revenue cost avoidance. It should be noted that this would be a year on year cost.

| Primary Need | Number of Secondary Aged Pupils in NMIS | Total Costs of NMI Placement | Total Costs of revised Surrey Placements | Average Cost of NMI day Placement | Average Cost of Surrey Placement |
|-------------------------------|---|------------------------------|--|-----------------------------------|----------------------------------|
| Learning and additional needs | 10 | £241,310 | £114,830 | £24,131 | £11,483 |
| Hearing impairment | 5 | £244,130 * | Between £87,400 and £140,000 | £48,826 * | Between £17,500 and £28,000 * |
| Total | 15 | £485,440* | Between £202,430 and £254,830* | | |

Note: * dependent on individual pupil need and requirement for sign support

We would therefore anticipate that the potential revenue cost avoided on estimated average placement costs would be between £283,010 and £230,610 per annum.

S151 Commentary

14. The 15 additional secondary age placements are planned to be accommodated in in-house provision rather than in a non maintained independent sector placement, which are usually more expensive.

These placements require capital expenditure at the premises which they are planned to be accommodated. The estimated cost of this capital work is £298,000. The avoided revenue costs for these placements are estimated at between £283,010 and £230,610 per annum.

Legal Implications – Monitoring Officer

15. The public sector equality duty (Section 149 of the Equality Act 2010) applies to the decision to be made by Cabinet in this report. There is a requirement when deciding upon the recommendations to have due regard to the need to advance equality of opportunity for people with protected characteristics, foster good relations between such groups, and eliminate any unlawful discrimination. These matters are dealt with in the equalities paragraphs of the report. It was identified that the temporary provision of additional secondary age capacity at Woodfield School and Epsom and Ewell Specialist Unit would assist with placing unplaced secondary aged pupils with an EHCP from September 2016 and would not create any issues that would require the production of an Equality Impact assessment (EIA) as no group with protected characteristics will be adversely affected as a consequence of the approval, or otherwise. In fact this proposal will increase provision for children with protected characteristics.

16. Schools temporarily admitting beyond their Published Admission Number have no Requirement for Formal Consultation. There is a clear expectation in public law that the Council should carry out a consultation process whenever it is considering making significant changes to service provision. However in this case there is no formal requirement to consult resulting from schools temporarily admitting beyond their published admission number. Internally the Assistant Director for Schools and Learning and SEN area teams have been fully consulted and support this approach to providing school places.
17. In coming to a decision on this issue the Cabinet needs to take account of all relevant matters. The weight to be given to each of the relevant matters is for the Cabinet to decide. Relevant matters in this context will include the statutory requirements (no formal consultation required), the policy considerations, the impacts of the options on service provision, the medium term financial plan, the Council's fiduciary duty, any relevant risks, the results of the consultation and the public sector equality duty
18. The Council owes a fiduciary duty to its Council tax payers, analogous to that owed by trustees responsible for looking after property belonging to other people. Accordingly in deciding to spend money a local authority must take account of the interests of Council taxpayers who have contributed to the Council's income and balance those interests against those who benefit from the expenditure. It will also need to act in a prudent way having regard to the short and long term consequences of the decision.
19. The best value duty is contained in s3 of the Local Government Act 1999 as a result of which the Council is under a duty to make arrangements to secure continuous improvement in the way in which functions are exercised, having regard to a combination of economy, efficiency and effectiveness. The relevant guidance states that Councils should consider overall value, including economic, environmental and social value when reviewing service provision.

Equalities and Diversity

20. This action has increased educational provision and is open to all relevant children with an EHCP. No group with any protected characteristics under Equalities legislation will be affected by this proposal as increased provision for all children with protected characteristics will be made. The schools will continue to offer provision as they have done previously, with no changes for children and young people or staff and as a result, no EIA has been produced. However, with the increase in provision being open to all applicants, with the highest priority given to Looked After Children with an EHCP, this proposal will support our most vulnerable children.

Corporate Parenting/Looked After Children implications

21. This action will increase the number of places available within in Surrey Maintained schools for LAC pupils with an EHCP, it supports our corporate objectives to meet the needs of this vulnerable group.

Safeguarding responsibilities for vulnerable children and adults implications

22. Safeguarding vulnerable children is a high priority in all Surrey schools. Schools have considerable expertise in safeguarding vulnerable children and adhere to robust procedures. The schools will continue to apply good practise in the area of safeguarding as they are currently. In addition, safeguarding is a key area for monitoring when Ofsted carries out inspections.

WHAT HAPPENS NEXT:

23. Subject to Cabinet Member approval of action taken works at schools will be completed. Elements of the work detailed above have been completed; further elements will be scheduled in as appropriate with schools making no cost contingencies in the short term.
24. All pupils have been admitted in the autumn term allowing the Council to meet its Statutory Duty.

Contact Officer:

Julie Beckett, School Commissioning Officer: Tel 01483 518 109
Nicholas Smith, School Commissioning Officer: Tel 020 8541 8902

Consulted:

Liz Mills: Assistant Director Schools and Learning
Keith Brown: Schools and Capital Programme Manager

SURREY COUNTY COUNCIL**CABINET MEMBER FOR SCHOOLS, SKILLS AND
EDUCATIONAL ACHIEVEMENT****DATE: 6 OCTOBER 2016****LEAD OFFICER: JULIE FISHER, DIRECTOR CHILDREN, SCHOOLS AND FAMILIES****SUBJECT: CONSULTATION ON ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS AND COORDINATED SCHEMES FOR SEPTEMBER 2018****SUMMARY OF ISSUE:**

The Local Authority must consult on any changes it wishes to make to the admission arrangements for community and voluntary controlled schools for 2018. Consultation must run for at least six weeks between 1 October 2016 and 31 January 2017 and admission arrangements for 2018 must be determined by 28 February 2017. The Local Authority must also consult on its Relevant Area every two years.

This report seeks authorisation to proceed to consultation on the following:

- Stoughton Infant School - introduction of a reciprocal sibling link with Northmead Junior (page 2)
- St Andrew's CofE Infant School – decrease in Reception PAN (page 3)
- Surrey's Relevant Area (page 3)

RECOMMENDATIONS:

That the Cabinet Member authorises the Principal Manager Admissions and Transport (Strategy) to go out to statutory consultation on the proposed changes to admission arrangements for community and voluntary controlled schools for September 2018 and also to consult on its proposed Relevant Area.

REASON FOR RECOMMENDATIONS:

There is a statutory requirement to consult on admission arrangements every seven years, or sooner if there is a proposal to change any part of a school's admission arrangements. The Local Authority is proposing some changes to the admission arrangements for community and voluntary controlled schools and, as such, there is a statutory duty to consult on these changes. The consultation will also seek views on the admission arrangements for which there is no proposal for change.

There is also a statutory requirement for the local authority to consult on its Relevant Area every two years and as two years has passed since the last consultation, a further consultation is now due.

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| <u>DETAILS:</u> |
|------------------------|

1. The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2014 require all admission authorities to consult on their admission arrangements every seven years, unless they are proposing any changes to their arrangements, in which case they must consult each year they are proposing a change.
2. Consultation must take place for a minimum of six weeks, between 1 October and 31 January and all admission authorities must then determine their arrangements by 28 February, whether or not they have been subject to consultation.
3. Surrey County Council (SCC) is proposing some changes to its admission arrangements for community and voluntary controlled schools and as such is intending to consult on these changes between 14 October and 24 November 2016.
4. The School Standards & Framework Act 1998 requires local authorities to establish Relevant Area(s) for admission policy consultations. The Relevant Area is the area in which admission authorities must consult with schools regarding their proposed admission arrangements before finalising them.
5. The Education Act 2002 requires the local authority to review and consult on its Relevant Area every 2 years.

Changes proposed to the admission criteria for community and voluntary controlled schools for 2018

Stoughton Infant – Guildford

6. It is proposed to introduce a sibling link for Stoughton Infant School with Northmead Junior School. In this way, families with an older child attending Northmead Junior School would receive sibling priority for a younger child to attend Stoughton Infant School.
7. The admission criteria for Stoughton Infant School would not change but would be described as operating shared sibling priority with Northmead Junior School for 2018 admission (see Enclosure 1 – Appendix 2).
8. This proposal is in line with a proposal being considered by Northmead Junior School to introduce a reciprocal sibling link with Stoughton Infant School. As a foundation school, the governing body of Northmead Junior School is responsible for consulting on any proposals for change to their admission arrangements.
9. Implementation of this proposal for Stoughton Infant School would be subject to Northmead Junior School also implementing a reciprocal sibling link with Stoughton Infant School.
10. This proposal is supported by the headteacher and Governing Body of Stoughton Infant School. It is also broadly supported by Northmead Junior School, although this school's governing body has yet to formally agree to introduce a reciprocal sibling arrangement.

11. In line with Surrey County Council policy, the introduction of a reciprocal sibling link with Northmead Junior School would enable sibling priority to be given to a child who is applying to start at Stoughton Infant School in Reception even if they have a sibling who would have left Year 2 of the school by the time the younger child starts. This is because the feeder link within the admission criteria for Northmead Junior would provide for them to be admitted to that school, thereby retaining their sibling priority.
12. This proposal is consistent with Surrey's planning principles set out in the School Organisation Plan which undertake to consider sympathetically the desirability of separate infant schools feeding into junior or primary provision where this reduces transport needs for young children.
13. The introduction of a reciprocal sibling link between the two schools would provide a greater chance of families keeping their children together or at schools in close proximity.

Changes proposed to the Published Admission Numbers (PAN) for schools

14. Admission authorities are not required to consult on proposed increases to PANs but are required to consult on any decrease to PAN. Appendix 1 of Enclosure 1 sets out the proposed admission numbers for all community and voluntary controlled schools for 2018 admission.
15. Surrey is proposing to consult on a decrease in PAN at the following school for September 2018:
Waverley
St Andrew's CofE Infant School – decrease in Reception PAN from 40 to 30
16. This school currently has vacancies in Reception and Year 1. As applications for Reception are forecast to drop year on year for the Farnham area, this reduction in PAN would enable the school to organise its classes and resources more effectively.
17. Surrey is not currently proposing to increase the PAN at any school for September 2018.

Changes proposed to Surrey's Relevant Area

18. The Relevant Area that Surrey intends to publish for schools for the next two years is set out in ENCLOSURE 3.
19. There are no changes proposed and this remains as it was determined in 2015.

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| <u>CONSULTATION:</u> |
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20. A paper setting out the proposed changes was passed to the School Admissions Forum on 30 September 2016.
21. The Director for Children, Schools and Families and the Assistant Director for Schools and Learning have been made aware of the proposed changes.
22. The School Commissioning team has been involved in considering the proposals for change.

23. All schools directly affected by the proposed changes have been consulted.
24. Parents, schools and other stakeholders will have the opportunity to comment on the proposed admission arrangements, including any changes being proposed, throughout the six week consultation.
25. Education and Skills Board members will be given the opportunity to respond to the proposals prior to recommendations being put to Cabinet.

RISK MANAGEMENT AND IMPLICATIONS:

26. The risks of consulting on these changes are low. There may be some local opposition to some of the proposals from those cohorts or groups that may be disadvantaged by the proposals but it is important to identify those concerns as part of the consultation.

Financial and Value for Money Implications

27. The admission criteria for the majority of community and voluntary controlled schools in Surrey conform to Surrey's standard criteria. The more schools that have the same admission criteria, the more the processes can be streamlined and thus present better value for money. However, where required, the admission criteria for some schools vary from Surrey's standard but these can currently be managed within existing resources.

Section 151 Officer Commentary

28. The Section 151 Officer confirms that the proposed changes to admission arrangements will be met within existing resources.

Legal Implications – Monitoring Officer

29. The proposed admission arrangements comply with legislation on School Admissions and the requirements of the School Admissions Code.
30. The Local Authority will carry out a consultation on all changes for a period of six weeks between 14 October and 24 November 2016, which is in accordance with statutory requirements.
31. The consultation will be carried out with all persons required under the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2014.
32. The Local Authority will give due regard to the responses to the consultation before considering the recommendations to put before Cabinet.
33. The public sector equality duty (Section 149 of the Equality Act 2010) applies to the decision to be made by the Cabinet Member in this report. There is a requirement when deciding upon the recommendations to have due regard to the need to advance equality of opportunity for people with protected characteristics, foster good relations between such groups and eliminate any unlawful discrimination. These matters are dealt with in the equalities paragraphs of the report and in the attached equalities impact assessment (EIA).

Equalities and Diversity

34. An Equality Impact Assessment (EIA) is attached as ENCLOSURE 4. The adoption of determined admission criteria is a mandatory requirement supported by primary legislation. The policy as it relates to community and voluntary controlled schools does not discriminate by age, gender, ethnicity, faith, disability or sexual orientation.
35. Measures have been taken to reference vulnerable groups both in terms of exceptional arrangements within admissions, the Special Educational Needs (SEN) process and the Fair Access Protocol. In addition, a right of appeal exists for all applicants who are refused a place at a particular school.

Corporate Parenting/Looked After Children implications

36. As required by the School Admissions Code, the proposed admission arrangements give top priority to children who are Looked After by a local authority and to those children who have left care through adoption, a child arrangements order or a special guardianship order.

Safeguarding responsibilities for vulnerable children and adults implications

37. The efficient and timely administration of the schools admission process coupled with the equitable distribution of school places in accordance with the School Admission Code and parental preference contribute to the County Council's priority for safeguarding vulnerable children.

Climate change/carbon emissions implications

38. The County Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change.
39. The admission arrangements enable the majority of pupils to attend their nearest school and in doing so reduces travel and supports policies on cutting carbon emissions and tackling climate change.

WHAT HAPPENS NEXT:

- If approval is given to consult, the Local Authority will consult on the proposed admission arrangements for six weeks between 14 October and 24 November 2016.
- Details will be distributed to:
 - all schools and nurseries in the county including a form of wording that they may wish to display on their website, in newsletters or on notice boards.
 - out of County schools which are close to the border of Surrey
 - each of Surrey's neighbouring local authorities
 - each Diocesan Body representing schools in the county

- all Surrey County Council Members and Borough/District Members, asking them to share the details with local community and resident groups as appropriate
 - Parish Councils within the area of Surrey County Council
 - Surrey MPs
 - Education and Skills Board members for comment.
 - A paper summarising the outcome of the consultation and making recommendations will then be passed to Cabinet on 31 January 2017 for decision and then to Full Council on 7 February 2017 to ratify the decision so that the admission arrangements for Surrey's community and voluntary controlled schools and the coordinated schemes for 2018 can be determined before the statutory deadline of 28 February 2017.
 - The admission arrangements for September 2018 will then be published by 15 March 2017 on Surrey's website and a notice will be sent to all those consulted.
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Contact Officer:

Claire Potier – Principal Manager Admissions and Transport – 01483 517689.

Consulted:

School Admission Forum
 School Commissioning Team
 Schools affected by the proposals
 Director Children, Schools and Families

Annexes:

| | |
|-------------|--|
| ENCLOSURE 1 | Draft admission arrangements for community and VC schools |
| APPENDIX 1 | Draft published admission numbers |
| APPENDIX 2 | Draft schools to be considered as on adjoining/shared sites |
| APPENDIX 3 | Draft schools to be considered in assessment of nearest school |
| APPENDIX 4 | Catchment map for Southfield Park |
| APPENDIX 5 | Catchment map for Woodmansterne Primary |
| APPENDIX 6 | Catchment map for Tatsfield |
| APPENDIX 7 | Catchment map for St Andrew's CofE Controlled Infant School |
| ENCLOSURE 2 | Draft coordinated schemes |
| ENCLOSURE 3 | Draft Relevant Area |
| ENCLOSURE 4 | Equality Impact Assessment |

Sources/background papers:

- School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2014
- School Standards and Framework Act 1998
- Education Act 2002
- School Admissions Code
- Equality Act 2002

DRAFT Admission arrangements for Surrey County Council's community and voluntary controlled schools 2018/19

This document sets out Surrey County Council's admission arrangements for community and voluntary controlled schools in 2018/19. 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 2018 are set out in APPENDIX 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 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 2018. 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 a secondary school place must be made by 31 October 2017. 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 2018/19 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 an education, health and care plan (EHCP) 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 an EHCP 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 2018/19 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 will operate shared sibling priority for admission at the time of the child's admission
See APPENDIX 2 for infant/junior schools that will operate shared sibling priority for admission 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, as will most academies and foundation, trust and voluntary aided schools. A list of the academies and foundation, trust and voluntary aided schools in Surrey and the out of county schools that will NOT be considered in the assessment of nearest school can be seen at APPENDIX 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 child's home address, 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, Surrey County Council will use random allocation to determine which child should be given priority. See section 14 for further information on tie breakers.

8 Local admission arrangements for September 2018

Unless stipulated otherwise, if any of the following schools are oversubscribed within any category, priority in that category 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 child's home address 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.

In considering local admission arrangements, see sections 9 to 14 for more information on:

- Looked after and previously looked after children
- Exceptional social/medical need
- Siblings
- Nearest school
- Home address
- Tie breakers

a) 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 2018 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 APPENDIX 4 for catchment 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 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 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
4. *Children attending Wallace Fields Infant School for whom the school is the nearest school 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. *Other children attending Wallace Fields 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 2018 at which time the child will have left the infant school

b) 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 2018 at which time the child will have left the infant school

ii) Worplesdon Primary School at 7+

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. *Children attending Wood Street 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 2018 at which time the child will have left the infant school

c) 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 2018 at which time the child will have left the infant school

d) 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 2018 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 2018 at which time the child will have left the infant school

iii) Meath Green Junior

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

* Criterion 3 will only apply until 31 August 2018 at which time the child will have left the infant school

iv) 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

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 APPENDIX 5 for catchment map).
5. Children for whom the school is nearest to the home address
6. Any other children

e) Runnymede

i) 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 2018 at which time the child will have left the infant school

ii) 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 2018 at which time the child will have left the infant school

f) Spelthorne

i) Chennestone Primary Community School at 7+

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

* Criterion 4 will only apply until 31 August 2018 at which time the child will have left the infant school

g) Surrey Heath

i) 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 2018 at which time the child will have left the infant school

h) Tandridge

i) Tatsfield Primary School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children who had 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 APPENDIX 6 for catchment 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 Folly Hill 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 2018 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 2018 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 APPENDIX 7 for catchment map)
5. Any other children

iv) William Cobbett Primary School at 7+:

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
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 2018 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 2018 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 2018 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 or provided with accommodation by 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 previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the

Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) 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 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 apply which will warrant a placement at a particular school. The exceptional social or medical circumstances might relate to either the child or the parent/carer. 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.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under a school's exceptional medical criterion would not normally be given for these. Some mainstream schools have units attached which provide specialist provision for children with an Education, Health and Care Plan which names the school. The facilities in these units are not normally available to children in the mainstream school and as such priority under a school's exceptional social or medical criterion would not normally be agreed for a mainstream place on the basis of a specialist unit being attached to the school.

In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school.

We reserve the right to refer medical evidence to our designated medical officer, where necessary, to assist us in making a decision about medical priority for a school place.

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 on roll at the school concerned and that sibling is still expected to be on roll at that school at the time of

the child's admission.

For the initial intake to an infant/junior school, a child will also be given sibling priority for admission if their sibling is attending an infant/junior school which operates shared sibling priority with the school and that sibling is still expected to be on roll at either school at the time of the child's admission. See APPENDIX 2 for community and voluntary controlled schools that will operate shared sibling priority for admission in 2018 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 which operates shared sibling priority.

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:

Bagshot Infant and Connaught Junior (Academy)
Crawley Ridge Infant and Crawley Ridge Junior
Earlswood Infant and Earlswood Junior
The Grange Community Infant and New Haw Community Junior (Academy)
Knaphill Lower and Knaphill Junior
The Mead Infant and Auriol Junior
Meadowcroft Infant and St Ann's Heath Junior
Meath Green Infant and Meath Green Junior
Merrow CofE Infant and Bushy Hill Junior (Foundation)*
Ottershaw Infant and Ottershaw Junior
Shottermill Infant and Shottermill Junior
Stoughton Infant and Northmead 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 (Academy)
West Byfleet Infant and West Byfleet Junior

* Shared sibling priority only applies to Merrow CofE Infant School

At the initial allocation, when an applicant is applying for both a Reception place and a Year 3 place at a primary school which has an intake at Reception and Year 3, or at separate infant/junior schools which operate shared sibling priority, if a place can only be offered to 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 the school or another school which operates shared sibling priority in September 2018.

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 2018, they will be deemed as being in the school at the time of admission, unless the parent/carer has specifically expressed that they will not be continuing in to the following academic year.

12. Nearest school

For the normal intake to a school, the nearest school will be defined as the school closest to the home address with a published admission number for children of the appropriate age-range, as measured by a straight line and which has admitted children without regard to faith or boarding in the initial allocation of places in 2014, 2015 and 2016. Exceptions to this would be:

- where a faith school has changed its admission arrangements and that change has meant that they would be expected to offer places to children who do not demonstrate a commitment to faith in future; and
- where a new school has opened or an existing school has opened a new phase of education since 2014 and that school does not admit all children with regard to faith.

The nearest school may be inside or outside the county boundary. Under this criterion all Surrey community and voluntary controlled schools will be considered, as will most academies and foundation, trust and voluntary aided schools. A list of the academies and foundation, trust and voluntary aided schools in Surrey and the out of county schools that will NOT be considered in the assessment of nearest school can be seen at APPENDIX 3.

Any applicant remaining on the waiting list after 1 September 2018 will be considered to be an application for in year admission. After this date, when assessing nearest school, all schools with the appropriate year group will be taken in to account.

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. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school or nursery.

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, e.g. where two children live equidistant from a school and only one place remains, Surrey County Council will use random allocation 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 use random allocation 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 2019 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 26 July 2019, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 26 July 2019, 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 2018/19:

- applications for admission to Reception which are received after 1 September 2018;
- 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 2018;
- applications for admission to Year 7 which are received after 1 September 2018;
- 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 2013 and 31 August 2014 will be eligible to apply for a full time place in Reception at a Surrey school for September 2018. Applicants can 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 beginning of the final term of the academic year for which the offer was made. Applicants may also arrange for their child to start part time until their child reaches statutory school age.

18. The admission of children outside of their chronological year group

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

- Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, should initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the headteacher, the local authority agrees for the child to have a decelerated entry to a community or voluntary controlled school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort
- Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the headteacher, the local authority agrees for the child to have an accelerated entry to a community or voluntary controlled school, the application will be processed. If it is not agreed for the child to have an accelerated entry to a community or voluntary controlled school, the applicant will be invited to apply again in the following year for the correct cohort

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at www.surreycc.gov.uk/admissions.

19. Nursery admissions

The local authority has delegated the admissions of nursery children to the governing body of community and voluntary controlled schools/nurseries. Applicants wishing to apply for a place must complete the application form and submit it directly to the school or nursery 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 to be considered 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 2018/2019 will be ranked according to the following criteria, which will be applied in the first instance to children wishing to take up the free early years provision:

- 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 2018 to 31 August 2019 (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 2018 to 31 August 2019 (these children will be able to stay on in nursery for another year in 2019/20 as they will not be due to start Reception until September 2020)

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 applicants 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.

Some schools or nurseries may allow parents to pay for extra nursery provision, beyond their free entitlement. However such requests will only be considered once all applications for the free early year's entitlement have been processed.

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.

20. Sixth form admissions

The following community and voluntary controlled schools have sixth forms:

- The Ashcombe School
- Therfield School

Internal students

Each school will welcome applications from internal students who have attended year 11 of the school during the 2017/18 academic year. Acceptance onto a programme of subjects/courses is subject to a student having achieved the entry requirements set by the school.

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 2018 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, which will be the same as those for internal applicants. 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 student's address, 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.

21 Providing false or misleading information

If an applicant is found to have supplied false or deliberately misleading information or to have withheld any relevant information, the local authority reserves the right to withdraw any offer of a place, even if the child has already started at the school.

22. 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 and to children whose nearest school is out of County but over the statutory walking distance.

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.

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DRAFT - Admission numbers for Surrey County Council's community and voluntary controlled schools 2018

This document sets out Surrey County Council's Published Admission Numbers (PAN) for community and voluntary controlled schools for September 2018. Where changes have been made text is in bold.

Where a PAN is denoted as 4+ it relates to admission to Reception. Where a PAN is denoted as 7+ it relates to admission to Year 3

1. Primary schools

| ELMBRIDGE | |
|-------------------------------|---------------|
| Bell Farm Primary | 90 |
| Claygate Primary | 60 |
| Cranmere Primary | 90 |
| Grovelands Primary | 60 |
| Hurst Park Primary | 60 |
| Manby Lodge Infant | 90 |
| Oatlands | 90 |
| The Royal Kent C of E Primary | 4+ 30 7+ 2 |
| St Andrew's C of E Primary | 4+ 52 7+ 8 |
| St James C of E Primary | 60 |
| Walton Oak | 60 |

| EPSOM & EWELL | |
|--------------------------|----|
| Auriol Junior | 90 |
| Epsom Primary | 60 |
| *Ewell Grove Infant | 60 |
| The Mead Infant | 90 |
| Meadow Primary | 90 |
| Southfield Park Primary | 60 |
| Stamford Green Primary | 90 |
| The Vale Primary | 30 |
| Wallace Fields Junior | 68 |
| *West Ewell Infant | 60 |

* Agreed to become all through primary schools from September 2017

| GUILDFORD | |
|------------------------------------|----|
| Ash Grange Primary | 30 |
| Guildford Grove Primary | 60 |
| Holly Lodge Primary | 60 |
| Merrow C of E (Cont) Infant | 60 |
| Onslow Infant | 90 |
| Pirbright Village Primary | 60 |
| Ripley Church of England Primary | 28 |
| St Mary's C of E (VC) Infant | 30 |
| St Paul's Church of England Infant | 30 |
| Shalford Infant | 30 |
| Shawfield Primary | 30 |
| Stoughton Infant | 90 |

| | |
|-------------------------------------|----------------|
| Tillingbourne Junior | 90 |
| Walsh Church of England Junior | 75 |
| Walsh Memorial C of E (Cont) Infant | 60 |
| Wood Street Infant | 30 |
| Worplesdon Primary | 4+ 60 7+ 30 |
| Wyke Primary | 30 |

MOLE VALLEY

| | |
|---|----------------|
| Barnett Wood Infant | 52 |
| Charlwood Village Infant | 15 |
| The Dawnay | 4+ 30 7+ 15 |
| Fetcham Village Infant | 60 |
| The Greville Primary | 4+ 60 7+ 60 |
| Leatherhead Trinity | 60 |
| North Downs Primary | 4+ 60 7+ 4 |
| Oakfield Junior | 60 |
| Polesden Lacey Infant | 30 |
| Powell-Corderoy Primary | 30 |
| St Martin's Church of England (C) Primary | 4+ 45 7+ 15 |
| West Ashtead Primary | 4+ 30 7+ 30 |

REIGATE & BANSTEAD

| | |
|---------------------------------|----------------|
| Banstead Community Junior | 90 |
| Dovers Green | 90 |
| Earlswood Infant & Nursery | 120 |
| Earlswood Junior | 120 |
| Epsom Downs Primary | 60 |
| Furzefield Primary Community | 60 |
| Holmesdale Community Infant | 120 |
| Horley Infant | 90 |
| Kingswood Primary | 30 |
| Langshott Primary | 60 |
| Manorfield Primary & Nursery | 30 |
| Meath Green Infant | 90 |
| Meath Green Junior | 90 |
| Merstham Primary | 30 |
| Reigate Priory Community Junior | 150 |
| St John's Primary | 30 |
| Sandcross Primary | 4+ 60 7+ 60 |
| Shawley Community Primary | 45 |
| Walton on the Hill Primary | 30 |
| Warren Mead Infant | 70 |
| Woodmansterne Primary | 60 |
| Wray Common Primary | 60 |

RUNNYMEDE

| | |
|-----------------------------------|----|
| Darley Dene Primary | 30 |
| Englefield Green Infant & Nursery | 60 |
| The Grange Community Infant | 90 |
| The Hythe Community Primary | 60 |
| Manorcroft Primary | 60 |
| Meadowcroft Community Infant | 30 |
| Ongar Place Primary | 30 |
| Ottershaw Infant | 60 |
| Ottershaw Junior | 60 |
| St Ann's Heath Junior | 90 |
| Stepgates Community | 30 |
| Thorpe Lea Primary | 30 |
| Trumps Green Infant | 60 |

SPELTHORNE

| | |
|-------------------------------|----------------|
| Ashford Park Primary | 90 |
| Beauclerc Infant | 40 |
| Buckland Primary | 60 |
| Chennestone Primary Community | 4+ 30 7+ 40 |
| Clarendon Primary | 30 |
| Spelthorne Primary | 90 |
| Town Farm Primary | 60 |

SURREY HEATH

| | |
|-------------------------------------|-----|
| Bagshot Infant | 60 |
| Crawley Ridge Infant | 60 |
| Crawley Ridge Junior | 66 |
| Frimley Church of England | 90 |
| Heather Ridge Infant | 60 |
| Holy Trinity Church of England | 60 |
| Lorraine | 30 |
| Pine Ridge Infant & Nursery | 30 |
| Prior Heath Infant | 60 |
| South Camberley Primary & Nursery | 120 |
| Valley End Church of England Infant | 60 |
| Windlesham Village Infant | 60 |

TANDRIDGE

| | |
|-------------------------------------|----|
| Audley Primary | 30 |
| Bletchingley Village Primary School | 30 |
| Dormansland Primary | 30 |
| Downs Way | 60 |
| Felbridge Primary | 30 |
| Hamsey Green Primary | 60 |
| Holland Junior | 60 |
| Hurst Green | 30 |
| Lingfield Primary | 60 |
| Tatsfield Primary | 30 |

WAVERLEY

| | |
|---|----------------|
| Badshot Lea Village Infant | 45 |
| Beacon Hill Primary | 4+ 30 7+ 2 |
| Busbridge Infant | 60 |
| Cranleigh CofE Primary | 4+ 30 7+ 30 |
| Farncombe CofE Infant & Nursery | 50 |
| Folly Hill Infant | 30 |
| Godalming Junior | 60 |
| Hale Primary | 4+ 60 7+ 2 |
| Milford | 60 |
| Moss Lane | 60 |
| Potters Gate CE Primary | 60 |
| St Andrew's C of E (Cont) Infant | 30 |
| Shottermill Infant | 60 |
| Shottermill Junior | 68 |
| William Cobbett Primary | 4+ 40 7+ 50 |
| Witley C of E (Cont) Infant | 30 |

WOKING

| | |
|--|----|
| Byfleet Primary | 30 |
| Kingfield | 30 |
| Knaphill | 90 |
| Knaphill Lower | 90 |
| Maybury Primary | 30 |
| St Mary's C of E (Cont) Primary, Byfleet | 60 |
| West Byfleet Infant | 90 |
| West Byfleet Junior | 90 |
| Westfield Primary | 60 |

2. Secondary schools**GUILDFORD**

| | |
|------------------|-----|
| Ash Manor School | 210 |
|------------------|-----|

MOLE VALLEY

| | |
|---------------------|-----|
| The Ashcombe School | 240 |
| Therfield School | 210 |

REIGATE & BANSTEAD

| | |
|----------------|-----|
| Oakwood School | 240 |
| Reigate School | 250 |
| * The Warwick | 180 |

* Separate consultation on expansion to a PAN of 210 from September 2017

WAVERLEY

| | |
|-------------------|-----|
| Broadwater School | 120 |
| Glebelands School | 180 |

DRAFT - Community and voluntary controlled schools in Surrey which will operate shared sibling priority for admission in 2018

Epsom & Ewell

- The Mead Infant and Auriol Junior
- Wallace Fields Infant (**Academy**) and Wallace Fields Junior

Guildford

- Merrow C of E Infant and Bushy Hill Junior (Foundation)*
- **Stoughton Infant and Northmead Junior (Foundation)**
- Walsh Memorial C of E Infant and Walsh C of E Junior

Reigate & Banstead

- Banstead Infant (Academy) and Banstead Community Junior
- Earlswood Infant and Earlswood Junior
- Meath Green Infant and Meath Green Junior
- Warren Mead Infant and Warren Mead Junior (Academy)

Runnymede

- The Grange Community Infant and New Haw Community Junior (Academy)
- Meadowcroft Infant and St Ann's Heath Junior
- Ottershaw Infant and Ottershaw Junior
- Trumps Green Infant and St Ann's Heath Junior

Surrey Heath

- Bagshot Infant and Connaught Junior (Academy)
- Crawley Ridge Infant and Crawley Ridge Junior

Waverley

- Shottermill Infant and Shottermill Junior

Woking

- Knaphill Lower and Knaphill School
- West Byfleet Infant and West Byfleet Junior

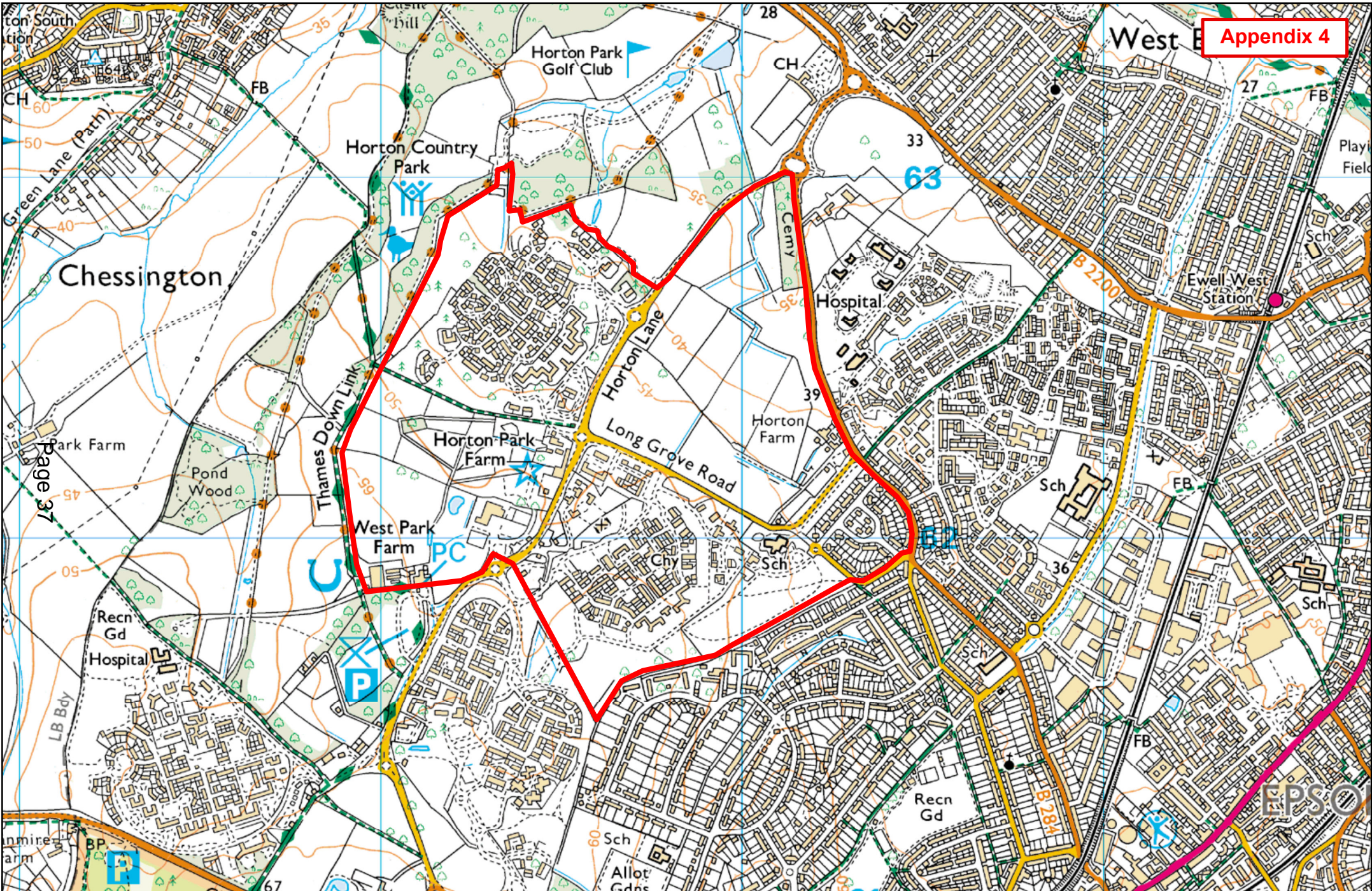
* Shared sibling priority only applies to Merrow CofE Infant School

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DRAFT - Academies and foundation, trust and voluntary aided schools that will NOT be considered in the assessment of nearest school - 2018/19 admissions

| | | | | |
|--|--|--|---|--|
| 1. | Academies and foundation, trust and voluntary aided schools in Surrey that will NOT be considered in the assessment of nearest school when applying the admission arrangements for community and voluntary controlled schools are set out below. Community and voluntary controlled schools which convert to academy status and new free schools which open after these arrangements have been determined will be considered in the assessment of nearest school when applying the admission arrangements for community and voluntary controlled schools. | | | |
| a) Infant & primary schools – Reception intake | | | | |
| <table border="1"> <tr> <td data-bbox="118 421 836 1272"> <p><u>Elmbridge</u> Cardinal Newman Catholic Primary School St Alban's Catholic Primary School St Charles Borromeo Catholic Primary School St Paul's Catholic Primary School</p> <p><u>Epsom & Ewell</u> St Clement's Catholic Primary School St Joseph's Catholic Primary School, Epsom</p> <p><u>Guildford</u> St Joseph's Catholic Primary School, Guildford St Thomas of Canterbury Catholic Primary School</p> <p><u>Mole Valley</u> St Joseph's Catholic Primary School, Dorking St Peter's Catholic Primary School,</p> <p><u>Reigate & Banstead</u> St Anne's Catholic Primary School, Banstead S Joseph's Catholic Primary School, Redhill</p> <p><u>Runnymede</u> Holy Family Catholic Primary School St Anne's Catholic Primary School, Chertsey St Cuthbert's Catholic Primary School</p> </td> <td data-bbox="836 421 1541 1272"> <p><u>Spelthorne</u> Our Lady of the Rosary Roman Catholic Primary School Saint Ignatius Catholic Primary School Saint Michael's Catholic Primary School</p> <p><u>Surrey Heath</u> St Augustine's Catholic Primary School</p> <p><u>Tandridge</u> St Francis Catholic Primary School</p> <p><u>Waverley</u> St Cuthbert Mayne Catholic Primary School St Edmund's Catholic Primary School St Polycarp's Catholic Primary School</p> <p><u>Woking</u> The Marist Catholic Primary School St Dunstan's Catholic Primary School St Hugh of Lincoln Catholic Primary School</p> </td> </tr> </table> | | | <p><u>Elmbridge</u> Cardinal Newman Catholic Primary School St Alban's Catholic Primary School St Charles Borromeo Catholic Primary School St Paul's Catholic Primary School</p> <p><u>Epsom & Ewell</u> St Clement's Catholic Primary School St Joseph's Catholic Primary School, Epsom</p> <p><u>Guildford</u> St Joseph's Catholic Primary School, Guildford St Thomas of Canterbury Catholic Primary School</p> <p><u>Mole Valley</u> St Joseph's Catholic Primary School, Dorking St Peter's Catholic Primary School,</p> <p><u>Reigate & Banstead</u> St Anne's Catholic Primary School, Banstead S Joseph's Catholic Primary School, Redhill</p> <p><u>Runnymede</u> Holy Family Catholic Primary School St Anne's Catholic Primary School, Chertsey St Cuthbert's Catholic Primary School</p> | <p><u>Spelthorne</u> Our Lady of the Rosary Roman Catholic Primary School Saint Ignatius Catholic Primary School Saint Michael's Catholic Primary School</p> <p><u>Surrey Heath</u> St Augustine's Catholic Primary School</p> <p><u>Tandridge</u> St Francis Catholic Primary School</p> <p><u>Waverley</u> St Cuthbert Mayne Catholic Primary School St Edmund's Catholic Primary School St Polycarp's Catholic Primary School</p> <p><u>Woking</u> The Marist Catholic Primary School St Dunstan's Catholic Primary School St Hugh of Lincoln Catholic Primary School</p> |
| <p><u>Elmbridge</u> Cardinal Newman Catholic Primary School St Alban's Catholic Primary School St Charles Borromeo Catholic Primary School St Paul's Catholic Primary School</p> <p><u>Epsom & Ewell</u> St Clement's Catholic Primary School St Joseph's Catholic Primary School, Epsom</p> <p><u>Guildford</u> St Joseph's Catholic Primary School, Guildford St Thomas of Canterbury Catholic Primary School</p> <p><u>Mole Valley</u> St Joseph's Catholic Primary School, Dorking St Peter's Catholic Primary School,</p> <p><u>Reigate & Banstead</u> St Anne's Catholic Primary School, Banstead S Joseph's Catholic Primary School, Redhill</p> <p><u>Runnymede</u> Holy Family Catholic Primary School St Anne's Catholic Primary School, Chertsey St Cuthbert's Catholic Primary School</p> | <p><u>Spelthorne</u> Our Lady of the Rosary Roman Catholic Primary School Saint Ignatius Catholic Primary School Saint Michael's Catholic Primary School</p> <p><u>Surrey Heath</u> St Augustine's Catholic Primary School</p> <p><u>Tandridge</u> St Francis Catholic Primary School</p> <p><u>Waverley</u> St Cuthbert Mayne Catholic Primary School St Edmund's Catholic Primary School St Polycarp's Catholic Primary School</p> <p><u>Woking</u> The Marist Catholic Primary School St Dunstan's Catholic Primary School St Hugh of Lincoln Catholic Primary School</p> | | | |
| b) Junior & primary schools – Year 3 intake | | | | |
| <p><u>Reigate & Banstead</u> Royal Alexandra & Albert School</p> | | | | |
| c) Secondary schools – Year 7 intake | | | | |
| <table border="1"> <tr> <td data-bbox="118 1424 836 1823"> <p><u>Guildford</u> St Peter's Catholic School</p> <p><u>Reigate & Banstead</u> Royal Alexandra & Albert School St Bede's School</p> <p><u>Runnymede</u> Salesian School</p> <p><u>Spelthorne</u> St Paul's Catholic College</p> </td> <td data-bbox="836 1424 1541 1823"> <p><u>Surrey Heath</u> Gordon's School</p> <p><u>Waverley</u> All Hallows Catholic School</p> <p><u>Woking</u> St John the Baptist Catholic Comprehensive School</p> </td> </tr> </table> | | | <p><u>Guildford</u> St Peter's Catholic School</p> <p><u>Reigate & Banstead</u> Royal Alexandra & Albert School St Bede's School</p> <p><u>Runnymede</u> Salesian School</p> <p><u>Spelthorne</u> St Paul's Catholic College</p> | <p><u>Surrey Heath</u> Gordon's School</p> <p><u>Waverley</u> All Hallows Catholic School</p> <p><u>Woking</u> St John the Baptist Catholic Comprehensive School</p> |
| <p><u>Guildford</u> St Peter's Catholic School</p> <p><u>Reigate & Banstead</u> Royal Alexandra & Albert School St Bede's School</p> <p><u>Runnymede</u> Salesian School</p> <p><u>Spelthorne</u> St Paul's Catholic College</p> | <p><u>Surrey Heath</u> Gordon's School</p> <p><u>Waverley</u> All Hallows Catholic School</p> <p><u>Woking</u> St John the Baptist Catholic Comprehensive School</p> | | | |
| 2. | <p>Out of county comprehensive schools that will NOT be considered in the assessment of nearest school when applying the admission arrangements for community and voluntary controlled schools are as follows:</p> <ul style="list-style-type: none"> • Camelsdale Primary School – West Sussex County Council • The Wavell School – Hampshire County Council • Charters School – Royal Borough of Windsor & Maidenhead <p>Historically, no Surrey child has been eligible for a place at these schools on distance. As such, to consider either school as a nearest school for a Surrey child would cause disadvantage to that child's application for their nearest Surrey school.</p> | | | |

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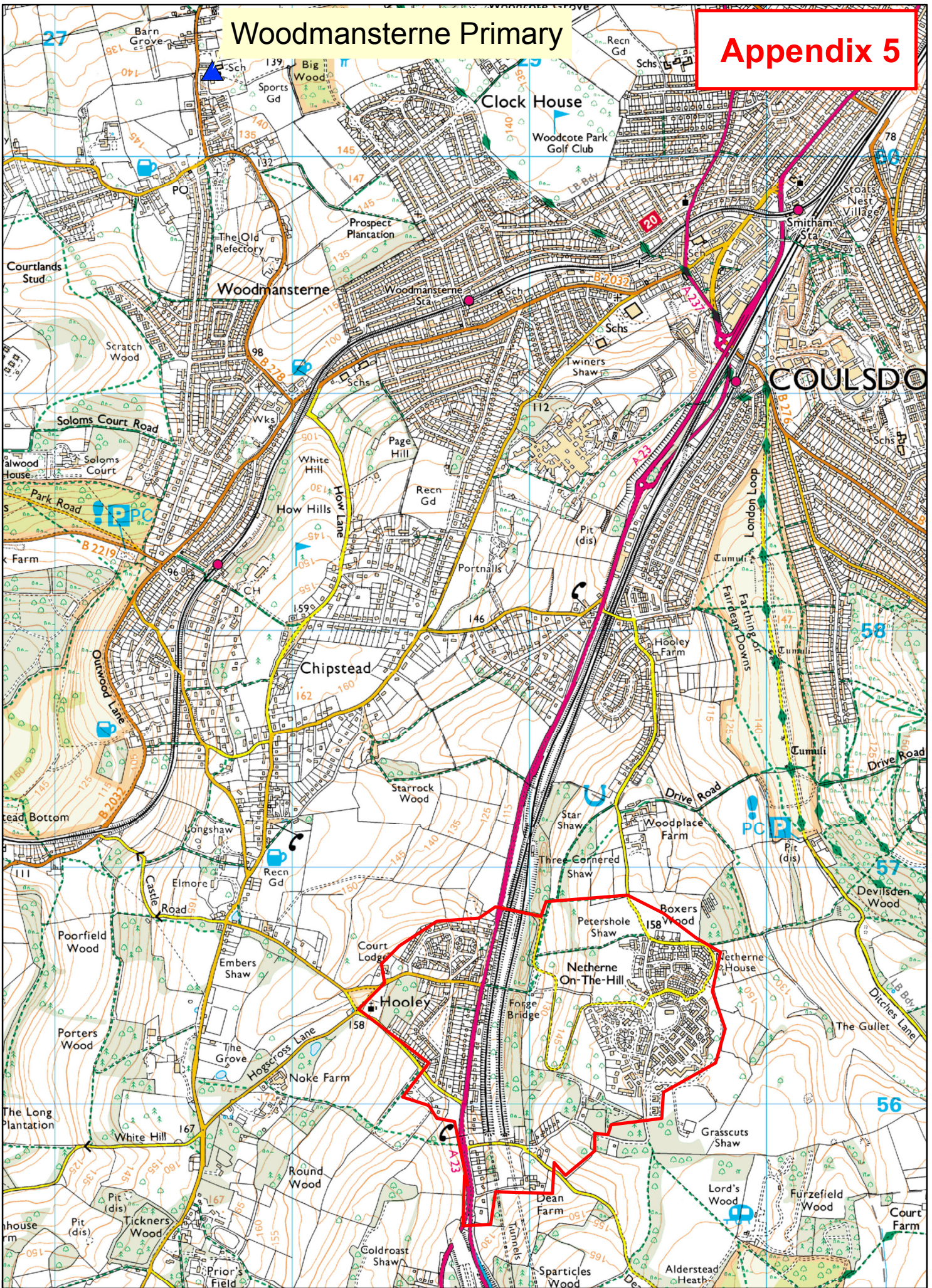


Southfield Park Primary Catchment Area

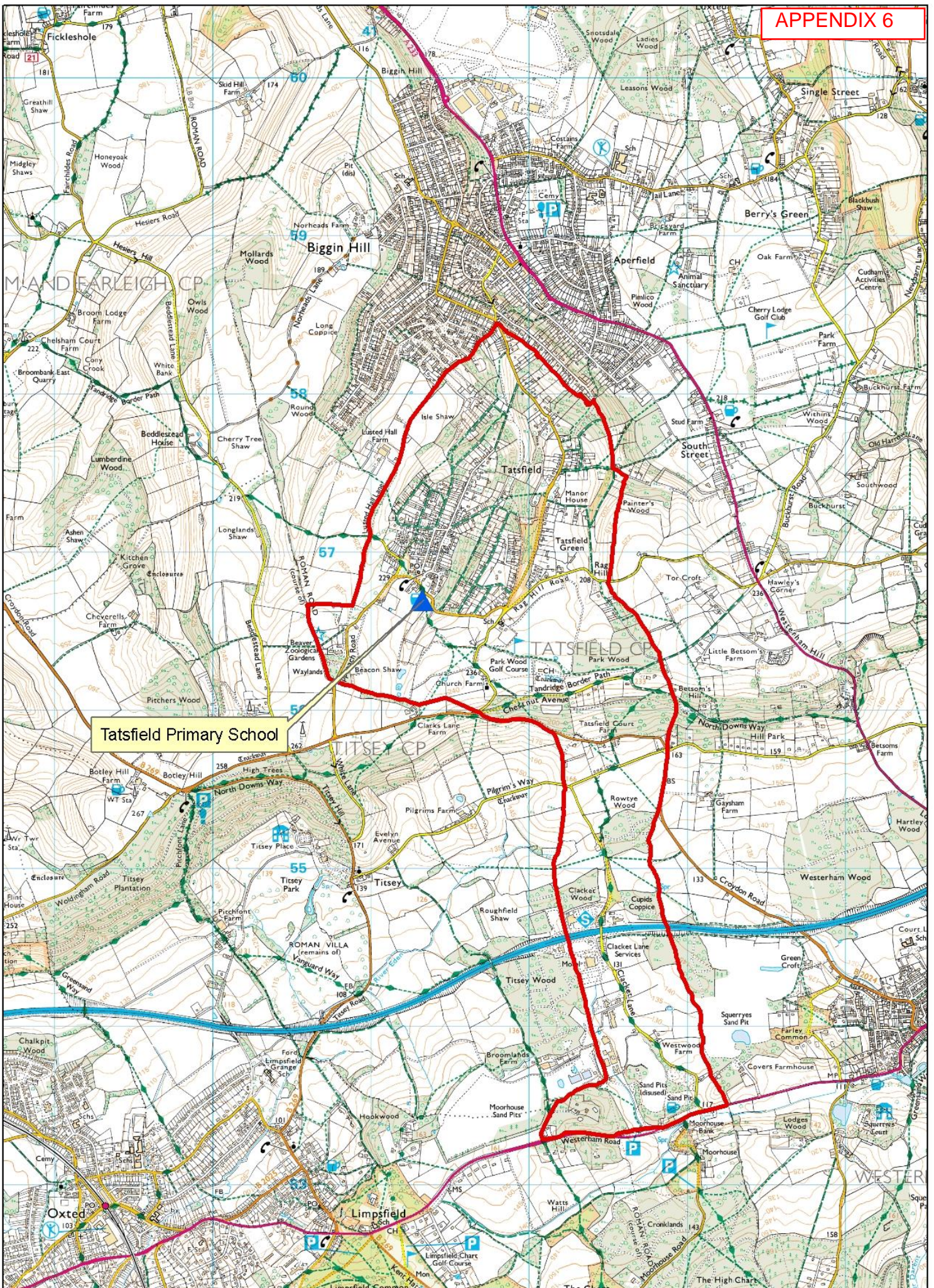
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Woodmansterne Primary

Appendix 5

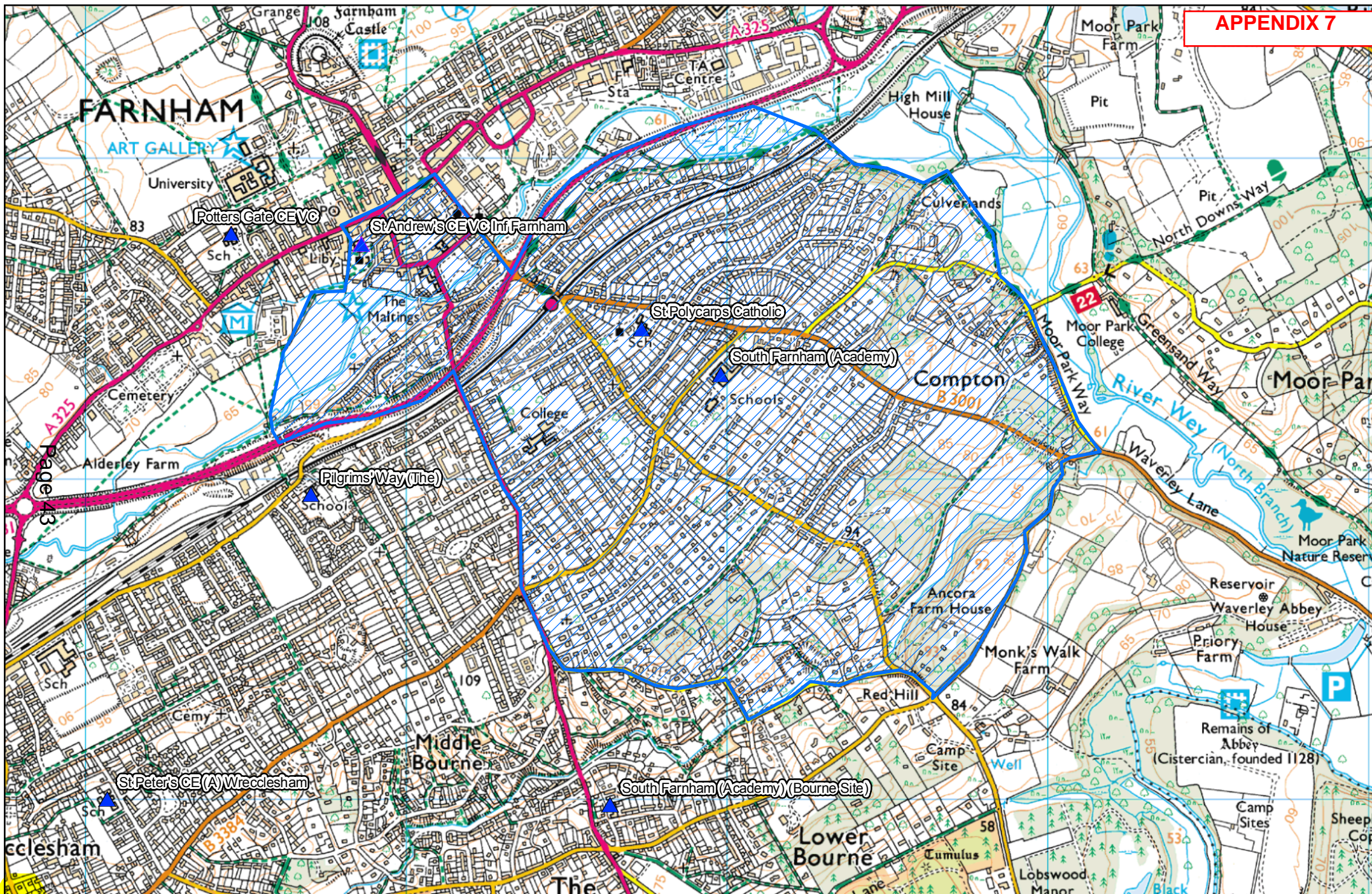


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Tatsfield Primary School

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St Andrew's Infant School Catchment Area



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Surrey County Council

DRAFT Coordinated schemes for admission to primary and secondary school for 2018/19

Contents

Page 2: DRAFT Coordinated scheme for admission to primary school for **2018/19**

Page 8: DRAFT Coordinated scheme for admission to secondary school for **2018/19**

Surrey County Council

DRAFT Coordinated scheme for admission to primary school (Reception and Year 3) for 2018/19

Applications

1. Surrey's admissions and transport team will distribute information leaflets on admissions early in September **2017**. These will be available in all Surrey primary schools. The leaflet will refer parents to the Surrey County Council website www.surreycc.gov.uk/admissions via which parents will be able to access the admissions information and apply online from **30 October 2017**. Alternatively, they can obtain a primary school admissions booklet and a paper preference form by ringing the Surrey Schools and Childcare Service on 0300 200 1004.
2. All parents living in Surrey must only complete Surrey's online application form or a Surrey paper form which will be available from **30 October 2017**. Parents living outside Surrey must use their home local authority's form to apply for a place at a Surrey school. Parents living inside Surrey can apply for a school in another local authority on Surrey's online or paper form. Along with all other local authorities, Surrey operates an equal preference system. Surrey's application form invites parents to express a preference for up to four maintained primary schools or academies within and/or outside of Surrey. This enables Surrey County Council to offer a place at the highest possible ranked school for which the applicant meets the admission criteria.
3. In accordance with the School Admissions Code, the order of preference given on the application form will not be revealed to a school within the area of Surrey. However, where a parent resident in Surrey expresses a preference for a school in the area of another local authority, the order of preference for that local authority's school will be revealed to that local authority in order that it can determine the highest ranked preference in cases where a child is eligible for a place at more than one school in that local authority's area.
4. The closing date for all applications (either online or paper) will be 15 January **2018**. Changes to ranked preferences and applications received after the closing date will not be accepted unless they are covered by paragraphs in this scheme which relate to late applications and changes of preference. If a parent completes more than one application stating different school preferences, Surrey's admissions and transport team will accept the form submitted on the latest date before the closing date. If the date is the same, Surrey's admissions and transport team will contact the parents to ask them to confirm their ranked preferences.
5. Schools that are their own admission authority must not use any other application form but may use a supplementary form if they need to request additional information that is required to apply their admission criteria. Surrey County Council's website and Surrey's primary school admissions booklet will indicate which schools require a supplementary form. Supplementary forms can be accessed via the website or can be obtained from each school. All supplementary forms should be returned to the school by the date specified by the school but in any case no later than the national closing date of 15 January **2018**. The supplementary form should clearly indicate where it is to be returned. Where supplementary forms are used by admission authorities within Surrey, the admissions and transport team will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with the School Admissions Code. Page 46

6. Where a school in Surrey receives a supplementary form, Surrey's admissions and transport team will not consider it to be a valid application unless the parent/carer has also listed the school on their home local authority's common application form.
7. It is recommended that any paper preference forms handed in to schools should be sent to Surrey's admissions and transport team immediately.
8. Surrey's admissions and transport team will confirm the status of any resident child for whom it receives a common application form stating s/he is a looked after or previously looked after child and will provide evidence to the maintaining local authority in respect of a preference for a school in its area by **2 February 2018**.
9. Surrey's admissions and transport team will advise a maintaining local authority of the reason for any preference expressed for a school not in its area and will forward any supporting documentation to the maintaining local authority by **2 February 2018**.
10. Surrey County Council participates in the Pan London Coordinated Admission Scheme. Surrey's admissions and transport team will upload application data relating to preferences for schools in other participating local authorities, which have been expressed within the terms of Surrey's scheme, to the Pan London Register by **5 February 2018**. Alternative arrangements will be made to forward applications and supporting information to non-participating local authorities.
11. Surrey County Council will participate in the Pan London application data checking exercise scheduled between **16 and 22 February 2018**.

Processing

12. By **9 February 2018**, Surrey's admissions and transport team will have assessed the level of preferences for each school and will send all admission authority schools a list of their preferences so that they can apply their admission criteria.
13. By **5 March 2018** all schools which are their own admission authority will have applied their admission criteria and will provide Surrey's admissions and transport team with a list of all applicants in rank order. This will enable Surrey to offer places to ensure that under the terms of the coordinated scheme each applicant is offered the highest possible ranked preference. Surrey County Council will expect schools to adhere to their published admission number unless there are exceptional circumstances such as if this would not enable Surrey to fulfil its statutory duty where the demand for places exceeds the number of places available.
14. Between **15 and 23 March 2018** Surrey's admissions and transport team will send and receive electronic files with all coordinating local authorities, in order to achieve a single offer.

Offers

15. Surrey's admissions and transport team will identify the school place to be offered and communicate information as necessary to other local authorities by **30 March 2018**. In instances where more than one school could make an offer of a place to a child, Surrey's admissions and transport team will offer a place at the school which the parent had ranked highest on the application form. Where Surrey is unable to offer a place at any of the preferred schools the admissions and transport team will offer a place at an

alternative community or voluntary controlled school with places or by arrangement with an academy or voluntary aided, foundation or trust school with places.

16. Surrey's admissions and transport team will not make an additional offer between the end of the iterative process and **16 April 2018** which may impact on an offer being made by another participating local authority.
17. Notwithstanding paragraph 16, if an error is identified within the allocation of places at a Surrey school, the admissions and transport team will attempt to manually resolve the allocation to correct the error. Where this impacts on another local authority (either as a home or maintaining local authority) Surrey's admissions and transport team will liaise with that local authority to attempt to resolve the correct offer and any multiple offers which might occur. However, if another local authority is unable to resolve a multiple offer, or if the impact is too far reaching, Surrey's admissions and transport team will accept that the applicant(s) affected might receive a multiple offer.
18. Surrey's admissions and transport team will participate in the Pan London offer data checking exercise scheduled between **26 March** and **9 April 2018**.
19. Surrey's admissions and transport team will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **11 April 2018**.
20. By **16 April 2018** lists of children being allocated places will be sent to primary schools for their information.
21. On **16 April 2018** an outcome will be sent by Surrey's admissions and transport team to all parents who have completed a Surrey application form. Where a first preference has not been met a letter will be sent by first class post which will refer parents to Surrey's website or the contact centre for further advice. Parents will be asked to confirm whether or not they wish to accept any school place offered. **UNDER NO CIRCUMSTANCES MUST ANY SCHOOL WRITE TO OR MAKE ANY OTHER CONTACT WITH PARENTS TO MAKE AN OFFER OF A PLACE, OR TAKE ANY ACTION TO INFORM THEM THAT A PLACE WILL OR WILL NOT BE OFFERED BEFORE 16 APRIL 2018.**

Late Applications and changes of preference

22. It is recognised that applications will be received after the closing date and that some parents will wish to change their preferences e.g. if a family is new to the area or has moved house. Such applications must still be dealt with and this section deals with applications received in these circumstances.

Applications and changes of preference received after the closing date but before 16 April 2018

23. Some late applications will be treated as late for good reason. These will generally relate to applications from families who are new to the area where it could not reasonably have been expected that an application could have been made by the closing date. Applicants must be able to provide recent proof of ownership or tenancy of a Surrey property (completion or signed tenancy agreement). Other cases might relate to a single parent family where the parent has been ill or where there has been a recent bereavement of a close relative. These cases will be considered individually on their merits.

- 24.** The latest date that an application can be accepted as late for good reason is **9 February 2018**. If an application is deemed late for good reason and all supporting information is received by this date it will be passed to any admission authority named for consideration alongside all applications received on time.
- 25.** Where applications which have been accepted as late for good reason contain preferences for schools in other local authorities the admissions and transport team will forward the details to maintaining local authorities as they are received.
- 26.** Where an applicant lives out of county, Surrey will accept late applications which are considered to be on time within the terms of the home local authority's scheme up to **9 February 2018**.
- 27.** Where an applicant moves from one home local authority to Surrey after submitting an on time application under the terms of the former home local authority's scheme, Surrey will accept the application as on time up to **9 February 2018**, on the basis that an on time application already exists within the system.
- 28.** Late applications from parents where it could reasonably have been expected that an application could have been made by the closing date and those received after **9 February 2018** will be considered as late. These applications will not be processed until after all on time applications have been considered.
- 29.** Some parents may wish to change a preference after the closing date due to a change of circumstances. Surrey's admissions and transport team will accept changes to preferences after the closing date only where there is good reason, such as a house move or other significant change of circumstance, which makes the original preference no longer practical. Any such request for a change of preference must be supported by documentary evidence and must be received by **9 February 2018**. Any changes of preference received after **9 February 2018** will not be considered until all on time applications have been dealt with.

Applications and changes of preference received between 16 April 2018 and 31 August 2018

- 30.** Applications will continue to be received after the **16 April 2018**. Only those preferences expressed on the application form will be valid. Where the school is its own admission authority the application data will be sent to them requesting an outcome for the preference within 14 days. Once the outcome is known for each preference Surrey's admissions and transport team will issue the outcome letter to the parent.
- 31.** Where the stated preference is for a school in a neighbouring authority the application form will be passed to that authority requesting an outcome for the preference within 14 days. Once the outcome is known for each preference Surrey's admissions and transport team will issue the outcome letter to the parent.
- 32.** After **16 April 2018** some parents may wish to change a preference or order of preference due to a change of circumstances. Surrey's admissions and transport team will accept changes to preferences or order of preferences after the **16 April 2018**. Parents may also name additional preferences after the offer day of **16 April 2018**.
- 33.** The coordination scheme will end on 31 August **2018**. Applications received after 31 August **2018** will be considered in line with Surrey's in year admissions procedures.

Post Offer

34. Surrey's admissions and transport team will request that resident applicants accept or decline the offer of a place by **1 May 2018**, or within two weeks of the date of any subsequent offer.
35. If they do not respond by this date Surrey's admissions and transport team will issue a reminder. If the parent still does not respond the admissions and transport team or the school, where it is its own admission authority, will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Only where the parent fails to respond and the admissions and transport team or school, where it is its own admission authority, can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn.
36. Where an applicant resident in Surrey accepts or declines a place in a Surrey school by **1 May 2018**, Surrey's admissions and transport team will forward the information to the school by **8 May 2018**.
37. Where an applicant resident in Surrey accepts or declines a place in a school maintained by another local authority by **1 May 2018**, Surrey's admissions and transport team will forward the information to the maintaining local authority by **8 May 2018**. Where such information is received from applicants after **1 May 2018**, Surrey's admissions and transport team will pass it on to the maintaining local authority as it is received.
38. Where an acceptance or decline is received for a Surrey school in respect of an applicant resident outside Surrey, Surrey's admissions and transport team will forward the information to the school as it is received.
39. When acting as a maintaining local authority, Surrey will inform the home local authority, where different, of an offer that can be made for a maintained school or academy in Surrey, in order that the home local authority can offer the place.
40. When acting as a maintaining local authority, Surrey and the admission authorities within it will not inform an applicant resident in another local authority that a place can be offered.
41. When acting as a home local authority, Surrey will offer a place at a maintained school or academy in the area of another local authority, provided that the school is ranked higher on the common application form than any school already offered.
42. When acting as a home local authority, when Surrey is informed by a maintaining local authority of an offer which can be made to an applicant resident in Surrey which is ranked lower on the common application form than any school already offered, it will inform the maintaining local authority that the offer will not be made.
43. When acting as a home local authority, when Surrey has agreed to a change of preference order for good reason, it will inform any maintaining local authority affected by the change.
44. When acting as a maintaining local authority, Surrey will inform the home local authority, where different, of any change to an applicant's offer status as soon as it occurs.

45. When acting as a maintaining local authority, Surrey will accept new applications (including additional preferences) from home local authorities for maintained schools and academies in its area.

Waiting Lists

46. Where a child does not receive an offer of their first preference school, their name will be placed on the waiting list for each school in Surrey that is named as a higher preference school to the one they have been offered, in accordance with the policy of each admission authority. Parents will be advised that if they want to go on the waiting list for an out of county preference school that they should contact the school or the maintaining local authority for the school to establish their policy on waiting lists.
47. Details of pupils who have not been offered a higher preference school will be shared with the admission authority for each Surrey school by **17 April 2018**.
48. Each admission authority will operate waiting lists so that it is clear which child will be eligible for the next offer of a place should a vacancy arise. The waiting list order will be determined by the admission criteria of the school. However all offers must be made by the home local authority. Admission authorities are encouraged to share waiting list information confidentially with other local schools to support effective planning of school places.
49. Schools within Surrey will not inform any applicant that a place can be offered in advance of such notification being sent by the home local authority.
50. Waiting lists for each school will be held until **at least** the end of the Autumn term after which some schools may cancel their waiting lists and in those cases parents may apply in writing to remain on the list if they wish to. **Details of how waiting lists for each school will be managed will be set out in the admission arrangements that apply to each school.**

Surrey County Council

DRAFT Coordinated scheme for admission to secondary school 2018/19

Applications

1. Surrey's admissions and transport team will distribute information leaflets on admissions early in September **2017**. These will be distributed to all children in Year 6 in Surrey maintained schools who are resident in Surrey. The leaflet will refer parents to the Surrey County Council website www.surreycc.gov.uk/admissions via which parents will be able to access the admissions information and apply online from 1 September 2015. Alternatively, they can obtain a secondary school admissions booklet and a paper preference form by ringing the Surrey Schools and Childcare Service on 0300 200 1004.
2. All parents living in Surrey must only complete Surrey's online application form or a Surrey paper form which will be available from 1 September **2017**. Parents living outside Surrey must use their home local authority's form to apply for a place at a Surrey school. Parents living inside Surrey can apply for a school in another local authority on Surrey's online or paper form. Along with all other local authorities, Surrey operates an equal preference system. Surrey's application form **for Year 7** invites parents to express a preference for up to six maintained secondary schools or academies within and/or outside of Surrey (and any city technology college that has agreed to participate in their local authority's qualifying scheme). **Surrey's application form for Year 10 invites parents to express a preference for up to three university technical colleges within and/or outside of Surrey.** These enable Surrey County Council to offer a place at the highest possible ranked school for which the applicant meets the admission criteria.
3. In accordance with the School Admissions Code, the order of preference given on the application form will not be revealed to a school within the area of Surrey. However, where a parent resident in Surrey expresses a preference for a school in the area of another local authority, the order of preference for that local authority's school will be revealed to that local authority in order that it can determine the highest ranked preference in cases where a child is eligible for a place at more than one school in that local authority's area.
4. The closing date for all applications (either online or paper) will be 31 October **2017** but parents will be encouraged to return their form by **20 October 2017**, which is the Friday that schools break up for the autumn half term. Changes to ranked preferences and applications received after the closing date will not be accepted unless they are covered by the paragraphs in this scheme which relate to late applications and changes of preference. If a parent completes more than one application stating different school preferences, Surrey's admissions and transport team will accept the form submitted on the latest date before the closing date. If the date is the same, Surrey's admissions and transport team will contact the parents to ask them to confirm their ranked preferences.
5. Schools that are their own admission authority must not use any other application form but may use a supplementary form if they need to request additional information that is required to apply their admission criteria. Surrey County Council's website and the secondary school admissions booklet will indicate which schools require a supplementary form. Supplementary forms can be accessed via the website or can be obtained from each school. All supplementary forms should be returned to the school by the date specified by the school **Page 32** case no later than the national closing

date of 31 October **2017**. Surrey County Council will publish information that will encourage applicants to submit their supplementary form by **20 October 2017** (i.e. the Friday before half term). The supplementary form should clearly indicate where it is to be returned. Where supplementary forms are used by admission authorities within Surrey, the admissions and transport team will seek to ensure that these only collect additional information which is required by the published oversubscription criteria in accordance with the School Admissions Code.

- 6.** Where a school in Surrey receives a supplementary form, Surrey's admissions and transport team will not consider it to be a valid application unless the parent/carer has also listed the school on their home local authority's common application form.
- 7.** Surrey's admissions and transport team will confirm the status of any resident child for whom it receives a common application form stating s/he is a looked after or previously looked after child and will provide evidence to the maintaining local authority in respect of a preference for a school in its area by **10 November 2017**.
- 8.** Surrey's admissions and transport team will advise a maintaining local authority of the reason for any preference expressed for a school not in its area and will forward any supporting documentation to the maintaining local authority by **10 November 2017**.
- 9.** Surrey County Council participates in the Pan London Coordinated Admission Scheme. Surrey's admissions and transport team will upload application data relating to preferences for schools in other participating local authorities, which have been expressed within the terms of Surrey's scheme, to the Pan London Register by **10 November 2017**. Alternative arrangements will be made to forward applications and supporting information to non-participating local authorities.
- 10.** Surrey County Council will participate in the Pan London application data checking exercise scheduled between **11 December 2017** and **2 January 2018**.

Processing

- 11.** By **6 December 2017**, Surrey's admissions and transport team will have assessed the level of preferences for each school and will send all admission authority schools a list of their preferences so that they can apply their admission criteria.
- 12.** By **8 January 2018** all schools which are their own admission authority will have applied their admission criteria and will provide Surrey's admissions and transport team with a list of all applicants in rank order. This will enable Surrey to offer places to ensure that under the terms of the coordinated scheme each applicant is offered the highest possible ranked preference. Surrey County Council will expect schools to adhere to their published admission number unless there are exceptional circumstances such as if this would not enable the local authority to fulfil its statutory duty where the demand for places exceeds the number of places available.
- 13.** Between **2 and 15 February 2018** Surrey's admissions and transport team will send and receive electronic files with all coordinating local authorities, in order to achieve a single offer.

Offers

- 14.** Surrey's admissions and transport team will identify the school place to be offered and communicate information as necessary to other local authorities by **15 February 2018**. In instances where more than one school could make an offer of a place to a child, Surrey's admissions and transport team will offer a place at the school which the parent had ranked highest on the application form. Where Surrey is unable to offer a place at any of the preferred schools the admissions and transport team will offer a place at an alternative community or voluntary controlled school with places or by arrangement with an academy or voluntary aided, foundation or trust school with places.
- 15.** Surrey's admissions and transport team will not make an additional offer between the end of the iterative process and **1 March 2018** which may impact on an offer being made by another participating local authority.
- 16.** Notwithstanding paragraph 15, if an error is identified within the allocation of places at a Surrey school, the admissions and transport team will attempt to manually resolve the allocation to correct the error. Where this impacts on another local authority (either as a home or maintaining local authority) Surrey's admissions and transport team will liaise with that local authority to attempt to resolve the correct offer and any multiple offers which might occur. However, if another local authority is unable to resolve a multiple offer, or if the impact is too far reaching, Surrey's admissions and transport team will accept that the applicant(s) affected might receive a multiple offer.
- 17.** Surrey's admissions and transport team will participate in the Pan London offer data checking exercise scheduled between **16 and 22 February 2018**.
- 18.** Surrey's admissions and transport team will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **23 February 2018**.
- 19.** By **1 March 2018**, lists of children being allocated places will be sent to secondary schools for their information.
- 20.** On **1 March 2018** an outcome will be sent by Surrey's admissions and transport team to all parents who have completed a Surrey application form. Where a first preference has not been met a letter will be sent by first class post which will refer parents to Surrey's website or the Contact Centre for further advice. Parents will be asked to confirm whether or not they wish to accept any school place offered. **UNDER NO CIRCUMSTANCES MUST ANY SCHOOL WRITE TO OR MAKE ANY OTHER CONTACT WITH PARENTS TO MAKE AN OFFER OF A PLACE, OR TAKE ANY ACTION TO INFORM THEM THAT A PLACE WILL OR WILL NOT BE OFFERED BEFORE 1 MARCH 2018.**

Late Applications and changes of preference

- 21.** It is recognised that applications will be received after the closing date and that some parents will wish to change their preference e.g. if a family is new to the area or has moved house. Such applications must still be dealt with and this section deals with applications received in these circumstances.

Applications and changes of preference received after the closing date but before 1 March 2018

- 22.** Some late applications will be treated as late for good reason. These will generally relate to applications from families who are new to the area where it could not reasonably have been expected that an application could have been made by the closing date. Applicants must be able to provide recent proof of ownership or tenancy of a Surrey property (completion or signed tenancy agreement). Other cases might relate to a single parent family where the parent has been ill or where there has been a recent bereavement of a close relative. These cases will be considered individually on their merits.
- 23.** The latest date that an application can be accepted as late for good reason is **8 December 2017**. If an application is deemed late for good reason and all supporting information is received by this date it will be passed to any admission authority named for consideration alongside all applications received on time.
- 24.** Where applications which have been accepted as late for good reason contain preferences for schools in other local authorities the admissions and transport team will forward the details to maintaining local authorities as they are received.
- 25.** Where an applicant lives out of county, Surrey will accept late applications which are considered to be on time within the terms of the home local authority's scheme.
- 26.** The latest date for the upload to the Pan London Register of late applications which are considered to be on time is **8 December 2017**.
- 27.** Where an applicant moves from one participating home local authority to another after submitting an on time application under the terms of the former home local authority's scheme, the new home local authority will accept the application as on time up to **8 December 2017**, on the basis that an on time application already exists within the Pan London system. Applicants moving to or from non-participating Pan London local authorities will be managed on a case by case basis.
- 28.** Late applications from parents where it could reasonably have been expected that an application could have been made by the closing date and those received after **8 December 2017** will be considered as late. These applications will not be processed until after all on time applications have been considered.
- 29.** Some parents may wish to change a preference after the closing date due to a change of circumstances. Surrey's admissions and transport team will accept changes to preferences after the closing date only where there is good reason, such as a house move or other significant change of circumstance, which makes the original preference no longer practical. Any such request for a change of preference must be supported by documentary evidence and must be received by **8 December 2017**. Any changes of preference received after **8 December 2017** will not be considered until all on time applications have been dealt with.

Applications and changes of preference received between 1 March 2018 and 31 August 2018

- 30.** Applications will continue to be received after the **1 March 2018**. Only those preferences expressed on the application form will be valid. Where the school is its own admission authority the application data will be sent to them requesting an outcome for the preference within 14 days. Once the outcome is known for each preference Surrey's admissions and transport team will issue the outcome letter to the parent.

31. Where the stated preference is for a school in a neighbouring authority the application form will be passed to that authority requesting an outcome for the preference within 14 days. Once the outcome is known for each preference Surrey's admissions and transport team will issue the outcome letter to the parent.
32. After **1 March 2018** some parents may wish to change a preference or order of preferences due to a change of circumstances. Surrey's admissions and transport team will accept changes to preferences or order of preferences after the **1 March 2018**. Parents may also name additional preferences after the offer day of **1 March 2018**.
33. The coordination scheme will end on **31 August 2018**. Applications received after **31 August 2018** will be considered in line with Surrey's in year admissions procedures.

Post Offer

34. Surrey's admissions and transport team will request that resident applicants accept or decline the offer of a place by **15 March 2018**, or within two weeks of the date of any subsequent offer.
35. If they do not respond by this date Surrey's admissions and transport team will issue a reminder. If the parent still does not respond the admissions and transport team or the school, where it is its own admission authority, will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Only where the parent fails to respond and the admissions and transport team or school, where it is its own admission authority, can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn.
36. Where an applicant resident in Surrey accepts or declines a place in a Surrey school by **15 March 2018**, Surrey's admissions and transport team will forward the information to the school by **22 March 2018**.
37. Where an applicant resident in Surrey accepts or declines a place in a school maintained by another local authority by **15 March 2018**, Surrey's admissions and transport team will forward the information to the maintaining local authority by **22 March 2018**. Where such information is received from applicants after **15 March 2018**, Surrey's admissions and transport team will pass it on to the maintaining local authority as it is received.
38. Where an acceptance or decline is received for a Surrey school in respect of an applicant resident outside Surrey, Surrey's admissions and transport team will forward the information to the school as it is received.
39. When acting as a maintaining local authority, Surrey will inform the home local authority, where different, of an offer that can be made for a maintained school or academy in Surrey, in order that the home local authority can offer the place.
40. When acting as a maintaining local authority, Surrey and the admission authorities within it will not inform an applicant resident in another local authority that a place can be offered.
41. When acting as a home local authority, Surrey will offer a place at a maintained school or academy in the area of another local authority, provided that the school is ranked higher on the common application form than any school already offered.

42. When acting as a home local authority, when Surrey is informed by a maintaining local authority of an offer which can be made to an applicant resident in Surrey which is ranked lower on the common application form than any school already offered, it will inform the maintaining local authority that the offer will not be made.
43. When acting as a home local authority, when Surrey has agreed to a change of preference order for good reason, it will inform any maintaining local authority affected by the change.
44. When acting as a maintaining local authority, Surrey will inform the home local authority, where different, of any change to an applicant's offer status as soon as it occurs.
45. When acting as a maintaining local authority, Surrey will accept new applications (including additional preferences) from home local authorities for maintained schools and academies in its area.

Waiting Lists

46. Where a child does not receive an offer of their first preference school, their name will be placed on the waiting list for Surrey schools that are named as a higher preference school to the one they have been offered, in accordance with the policy of each admission authority. Parents will be advised that if they want to go on the waiting list for any out of county preference school that they should contact the school or the maintaining local authority for the school to establish their policy on waiting lists.
47. Details of pupils who have not been offered a higher preference school will be shared with the admission authority of each Surrey school by **2 March 2018**.
48. Each admission authority will operate waiting lists so that it is clear which child will be eligible for the next offer of a place should a vacancy arise. The waiting list order will be determined by the admission criteria of the school. However all offers must be made by the home local authority. Admission authorities are encouraged to share waiting list information confidentially with other local schools to support effective planning of school places.
49. Schools within Surrey will not inform any applicant that a place can be offered from a waiting list in advance of such notification being sent by the home local authority.
50. Waiting lists for each school will be held until **at least** the end of the Autumn term after which some schools may cancel their waiting lists and in those cases parents may apply in writing to remain on the list if they wish to. **Details of how waiting lists for each school will be managed will be set out in the admission arrangements that apply to each school.**

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Surrey's Relevant Area for Admissions - 2017

The School Standards & Framework Act 1998 requires local authorities to establish Relevant Area(s) for admission policy consultations. The Relevant Area is the area in which admission authorities must consult with schools regarding their proposed admission arrangements before finalising them.

The Education Act 2002 requires the local authority to consult on and review its Relevant Area every 2 years.

Surrey has set its Relevant Area as follows:

- i) The local authority will consult on the admission arrangements for community and voluntary controlled schools with:
 - all schools within the administrative area of Surrey
 - all 14 neighbouring local authorities
 - any out of county academy and foundation, trust and voluntary aided primary school within 4.8 kilometres (3 miles) of the Surrey border
 - any out of county academy and foundation, trust and voluntary aided secondary school within 8 kilometres (5 miles) of the Surrey border.
- ii) Having first consulted with their Diocese, primary schools designated as having a religious character will consult with:
 - Surrey County Council
 - all other primary schools within a 4.8 kilometre radius (3 miles)
 - other local authorities within a 4.8 kilometre radius (3 miles)
 - other faith primary schools within their own deanery, according to guidance issued by their Diocese
- iii) Primary academies and foundation and trust schools will consult with:
 - Surrey County Council
 - all other primary schools within a 4.8 kilometre radius (3 miles)
 - other local authorities within a 4.8 kilometre radius (3 miles)
- iv) Having first consulted with their Diocese, secondary schools designated as having a religious character will consult with:
 - Surrey County Council
 - all other primary and secondary schools within an 8 kilometre radius (5 miles)
 - other local authorities within an 8 kilometre radius (5 miles)
 - other primary and secondary faith schools within their own deanery, according to guidance issued by their Diocese
- v) Secondary academies and foundation schools will consult with:
 - Surrey County Council
 - all other primary and secondary schools within an 8 kilometre radius (5 miles)
 - other local authorities within an 8 kilometre radius (5 miles)

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Addressing Inequalities

Equalities Impact Assessment

Surrey County Council Equality Impact Assessment Template

Stage one – initial screening

| | |
|--|-------------------------------------|
| What is being assessed? | Admissions policy 2018 |
| Service | Admissions and Transport |
| Name of assessor/s | Claire Potier |
| Head of service | Julie Stockdale |
| Date | 19 September 2016 |
| Is this a new or existing function or policy? | Existing policy under review |

Write a brief description of your service, policy or function. It is important to focus on the service or policy the project aims to review or improve.

The policies being considered under this EIA set out the processes and criteria for admitting children to community and voluntary controlled schools and how Surrey County Council will coordinate admission applications and outcomes within the County Council and across County borders. In accordance with the School Admissions Code, these policies include processes and criteria that are fair, objective and transparent.

Indicate for each equality group whether there may be a positive impact, negative impact, or no impact.

| Equality Group | Positive | Negative | No impact | Reason |
|-----------------------|-----------------|-----------------|------------------|---|
| Age | X | | | <ul style="list-style-type: none"> • Parents of 4 year olds can decide for their child to defer entry or start Reception full / part-time • Requests from the parents of summer |

| | | | | |
|---|----------|--|----------|---|
| | | | | <p>born children for their child to be admitted to Reception in the year after they turn five will be considered on a case by case basis</p> <ul style="list-style-type: none"> • Older applicants will be prioritised for admission to a three year old nursery place as they will have less time to spend in nursery |
| Gender Reassignment | | | X | |
| Disability | X | | | <p>Provision is made for SEN children to be admitted to school</p> <p>Provisions made within the policy for priority to be given to medical need</p> |
| Sex | | | X | |
| Religion and belief | X | | | Provision made within the admissions timetable for faith schools to rank their applicants |
| Pregnancy and maternity | | | X | |
| Race | | | X | |
| Sexual orientation | | | X | |
| Carers | X | | | Potential for child carers to claim for social priority for a school place based on need |
| Other equality issues – please state | X | | | <p>Children in care and children who have left care through adoption, a child arrangement order or special guardianship order, receive top priority for a school place by law</p> <p>A translation service is on offer for parents who might find language a barrier to understanding the literature and Surrey’s Schools and</p> |

| | | | | |
|--|--|--|----------|---|
| | | | | Childcare service acts as a Choice Advice service to help parents understand the process |
| HR and workforce issues | | | X | |
| Human Rights implications if relevant | | | X | |

If you find a negative impact on any equality group you will need to complete stage one and move on to stage two and carry out a full EIA.

A full EIA will also need to be carried out if this is a high profile or major policy that will either effect many people or have a severe effect on some people.

| | | |
|---|--------------------------------|-----------|
| Is a full EIA required? | Yes (go to stage two) X | No |
| If no briefly summarise reasons why you have reached this conclusion, the evidence for this and the nature of any stakeholder verification of your conclusion. | | |
| | | |
| Briefly describe any positive impacts identified that have resulted in improved access or services | | |
| | | |

For screenings only:

| | |
|--------------------------------------|--|
| Review date | |
| Person responsible for review | |
| Head of Service signed off | |
| Date completed | |

- Signed off electronic version to be kept in your team for review
- Electronic copy to be forwarded to Equality and Diversity Manager for publishing

Stage 2 – Full Equality Impact Assessment - please refer to [equality impact assessment](#) guidance available on Snet

Introduction and background

Using the information from your screening please describe your service or function. This should include:

- **The aims and scope of the EIA**
- **The main beneficiaries or users**
- **The main equality, accessibility, social exclusion issues and barriers, and the equality groups they relate to (not all assessments will encounter issues relating to every strand)**

The policies being considered under this EIA set out the processes and criteria for admitting children to community and voluntary controlled schools and how Surrey County Council will coordinate admission applications and outcomes within the County Council and across County borders. These are statutory policies required by legislation and in accordance with the School Admissions Code, these policies include processes and criteria that are fair, objective and transparent and that comply with equalities legislation and the Human Rights Act.

The main users of the policies will be parents applying for Surrey schools, schools and neighbouring local authorities.

The admission policy allows for SEN children to be admitted ahead of other applicants. SEN admissions fall outside the scope of admissions legislation.

The admission criteria make provision for looked after children and children who have left care through adoption, a child arrangement order or special guardianship order, as a top priority for admission. The second criteria for admission allows for children who have a social or medical need for a place at a particular school to be given priority, this might include a child who has a disability or a child who has caring responsibilities for a parent.

Most children start school in the year after they turn 4 years old but all children must be in school in the term after they turn 5 years old. By law the admission arrangements for entry to Reception allow for a parent of a 4 year old to defer their entry until later in the school year or arrange for them to start school part time. In addition, parents of summer born children may ask for their child's entry to reception to be deferred for a year and these cases are considered on an individual basis according to the circumstances. However, by law, these applicants would have to reapply for a place in the following year.

The arrangements for admission to a three year old nursery place allow nurseries to give a higher priority to older children who might have less time to spend in nursery. The proposed admission arrangements for a two year old nursery place provide for a fair allocation of places to children who are entitled

to the extended nursery provision.

The policies and application procedure are widely publicised on Surrey County Council's website, in print and through publicity posters throughout the County and the closing dates are broadcast on local radio. Parents are encouraged to apply online and leaflets are sent out widely setting out how parents can apply and how they might obtain a paper copy of the application form. Schools act as a support and advisory point for parents and primary schools are asked to target parents of children in their nursery to make sure they apply for a Reception place. Primary schools are also asked to check the applications made to ensure that all children who are approaching Year 7 transition have made an application. Online application numbers are high at over 96%, which demonstrates that most parents have the access and ability to apply online. However paper forms are readily available for parents who do not have the access or ability to apply online to ensure that these parents have equal access to school places. There is no evidence that would indicate that these families are not currently accessing the service.

The County Council also employs a dedicated translation service for all written material and the Contact Centre is used to support parents who might have difficulty in understanding and applying the policy.

Now describe how this fits into 'the bigger picture' including other council or local plans and priorities.

Surrey County Council acts as admission authority for community and voluntary controlled schools, whilst the governing body of each school acts as the admission authority for academies and foundation, trust and voluntary aided schools. The admission arrangements for all schools must be determined by 28 February each year and the arrangements and processes to determine which children will be admitted must be lawful and comply with the School Admissions Code.

Under the Coordination regulations each local authority must coordinate applications for children living in their area and must publish schemes setting out how it will do this.

The over-arching aspect of admission arrangements and coordinated schemes is that they must be fair and objective, give every parent the opportunity to apply for schools that they want for their child, provide parents with clear information and provide support to parents who find it hardest to understand the system.

Evidence gathering and fact-finding

What evidence is available to support your views above? Please include a summary of the available evidence including identifying where there are gaps to be included in the action plan.

Remember to consider accessibility alongside the equality groups

Over 96% of parents applied online in 2016 and paper forms were readily available to parents who could not or chose not to apply online

As part of the normal intake to schools in 2016, 71 places were offered at community and voluntary controlled schools to children in care or children who had left care through adoption, a child arrangements order or a special guardianship order.

As part of the normal intake to schools in 2016, 21 places were offered at community and voluntary controlled schools on exceptional grounds (social/medical need).

Sources of evidence may include:

- Service monitoring reports including equality monitoring data
- User feedback
- Population data – census, Mosaic
- Complaints data
- Published research, local or national.
- Feedback from consultations and focus groups
- Feedback from individuals or organisations representing the interests of key target groups
- Evidence from partner organisations, other council departments, district or borough councils and other local authorities

How have stakeholders been involved in this assessment? Who are they, and what is their view?

Schools which have changes being proposed have been consulted on the changes. All community and voluntary controlled schools have been sent confirmation of the published admission number that is to be proposed and have been offered the opportunity to query it if they felt it was incorrect or if they had anticipated a change.

The consultation is the opportunity to engage with parents and the wider school community. As part of the consultation process the proposed admission arrangements and coordinated schemes will be widely publicised both on the County Council website and in schools and nurseries. All forms of responses will be accepted including the standard response form, online responses and any other relevant correspondence.

Analysis and assessment

Given the available information, what is the actual or likely impact on minority, disadvantaged, vulnerable and socially excluded groups? Is this impact positive or negative or a mixture of both? (Refer to the EIA guidance for full list of issues to consider when making your analysis)

Based on the assessment of the policies and the evidence, these policies will have an overall positive equality impact.

What can be done to reduce the effects of any negative impacts? Where negative impact cannot be completely diminished, can this be justified, and is it lawful?

No evidence of any negative impact.

Where there are positive impacts, what changes have been or will be made, who are the beneficiaries and how have they benefited?

Recommendations

Please summarise the main recommendations arising from the assessment. If it is impossible to diminish negative impacts to an acceptable or even lawful level the recommendation should be that the proposal or the relevant part of it should not proceed.

Action Plan – actions needed to implement the EIA recommendations

| Issue | Action | Expected outcome | Who | Deadline for action |
|-------|--------|------------------|-----|---------------------|
| | | | | |

- Actions should have SMART Targets
- Actions should be reported to the Directorate Equality Group (DEG) and incorporated into the Equality and Diversity Action Plan, Service Plans and/or personal objectives of key staff.

| | |
|---|-------------------|
| Date taken to Directorate Equality Group for challenge and feedback | |
| Review date | |
| Person responsible for review | Claire Potier |
| Head of Service signed off | Julie Stockdale |
| Date completed | 19 September 2016 |
| Date forwarded to EIA coordinator for publishing | |

- **Signed off electronic version to be kept in your team for review**
- **Electronic copy to be forwarded to your service EIA coordinator to forward for publishing on the external website**

EIA publishing checklist

- Plain English – will your EIA make sense to the public?
- Acronyms – check that you have explained any specialist names or terminology
- Evidence – will your evidence stand up to scrutiny; can you justify your conclusions?
- Stakeholders and verification – have you included a range of views and perspectives to back up your analysis?
- Gaps and information – have you identified any gaps in services or information that need to be addressed in the action plan?
- Legal framework – have you identified any potential discrimination and included actions to address it?
- Success stories – have you included any positive impacts that have resulted in change for the better?
- Action plan – is your action plan SMART? Have you informed the relevant people to ensure the action plan is carried out?
- Review – have you included a review date and a named person to carry it out?
- Challenge – has your EIA been taken to your DEG for challenge
- Signing off – has your Head of Service signed off your EIA?
- Basics – have you signed and dated your EIA and named it for publishing?

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SURREY COUNTY COUNCIL**CABINET MEMBER FOR SCHOOLS, SKILLS AND EDUCATIONAL ACHIEVEMENT****DATE: 6 OCTOBER 2016****LEAD OFFICER: LIZ MILLS, ASSISTANT DIRECTOR, SCHOOLS AND LEARNING
JOHN STEBBINGS, CHIEF PROPERTY OFFICER****SUBJECT: PROPOSAL FOR SPECIALIST LEARNING AND ADDITIONAL NEEDS CENTRES REFRESH****SUMMARY OF ISSUE:**

Surrey County Council has 8 specialist Learning and Additional Needs (LAN) centres across the county for junior aged pupils with Learning Difficulties (LD). The pupils now attending the LAN Centres have greater levels of need than when they first opened. This reflects a trend of increased incidences of pupils with diagnosis indicating complex needs being retained within Surrey maintained schools. This aligns with the Council's strategy of retaining more complex places within the maintained sector as opposed to placing in the Non Maintained Independent Sector at greater revenue cost to the Council. As a result these centres require additional capital works in order to reflect and meet the needs of pupils now accessing this provision.

RECOMMENDATIONS:

It is recommended that the Cabinet Member:

1. Approves developing the facilities at Ashford Park, Loseley Fields and Oakfield schools in order that the centres are better able to meet the needs of pupils with a greater level of need.
2. Approves the arrangements by which a variation of up to 10% of the total value of the proposed works may be agreed by the Strategic Director for Business Services in consultation with the Cabinet Member for Schools, Skills and Educational Achievement and the Leader of the Council.

REASON FOR RECOMMENDATIONS:

These proposals will provide enhanced specialist provision attached to mainstream schools for pupils with Statements of Special Educational Needs/Education Health Care Plans to meet a wider range of pupil needs. It will be a more efficient and effective use of existing specialist resources and support the SEND 2020 Strategy

DETAILS:

Business Case

1. In September 2004 the council opened 8 specialist centres at mainstream schools for junior aged pupils with Learning Difficulties (LD). These centres have enabled mainstream schools to develop specialisms to meet the needs of this cohort and, to date, have been successful in meeting the needs of pupils with learning difficulties within a mainstream setting.
2. In 2012 a review of Learning Difficulties was undertaken and identified that the centres would be required to make arrangements for pupils with a wider range of needs covered by the description Learning and Additional needs (LAN). The LAN description covers pupils with mobility difficulties, hearing difficulties, autism, communication and interaction needs and some behavioural difficulties.
3. Pupils now attending the Centres are demonstrating a much higher level of need than when they first opened. The centres were not originally set up to admit a cohort of pupils with additional needs and pupils were expected to benefit from a significant amount of time in mainstream. Due to the level of Special Educational Need and Disability (SEND) pupils now spend more time receiving specialist input in the centre and in some cases have very little mainstream time.
4. A programme of visits across the county to the eight schools that host the LAN centres was taken during 2015. Three of the centres were identified as requiring an upgrade to meet the needs of pupils with more complex needs. These centres are based at Ashford Park in Ashford, Loseley Fields in Godalming and Oakfield School in Fetcham. Each of these schools was rated as Good by Ofsted during their most recent inspections.
5. The centres are educating pupils with a different level of need and it is therefore necessary to provide additional space and specialist facilities. Specifically provision at these centres means that pupils can be more independent learners and can also develop important living skills, preparing them for transition to Secondary school and beyond. This proposal will enable essential changes to make each site accessible to pupils with mobility difficulties, to create additional classroom space and to provide disabled access toilets and changing space. Class space provided will have access to outside learning or break out areas directly from the classroom, meeting curricular requirements for outdoor play and small group activities.
6. The county has recently issued the SEND Development plan 2016-2020 that more effectively describes the offer to families of pupils with SEND. The plan specifies that, 'We will have the right provision to meet children and young people's needs' and 'Children and young people can access high quality, community based local provision that enables them to achieve the right outcomes based on their personal needs'. The approaches outlined in the points above are therefore in keeping with the SEND 2020 strategy.
7. Discussions with County Council officers, the Headteachers and heads of centres have taken place as to the future of the specialist centre provision at the schools. Working in partnership with the local authority, the schools are

fully in agreement with the proposals to develop the specialist centre provision.

8. There will be no change to pupil admissions. Pupils will continue to access the school according to the processes that are currently in place for children with an Education Health Care plan.

CONSULTATION:

9. The development of the specialist centres are not new additions to the school and therefore no formal consultation has been required.
10. Internally the Assistant Director for Schools and Learning, Head of Additional and Special Needs and SEN area teams have been consulted and support the approach to develop the specialist centres.

RISK MANAGEMENT AND IMPLICATIONS:

11. There is significant pressure on expenditure for Special Educational Needs and Disability provision and a duty for the authority to ensure that this funding is used to maximum effect. If the specialist centres are not developed there is a risk that SEND resources would not be used effectively, with pupils needing to be placed in higher cost Specialist provision..
12. The buildings are not Equality Act (EA) compliant and access issues need to be addressed urgently due to the change in profile of the pupils now admitted to this type of provision. There is a significant risk due to these buildings not being EA compliant. The Act covers having arrangements in place that put a person with a protected characteristic at an unfair disadvantage. All other pupils attending these schools are able to access buildings and classrooms. Pupils with a disability, which is a protected characteristic, are unable to access learning opportunities in the same way as other pupils.
13. The risk with not making appropriate provision for this cohort of pupils is that parents dissatisfied with the current offer at the LAN centres will look to the maintained or NMI special sector for education for their child resulting in much higher costs. Non-maintained independent schools that meet the needs of junior pupils with Learning and Additional needs cost approximately £30,600 per annum.
14. There are risks associated with building projects, a risk register will be compiled and regularly updated. A contingency allowance appropriate to the school has been included within the project budget to mitigate for potential identified risks.

Financial and Value for Money Implications

15. The Capital Expenditure will be met from the SEN capital strategy programme funding in the 2016-21 Medium Term Financial Plan. The business case for this scheme was considered by the Council's Investment Panel on 16 August 2016, the panel supported the rationale for the project.
16. Non-maintained and Independent School costs for this type of provision cost approximately £30,000 per year. The offer of local appropriate and fully

accessible maintained provision means that parents of children with LAN are supported within the maintained specialist education environment. As a result, parents work with the school and the Local Authority and do not seek placements at expensive NMI schools as an alternative option. This approach is in keeping with the SEND 2020 strategy and is the best outcome for the school and families of SEND pupils

Section 151 Officer Commentary

17. This scheme has been reviewed by Investment Panel and will be funded from the SEN capital strategy programme funding in the 2016-21 Medium Term Financial Plan.

Legal Implications – Monitoring Officer

18. The public sector equality duty (Section 149 of the Equality Act 2010) applies to the decision to be made by Cabinet in this report. There is a requirement when deciding upon the recommendations to have due regard to the need to advance equality of opportunity for people with protected characteristics, foster good relations between such groups, and eliminate any unlawful discrimination. These matters are dealt with in the equalities paragraphs of the report. No negative impacts have been identified as part of this proposal. Over 12 years ago SCC opened up eight specialist centres across the country for junior aged pupils with Learning Difficulties (LD). The pupils now attending the Learning and Additional needs Centres have greater levels of need than when they first opened. As a result the centres were not originally set up to admit such a cohort and they require additional capital works in order to meet the needs of pupils now accessing the provision. The Cabinet Member is asked to approve developing the facilities at Ashford Park, Loseley Fields and Oakfield Schools in order that the centres are better able to meet needs with a greater level of need and this refresh will not create any issues that will require the production of an Equality Impact assessment (EIA) as no group with protected characteristics will be adversely affected as a consequence of the approval, or otherwise. In fact this proposal will enhance provision for children with protected characteristics.
19. The Refresh of Specialist Learning and Additional needs Centres has No Requirement for Formal Consultation There is a clear expectation in public law that the Council should carry out a consultation process whenever it is considering making significant changes to service provision. However in this case there is no formal requirement to consult resulting from developing the facilities at the three centres. Internally the Assistant Director for Schools and Learning Head of Additional and Special Needs and SEN area teams have been fully consulted and support the approach to develop the specialist centres.
20. In coming to a decision on this issue the Cabinet Member needs to take account of all relevant matters. The weight to be given to each of the relevant matters is for the Cabinet to decide. Relevant matters in this context will include the statutory requirements (no formal consultation required), the policy considerations, the impacts of the options on service provision, the medium term financial plan, the Council's fiduciary duty, any relevant risks, the results of the consultation and the public sector equality duty

21. The Council owes a fiduciary duty to its Council tax payers, analogous to that owed by trustees responsible for looking after property belonging to other people. Accordingly in deciding to spend money a local authority must take account of the interests of Council taxpayers who have contributed to the Council's income and balance those interests against those who benefit from the expenditure. It will also need to act in a prudent way having regard to the short and long term consequences of the decision.
22. The best value duty is contained in s3 of the Local Government Act 1999 as a result of which the Council is under a duty to make arrangements to secure continuous improvement in the way in which functions are exercised, having regard to a combination of economy, efficiency and effectiveness. The relevant guidance states that Councils should consider overall value, including economic, environmental and social value when reviewing service provision.

Equalities and Diversity

23. No negative impacts have been identified as part of this proposal. The specialist centres will be able to offer enhanced provision to pupils with protected characteristics.
24. The updated facilities will comply with the regulations specified in the Equality Act.

Safeguarding responsibilities for vulnerable children and adults implications

25. Safeguarding vulnerable children is a high priority in all Surrey schools. Schools have considerable expertise in safeguarding vulnerable children and adhere to robust procedures. The schools will continue to apply good practise in the area of safeguarding as they are currently. In addition, safeguarding is a key area for monitoring when Ofsted carries out inspections.

WHAT HAPPENS NEXT:

26. Subject to Cabinet Member approval of the proposal and the agreement of capital investment for the refurbishment of the LAN Centres at Ashford Park, Loseley Fields and Oakfield Schools. The aim is for this work to be completed by 1 September 2017.
27. If approved, to proceed to complete tenders for the building and subsequent award of a contract under delegated decision.

Contact Officer:

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Consulted:

Tony Samuels, Cabinet Associate for the Built Environment
Clare Curran, Local Member – Bookham and Fetcham West
Denise Turner-Stewart, Local Member – Staines South and Ashford West
Steve Cosser, Local Member – Godalming North

Julie Fisher, Deputy Chief Executive and Strategic Director for Children, Schools and Families

Local Education Officers for the south west, north east and south east areas

Head of Additional and Special Educational Needs

Paula Chowdhury, Strategic Finance Manager – Business Services

Headteachers at Oakfield, Loseley Fields and Ashford Park Schools

Sources/background papers:

Learning Difficulties Review 2012

SEND Development Plan 2016-2020

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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