

Notice of Meeting

Cabinet Member for Schools, Skills and Educational Achievement Decisions

**Date & time**

Thursday, 8 October
2015 at 11.30 am

Place

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

Contact

Andrew Baird or Rianna
Hanford
Room 122, County Hall
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02082132662
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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 Rianna Hanford on 02085417609 or 02082132662.

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

2a Members' Questions

The deadline for Members' questions is 12pm four working days before the meeting (Friday 2 October).

2b Public Questions

The deadline for public questions is seven days before the meeting (Thursday 1 October)

2c Petitions

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

3 PROPOSED CHANGES TO ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS FOR 2017

(Pages 1
- 66)

The Local Authority must consult on any changes it wishes to make to the admission arrangements for community and voluntary controlled schools for 2017. Consultation must run for at least six weeks between 1 October 2015 and 31 January 2016 and admission arrangements for 2017 must be determined by 28 February 2016.

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

- Chennestone Junior School - introduction of a feeder link from Beauclerc Infant Schools
- Publishing a later start date for the primary admissions round (Reception and Year 3)
- Reduction in Published Admission Numbers (PAN) for Ewell Grove Infant School (due to become an all through primary school in September 2017) from 70 to 60
- Reduction in PAN for West Ewell Infant School (due to become an all through primary school in September 2017) from 120 to 60

In addition, this report provides a summary of other proposed changes to PAN in 2017 which are not subject to consultation.

4 REQUEST TO APPROVE VALUE OF SURPLUS BALANCES TO TRANSFER TO SALFORDS PRIMARY SCHOOL (ACADEMY)

(Pages
67 - 70)

Salfords Primary School converted to an academy on 1 July 2015 and thus the school must be advised of the Local Authority's calculation of its surplus balances by 31 October 2015. The Cabinet Member is asked to approve the sums to transfer.

David McNulty
Chief Executive

Published: Wednesday, 30 September 2015

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SURREY COUNTY COUNCIL**CABINET MEMBER FOR SCHOOLS, SKILLS AND EDUCATIONAL ACHIEVEMENT****DATE: 8 OCTOBER 2015****LEAD OFFICER: JULIE FISHER, INTERIM DIRECTOR CHILDREN, SCHOOLS AND FAMILIES****SUBJECT: CONSULTATION ON ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS AND COORDINATED SCHEMES FOR SEPTEMBER 2017****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 2017. Consultation must run for at least six weeks between 1 October 2015 and 31 January 2016 and admission arrangements for 2017 must be determined by 28 February 2016.

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

- Chennestone Junior School - introduction of a feeder link from Beauclerc Infant Schools (page 2)
- Publishing a later start date for the primary admissions round (Reception and Year 3) (page 3)
- Reduction in Published Admission Numbers (PAN) for Ewell Grove Infant School (due to become an all through primary school in September 2017) from 70 to 60 (page 4)
- Reduction in PAN for West Ewell Infant School (due to become an all through primary school in September 2017) from 120 to 60 (page 4)

In addition, page 4 of this report provides a summary of other proposed changes to PAN in 2017 which are not subject to consultation.

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 2017.

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.

DETAILS:

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 those changes between 21 October and 1 December 2015.

Changes proposed to the admission criteria for community and voluntary controlled schools for 2017

Chennestone Primary – Spelthorne

4. Chennestone Primary School currently admits 30 children in to Reception and a further 40 children in to Year 3. It is federated with Beauclerc Infant School which has a Reception PAN of 40.
5. The majority of children at Beauclerc Infant School currently transfer to Chennestone Primary School and this number has been on the increase over the past three years:

2015	32 pupils (80%)
2014	29 pupils (72.5%)
2013	25 pupils (63%)
2012	21 pupils (52.5%)
6. As a result, the governing body of Chennestone Primary School wrote to SCC to request that it consider introducing a feeder link to Chennestone from Beauclerc Infant.
7. The next highest feeder school to Chennestone is Hawkedale Infant School, which has a Reception PAN of 30. Over the past three years the following number of pupils have transferred from Hawkedale Infants to Chennestone Primary at Year 3:

2015	7 pupils (23%)
2014	7 pupils (23%)
2013	11 pupils (37%)
2012	9 pupils (30%)
8. Many of the children from Hawkedale Infant who do not transfer to Chennestone are offered a place at Springfield Primary School which has a Reception PAN of 30 and a Year 3 PAN of 30.
9. However, it has been agreed for Hawkedale Infant School to become an all through primary school from September 2017 and to expand Springfield Primary to two Forms of Entry (FE) and to remove its Junior PAN. In this way, with the

exception of children attending Beauclerc, all children in the area will be attending all through primary schools, making the feeder link to Chennestone reasonable.

10. It is therefore proposed to introduce a feeder link for Chennestone Primary School for children at Beauclerc Infant School so that the admission arrangements would be as follows:
 - a. Looked after and previously looked after children
 - b. Exceptional social/medical need
 - c. Siblings
 - d. Children attending Beauclerc Infant School
 - e. Children for whom the school is the nearest to their home address
 - f. Any other children
11. This proposal is supported by the Headteacher of Hawkedale Infant School on the basis that Hawkedale will be expanding to an all through primary school from September 2017.

Start date to primary admissions round

12. For 2017 admission, it is proposed to publish a later start date for the primary admissions round (Reception and Year 3). Instead of inviting applicants to apply from 1 September 2016 it is proposed to publicise a later date of 31 October 2016, which is the week after the October half term.
13. It has been identified that publishing a later start date would have the following benefits:
 - It would reduce the number of applications where parents make changes after they have submitted their application.
 - It would enable support to be targeted to primary applicants after the secondary closing date (31 October).
 - More would be known of school expansions and bulge classes so parents would be in a better position to make informed decisions.
 - It would relieve some of the pressure from primary schools at the start of the autumn term and enable them to focus support in the second half of the term.
 - It might reduce the pressure on parents in feeling they have to apply early, even though the closing date isn't until 15 January.
 - It would give parents more time to familiarise themselves with the process.
 - It would give parents more time to visit schools and consider admission criteria before they have to submit their applications. This might especially benefit parents with summer born children who may not have considered school places as much as others.
14. This proposal was considered by Surrey's Admissions Forum on 26 September 2014 and it received general support.
15. It is not anticipated that this proposal would have any detrimental effect on parents who would still have nearly 11 weeks to complete their application by 15 January (the statutory closing date for primary applications). This timeframe is more in line with that allowed for secondary applicants who are given nearly nine weeks to complete their application by 31 October (the statutory closing date for secondary applications).
16. Although the majority of London local authorities open their primary admissions round at the beginning of September, there are a number of other local

authorities which have published a later start to their primary admissions round for 2016:

Buckinghamshire	4 November 2015
Essex	9 November 2015
Hampshire	1 November 2015
Hertfordshire	9 November 2015
Kent	10 November 2015
West Sussex	5 October 2015

17. Whilst this proposal was included in the consultation for 2016 it received only a small number of responses from which it was clear that there was a misunderstanding of what was being proposed. As a result it was agreed not to proceed with this change for 2016 admission.
18. It is intended that this year the consultation on this matter will be clearer and that all schools will be asked their view to ensure a more comprehensive response on this matter.

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

19. 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 2017 admission. Changes are highlighted in bold.
20. Surrey is proposing to consult on a decrease in PAN for the following schools in September 2017:
Epsom & Ewell
Ewell Grove Infant – decrease in Reception PAN from 70 to 60
West Ewell Infant - decrease in Reception PAN from 120 to 60
21. These schools are due to become all through primary schools in September 2017 but without this reduction in PAN, the schools would be unable to accommodate the number of children in their Foundation and Key Stage 1 classes, alongside accommodating Key Stage 2 provision as they grow.
22. For information, the Local Authority intends to increase the PAN for the following schools in September 2017, but these changes are not required to go through consultation:
Surrey Heath
Cross Farm Infant - increase in Reception PAN from 50 to 52
Waverley
Beacon Hill – introduction of Year 3 PAN of 2
Cranleigh CofE Primary – reintroduction of Year 3 PAN of 30
Godalming Junior - increase in Year 3 PAN from 58 to 60
Woking
West Byfleet Junior - increase in Reception PAN from 60 to 90
23. For information, the following increases in PAN have been approved following consultation through statutory proposals and do not need to go through further consultation:

Reigate & Banstead

Dovers Green Infant - increase in Reception PAN from 56 to 90

24. For information, the following changes in PAN are currently being consulted on through statutory proposals. The PANs have not yet been updated in Appendix 1 of Enclosure 1 but will be updated as decisions are made:

Reigate & Banstead

The Warwick - increase in Year 7 PAN from 180 to 210

Tandridge

Downs Way School – increase in Reception PAN from 45 to 60

CONSULTATION:

25. A paper setting out the proposed changes was passed to the School Admissions Forum on 25 September 2015.
26. The Interim Director for Children, Schools and Families and the Assistant Director for Schools and Learning have been made aware of the proposed changes.
27. The School Commissioning team has been involved in considering the proposals for change.
28. All schools directly affected by the proposed changes have been consulted.
29. Parents, schools and other stakeholders will have the opportunity to comment on the proposed admission arrangements, including any changes being proposed, throughout the eight week consultation.
30. 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:

31. 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

32. 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

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

Legal Implications – Monitoring Officer

34. The proposed admission arrangements comply with Admissions legislation and the requirements of the School Admissions Code. Section 13 of the Education Act 1996 places a general duty on the Council to secure that sufficient primary and secondary education is available to meet the needs of the population in its area. In doing so, the Council is required to contribute to the spiritual, moral, mental and physical development of the community. Section 14 of the Education Act 1996 places a duty on the Council to secure that sufficient schools for providing primary and secondary education are available in its area. There is a legal duty on the Council therefore to secure the availability of efficient education in its area and sufficient schools to enable this.
35. The Local Authority will carry out a consultation on all changes for a period of six weeks between 21 October and 1 December 2015, which is in accordance with statutory requirements.
36. 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.
37. The Local Authority will give due regard to the responses to the consultation before considering the recommendations to put before Cabinet.
38. 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 and in the attached equalities impact assessment (EIA).

Equalities and Diversity

39. An Equality Impact Assessment (EIA) is attached as ENCLOSURE 3. 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.
40. 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

41. 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

42. 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

43. The County Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change.

44. 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 21 October and 1 December 2015.
- Details will be distributed to:
 - all schools in the county including a notice to display to parents at each school
 - 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 SCC Members asking them to share the details with local community and resident groups as appropriate
 - 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 2 February 2016 for decision and then to Full Council on 9 February 2016 to ratify the decision so that the admission arrangements for Surrey's community and voluntary controlled schools and the coordinated schemes can be determined before the statutory deadline of 28 February 2016.
- The admission arrangements for September 2017 will then be published by 15 March 2016 on Surrey's website and a notice will be sent to all those consulted.

Contact Officer:

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

Consulted:

School Admission Forum
School Commissioning Team
Schools affected by the proposals

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 to admit local children
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	Equality Impact Assessment

Sources/background papers:

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

DRAFT Admission arrangements for Surrey County Council's community and voluntary controlled schools 2017/18

This document sets out Surrey County Council's **proposed** admission arrangements for community and voluntary controlled schools in 2017/18. 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 2017 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 2017. Places at Surrey schools will be offered on the basis of the preferences that are shown on the application form. Applicants will be asked to rank up to four primary or Year 3 preferences and these will be considered under an equal preference system.
4. Applications for secondary school must be made by 31 October 2016. 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 2017/18 for the majority of Surrey's community and voluntary controlled schools are set out in section 7 below. Where there are local variations these are set out by area and by school in section 8.
6. Children with a statement of special educational needs or 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 a statement that has named the school.
7. Other than for schools listed in section 8, when a community or voluntary controlled school is over-subscribed for any year group, applications for entry in 2017/18 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. A list of the academies and foundation, trust and voluntary aided schools in Surrey that will be considered in the assessment of nearest school and the out of county schools that will not be considered in the assessment of nearest school can be seen at 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 pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the admissions team's Geographical Information System. See section 13 for further information on the definition of home address.

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

8 Local admission arrangements for September 2017

Unless stipulated otherwise, if any of the following schools are oversubscribed within any category, priority will be given to those living closest to the school. Home to school distance will be measured by a straight line from the address point of the pupil's house as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

a) Elmbridge

i) Hinchley Wood Primary School:

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

ii) Thames Ditton Infant School:

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

iii) Thames Ditton Junior School:

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

* Criteria 4 and 7 will only apply until 31 August 2017 at which time the child will have left the infant school

b) Epsom & Ewell

i) Auriol Junior School:

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

* Criterion 3 will only apply until 31 August 2017 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 Infant School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children who will have a sibling at Wallace Fields Infant School or Wallace Fields Junior School on the date of their admission and 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 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
6. Any other children

iv) Wallace Fields Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children who will have a sibling at Wallace Fields 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 2017 at which time the child will have left the infant school

c) Guildford

i) Walsh C of E Junior School:

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

* Criteria 3 and 5 will only apply until 31 August 2017 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 2017 at which time the child will have left the infant school

d) Mole Valley

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

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

* Criterion 4 will only apply until 31 August 2017 at which time the child will have left the infant school

e) Reigate & Banstead

i) Banstead Community Junior School:

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

* Criterion 3 will only apply until 31 August 2017 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 2017 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 2017 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

f) 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 2017 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 2017 at which time the child will have left the infant school

g) 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 2017 at which time the child will have left the infant school**

h) 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 2017 at which time the child will have left the infant school

ii) Hammond Community Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need

3. *Children attending Lightwater Village School
4. Siblings not admitted under 3 above
5. *Children attending either Valley End CofE Infant School or Windlesham Village Infant School
6. Any other children

* Criteria 3 and 5 will only apply until 31 August 2017 at which time the child will have left the infant school

i) Tandridge

i) Tatsfield Primary School:

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

j) 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 2017 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 2017 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 2017 at which time the child will have left the infant school

k) 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 2017 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 2017 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 either a Statement of Special Educational Needs or 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 will be attending an infant/junior school which will operate shared sibling priority for admission in 2017. See APPENDIX 2 for schools that will operate shared sibling priority for admission in 2017 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
Lightwater Village Infant and Hammond Community Junior
The Mead Infant and Auriol Junior
Meadowcroft Infant and St Ann's Heath Junior
Meath Green Infant and Meath Green Junior
Marrow CofE Infant and Bushy Hill Junior (Foundation)*
Ottershaw Infant and Ottershaw Junior
Shottermill Infant and Shottermill Junior
Thames Ditton Infant and Thames Ditton Junior
Trumps Green Infant and St Ann's Heath Junior
Wallace Fields Infant and Wallace Fields 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 Marrow CofE Infant School

For other schools, which have a sibling link but no feeder link, neither child will be treated as a sibling under the sibling criterion until after the offer day. At that time, if a place has been offered to only one child, the waiting list position for the other child will be adjusted to reflect the fact that they are expected to have a sibling in a school which will operate shared sibling priority for admission in 2017. The schools for which this will apply are as follows:

Eastwick Infant and Eastwick Junior

Where a sibling is in Year 11 or Year 12 at a school that has a sixth form at the time of an application for a younger child to start year 7 in September 2017, 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 pupils 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 2013, 2014 and 2015. 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. A list of the academies and foundation, trust and voluntary aided schools in Surrey that will be considered in the assessment of nearest school and the out of county schools that will not be considered in the assessment of nearest school can be seen at APPENDIX 3.

Any applicant remaining on the waiting list after 1 September 2017 will be considered to be an application for in year admission. After this date, when assessing nearest school, schools without a published admission number will also 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 2018 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 27 July 2018, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 27 July 2018, 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 2017/18:

- applications for admission to Reception which are received after 1 September 2017;
- 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 2017;
- applications for admission to Year 7 which are received after 1 September 2017;
- 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 2012 and 31 August 2013 will be eligible to apply for a full time place in Reception at a Surrey school for September 2017. 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, must 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 2017/2018 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 2017 to 31 August 2018 (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 2017 to 31 August 2018 (these children will be able to stay on in nursery for another year in 2018/19 as they will not be due to start Reception until September 2019)

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 2016/17 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 2017 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 pupil's house, as set by Ordnance

Survey, to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

21. 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.

DRAFT - Admission numbers for Surrey County Council's community and voluntary controlled schools 2017

This document sets out Surrey County Council's **proposed** Published Admission Numbers (PAN) for community and voluntary controlled schools for September 2017. 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

School	PAN
ELMBRIDGE	
Bell Farm Primary	90
Claygate Primary	60
Cranmere Primary	90
Grovelands Primary	60
Hinchley Wood Primary	90
Hurst Park Primary	60
Long Ditton Infant & Nursery	60
Manby Lodge Infant	90
Oatlands	90
The Royal Kent C of E Primary	4+ 30 7+ 2
St Andrew's Cof E Primary	4+ 52 7+ 8
St James C of E Primary	60
Thames Ditton Infant	90
Thames Ditton Junior	90
Walton Oak	60
EPSOM & EWELL	
Auriol Junior	90
Cuddington Community Primary	30
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 Infant	60
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
Eastwick Infant	75
Eastwick Junior	90
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

* Agreed to expand to a PAN of 90 from September 2016

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
Riverbridge Primary	90
Spelthorne Primary	90
Town Farm Primary	60

SURREY HEATH

Bagshot Infant	60
Crawley Ridge Infant	60
Crawley Ridge Junior	66
Cross Farm Infant	52
Frimley Church of England	90
The Grove Primary	60
Hammond Community Junior	90
Heather Ridge Infant	60
Holy Trinity Church of England	60
Lakeside Primary	60
Lightwater Village	60
Lorraine	30
Mytchett Primary	30
Pine Ridge Infant & Nursery	30
Prior Heath Infant	60

Sandringham	60
South Camberley Primary & Nursery	120
Valley End Church of England Infant	60
Windlesham Village Infant	60

TANDRIDGE

Audley Primary	30
Dormansland Primary	30
*Downs Way	45
Felbridge Primary	30
Hamsey Green Primary	60
Holland Junior	60
Hurst Green	30
Lingfield Primary	60
St Catherine's Primary	30
Tatsfield Primary	30

* Separate consultation on expansion to a PAN of 60 from September 2016

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	40
Shottermill Infant	60
Shottermill Junior	68
William Cobbett Primary	4+ 40 7+ 50
Witley C of E (Cont) Infant	30

WOKING

Brookwood Primary	30
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

School	PAN
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
WOKING	
Bishop David Brown School	180

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**DRAFT Community and voluntary controlled schools in Surrey
which will operate shared sibling priority for admission in 2017
(Changes highlighted in bold)**

Elmbridge

- Thames Ditton Infant and Thames Ditton Junior

Epsom & Ewell

- The Mead Infant and Auriol Junior
- Wallace Fields Infant and Wallace Fields Junior

Guildford

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

Mole Valley

- Eastwick Infant and Eastwick 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
- Lightwater Village and Hammond Community Junior

Waverley

- Shottermill Infant and Shottermill Junior

Woking

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

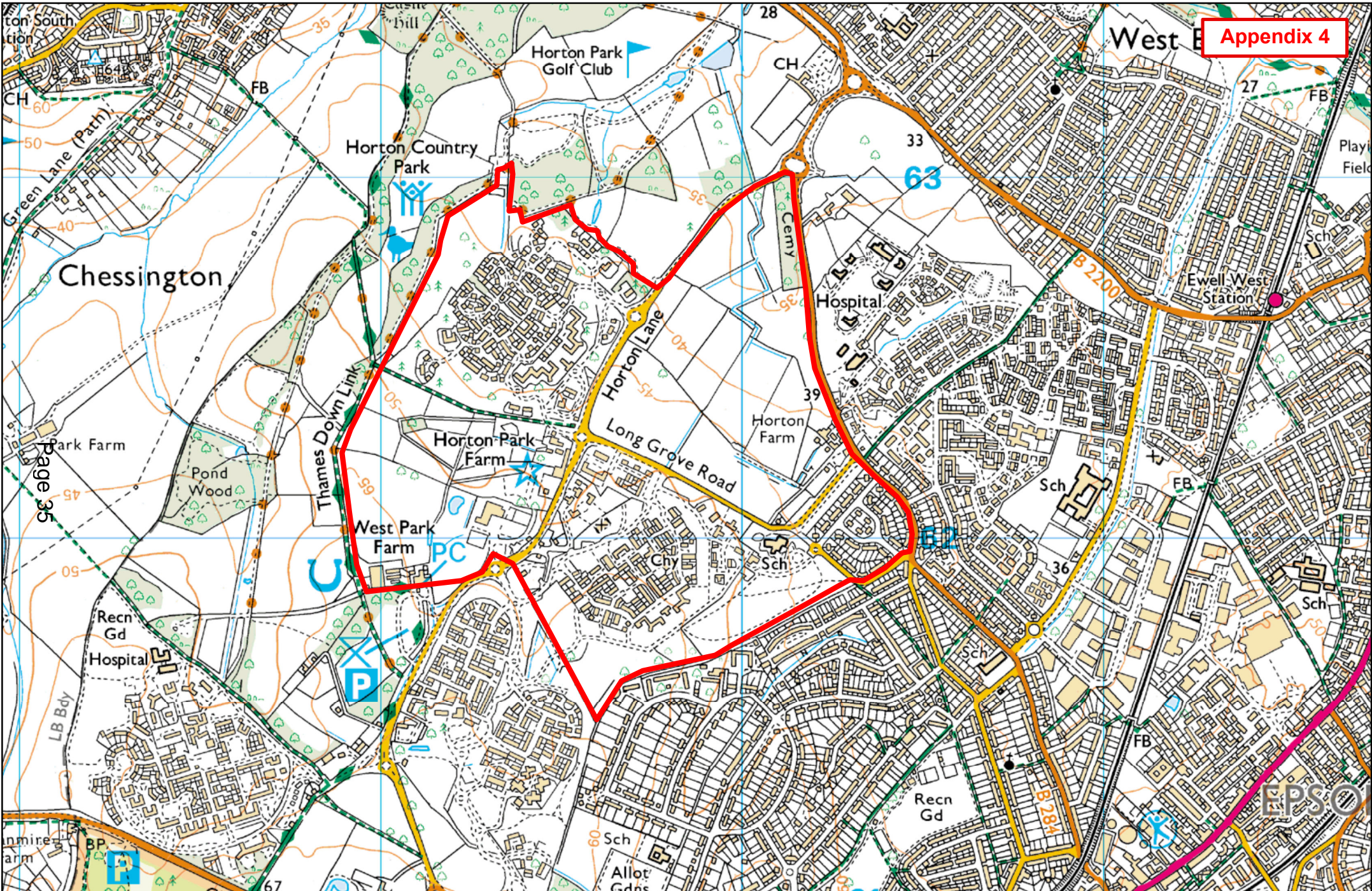
* Shared sibling priority only applies to Merrow CofE Infant School

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DRAFT Academies and foundation, trust and voluntary aided schools that will be considered in the assessment of nearest school and out of county schools that will not be considered in the assessment of nearest school - 2017/18 admissions

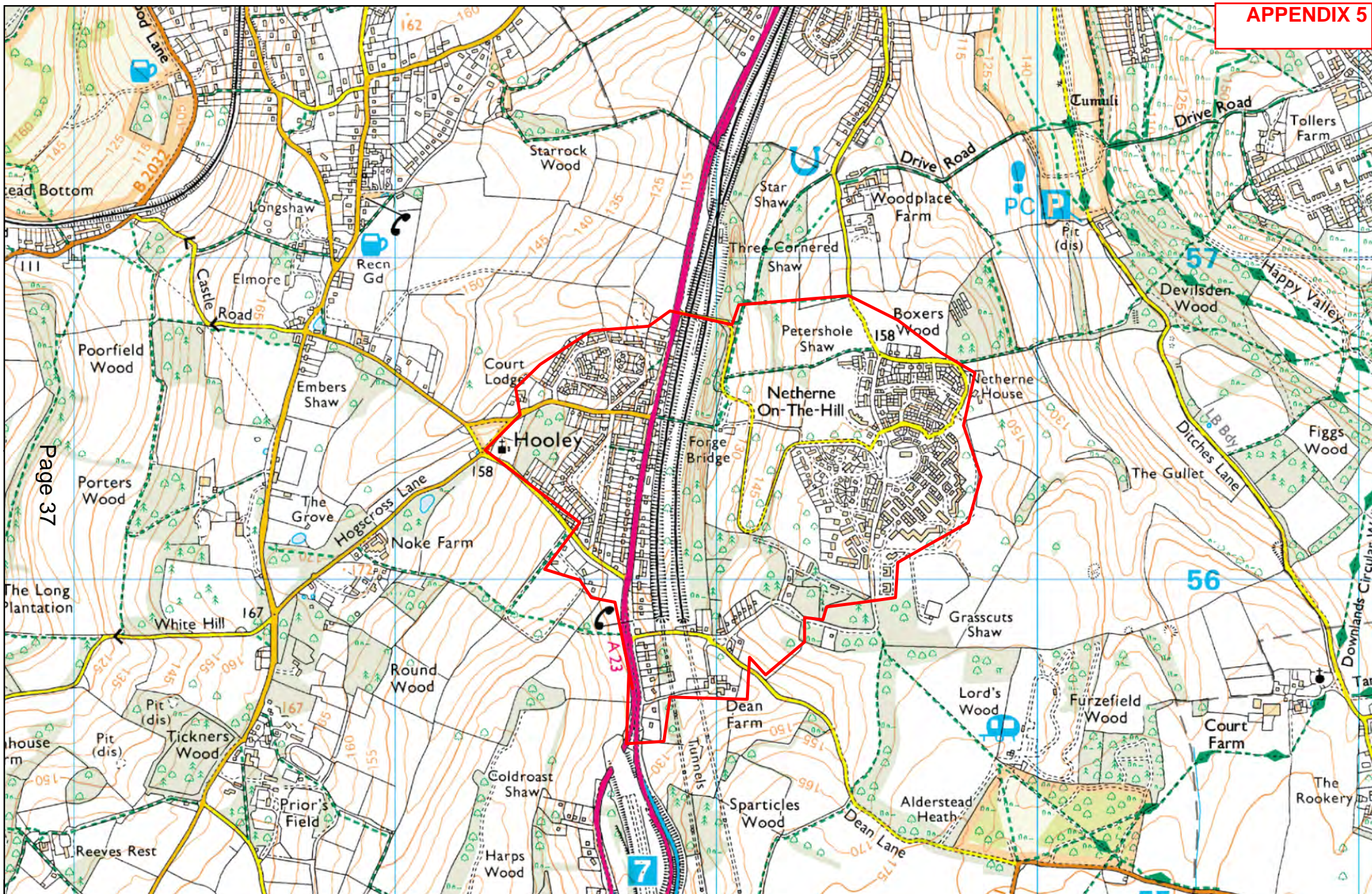
1.	Academies and foundation, trust and voluntary aided schools in Surrey that will be considered in the assessment of nearest school when applying the admission arrangements for community and voluntary controlled schools are set out below. Community and voluntary controlled schools which convert to academy status and new free schools which open after these arrangements have been determined will be added to this list by default.	
a)	Infant & primary schools – Reception intake	
	<p><u>Elmbridge</u> Burhill Community Infant School Chandlers Field Primary School Cobham Free School The Orchard School St Matthew's C of E Infant School</p> <p><u>Epsom & Ewell</u> Cuddington Croft Primary School Riverview C of E Primary School St Martin's C of E Infant School</p> <p><u>Guildford</u> Boxgrove Primary Burpham Foundation Primary School Chilworth C of E Infant School Clandon C of E Infant School Peaslake School Pewley Down Infant School Puttenham C of E School The Raleigh School St Lawrence Primary School St Nicolas C of E Infant School Sandfield Primary School Send C of E First School Shere C of E Infant School Weyfield Primary Academy</p> <p><u>Mole Valley</u> Newdigate C of E Endowed Infant School St Giles C of E Infant School St John's C of E Primary School St Michael's C of E Infant School St Paul's C of E Primary School Scott-Broadwood C of E Infant School Surrey Hills C of E Primary School The Weald C of E Primary School</p> <p><u>Reigate & Banstead</u> Banstead Infant School Lime Tree Primary School Reigate Parish Church Infant School Salfords Primary School St Matthew's C of E Primary School Tadworth Primary School Trinity Oaks CofE Primary School</p> <p><u>Runnymede</u> Christ Church C of E Infant School Lyne & Longcross C of E School Pycroft Grange Primary School Sayes Court School St Paul's C of E Primary School Thorpe C of E Infant School</p> <p><u>Spelthorne</u> Ashford C of E Primary School The Echelford Primary School Hawkedale Infant School</p>	<p><u>Spelthorne (continued)</u> Kenyngton Manor Primary School Laleham C of E Primary School Littleton C of E Infant School Saxon Primary School Springfield Primary School Stanwell Fields CofE Primary School St Nicholas C of E Primary School</p> <p><u>Surrey Heath</u> Bisley C of E Primary School St Lawrence C of E Primary School</p> <p><u>Tandridge</u> Burstow Primary School Godstone Village School Hillcroft Primary School Limpsfield C of E Infant School Marden Lodge Primary Nutfield C of E Primary St John's C of E Primary School St Peter & St Paul C of E Infant School St Peter's C of E Infant School St Stephen's C of E Primary School Warlingham Village Primary Whyteleafe School Woodlea School</p> <p><u>Waverley</u> All Saints C of E Infant School Bramley C of E Infant School Ewhurst C of E Infant School Grayswood C of E Infant School Green Oak C of E Primary School Highfield South Farnham School Loseley Fields Primary School Park Mead Primary School South Farnham Primary St Bartholomew's C of E Primary School St James's C of E Primary School St John's C of E Infant School St Mary's C of E Infant School St Mary's C of E Primary School St Peter's C of E Primary School Wonersh & Shamley Green C of E Infant School</p> <p><u>Woking</u> Barnsbury Primary School Beaufort Community Primary School Broadmere Community Primary Goldsworth Primary School Horsell Village School New Monument The Oaktree Pyrford C of E Primary School St John's Primary School Sythwood Primary School</p>

b)	<p>Junior & primary schools – Year 3 intake</p> <p><u>Elmbridge</u> Cleves School Long Ditton St Mary's C of E Junior School St Lawrence C of E Junior School</p> <p><u>Epsom & Ewell</u> Cuddington Croft Primary School Danetree Junior School St Martin's C of E Junior School</p> <p><u>Guildford</u> Bushy Hill Junior School Holy Trinity Junior School Northmead Junior School Queen Eleanor's C of E Junior School St Bede's C of E Junior School</p> <p><u>Mole Valley</u> Surrey Hills C of E Primary School (Westcott site) The Weald C of E Primary School</p> <p><u>Reigate & Banstead</u> Warren Mead Junior Yattendon School</p> <p><u>Runnymede</u> New Haw Junior School St Jude's C of E Junior School</p>	<p><u>Spelthorne</u> Springfield Primary School St Nicholas C of E Primary School</p> <p><u>Surrey Heath</u> Connaught Junior School Cordwalles Junior School Ravenscote Community Junior School</p> <p><u>Tandridge</u> St John's C of E Primary School St Mary's C of E Junior School</p> <p><u>Waverley</u> Busbridge C of E Junior School The Chandler C of E Junior School Loseley Fields Primary School Park Mead Primary School South Farnham Primary St Bartholomew's C of E Primary School Waverley Abbey C of E School</p> <p><u>Woking</u> The Hermitage School Horsell C of E Junior School</p>
c)	<p>Secondary schools – Year 7 intake</p> <p><u>Elmbridge</u> Cobham Free School Esher CofE High School Heathside School Hinchley Wood School Rydens School</p> <p><u>Epsom & Ewell</u> Blenheim High School Epsom & Ewell High School Glyn Technology School (Boys) Rosebery School (Girls)</p> <p><u>Guildford</u> Christ's College George Abbot Guildford County School Howard of Effingham School Kings College</p> <p><u>Mole Valley</u> The Priory St Andrew's Catholic Secondary School</p> <p><u>Reigate & Banstead</u> The Beacon</p> <p><u>Runnymede</u> Fullbrook School</p>	<p><u>Runnymede (continued)</u> Jubilee International High School The Magna Carta School</p> <p><u>Spelthorne</u> Bishop Wand Church of England School The Matthew Arnold School Sunbury Manor School Thamesmead School Thomas Knyvett College</p> <p><u>Surrey Heath</u> Collingwood College Kings International College Tomlinscote School</p> <p><u>Tandridge</u> De Stafford School Oxted School Warlingham School</p> <p><u>Waverley</u> Farnham Heath End Rodborough Weydon School Woolmer Hill</p> <p><u>Woking</u> Hoe Valley Free School The Winston Churchill School Woking High School</p>
2.	<p>Out of county comprehensive schools that will <u>not</u> 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>	



Southfield Park Primary Catchment Area

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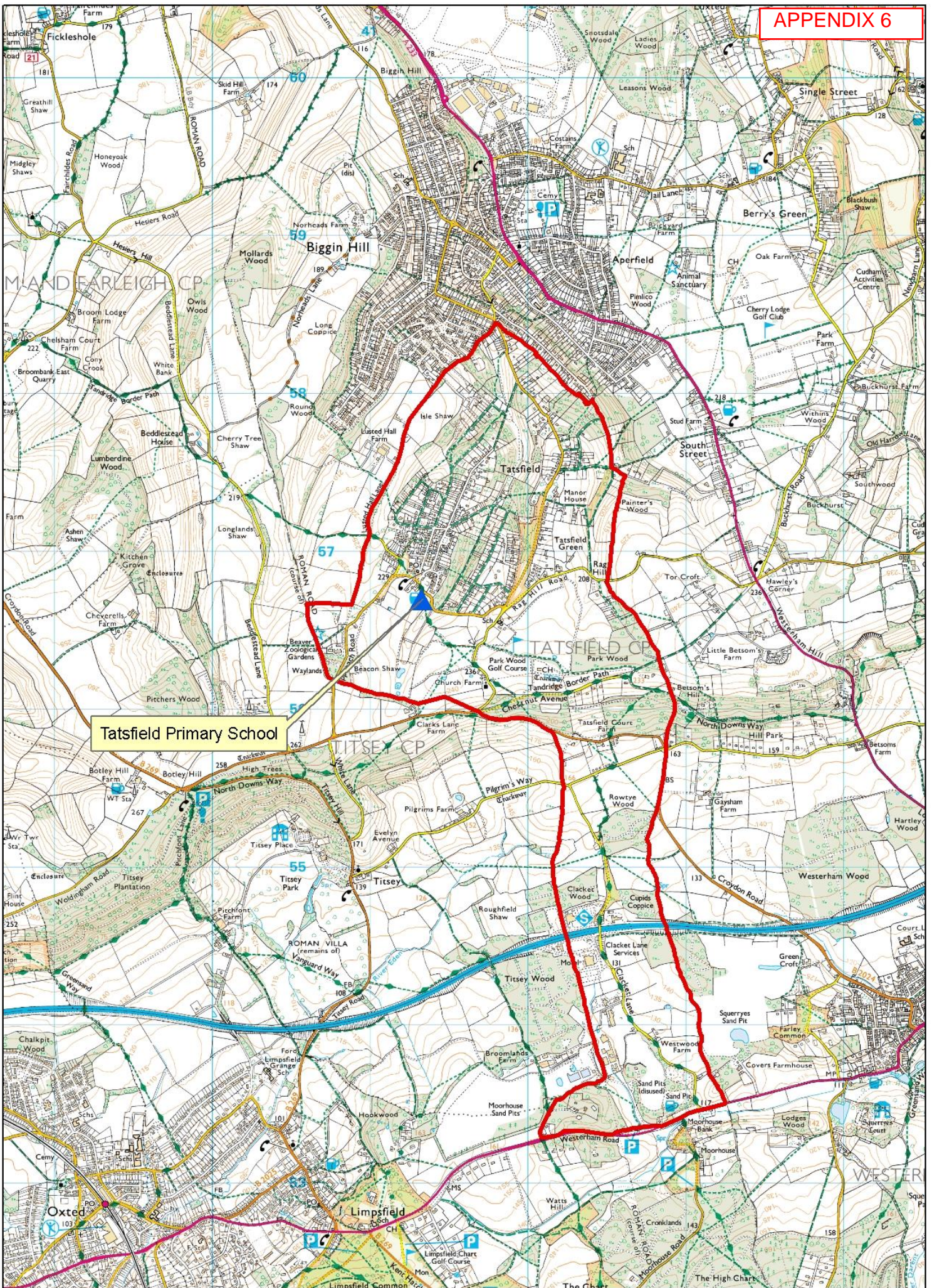


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Woodmansterne Primary Catchment Area

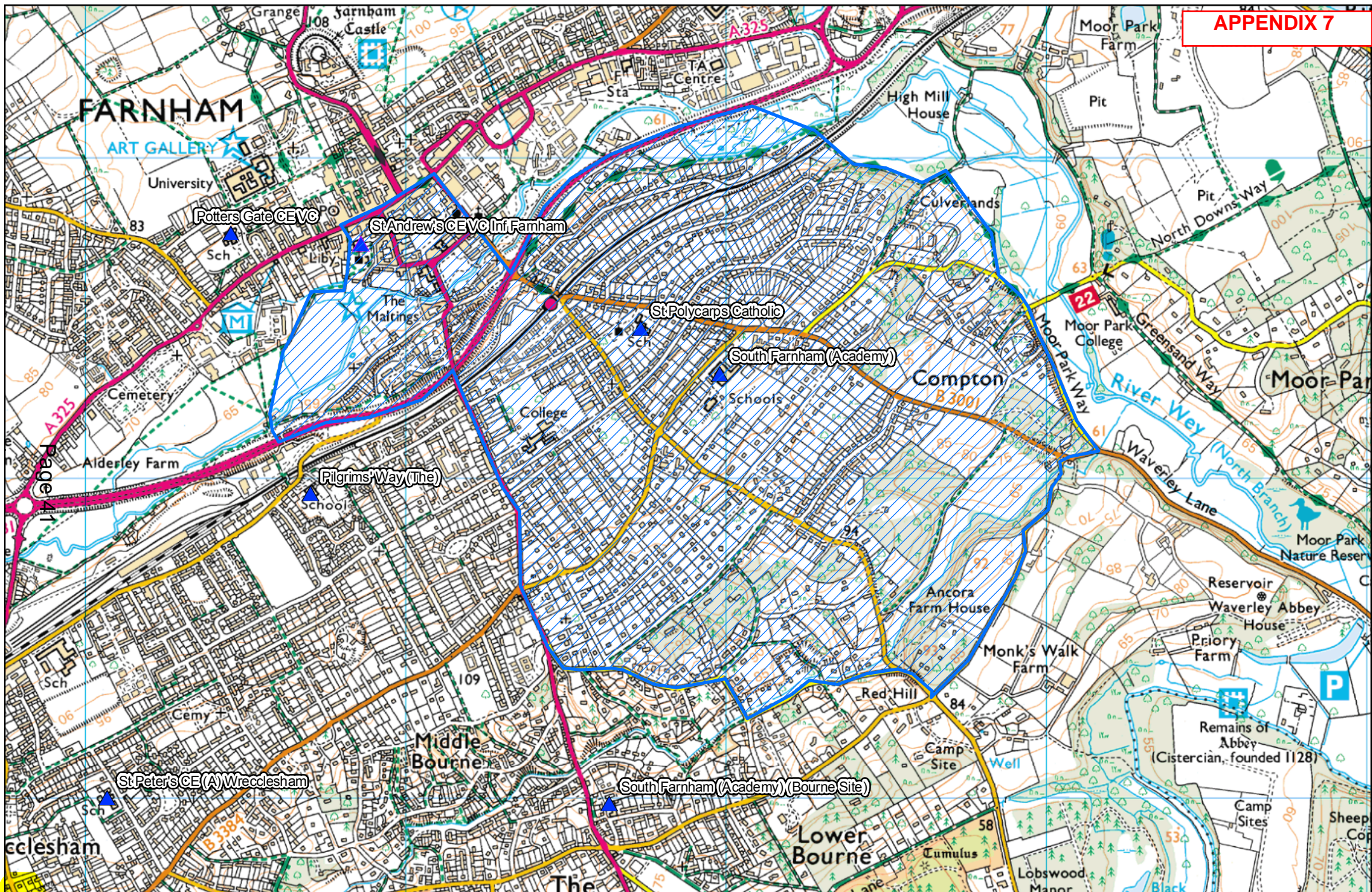


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Tatsfield Primary School

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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 2017/18

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Page 8: Scheme for co-ordination of admissions to Year 7 for **2017/18**

Surrey County Council

Coordinated scheme for admission to primary school 2017/18

Applications

1. Surrey's admissions and transport team will distribute information leaflets on admissions early in September **2016**. 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 **31 October 2016**. 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 **31 October 2016**. 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 **2017**. 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 **2017**. 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 44

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 **3 February 2017**.
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 **3 February 2017**.
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 **3 February 2017**. 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 **14 and 21 February 2017**.

Processing

12. By **10 February 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.
13. By **6 March 2017** 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 2017** 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 **31 March 2017**. 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 **17 April 2017** 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 **24 March** and **12 April 2017**.
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 **12 April 2017**.
20. By **17 April 2017** lists of children being allocated places will be sent to primary schools for their information.
21. On **17 April 2017** 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 17 APRIL 2017.**

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 17 April 2017

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 **13 February 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.
- 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 **13 February 2017**.
- 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 **13 February 2017**, 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 **13 February 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 **13 February 2017**. Any changes of preference received after **13 February 2017** will not be considered until all on time applications have been dealt with.

Applications and changes of preference received between 17 April 2017 and 31 August 2017

- 30.** Applications will continue to be received after the **17 April 2017**. 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 **17 April 2017** 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 **17 April 2017**. Parents may also name additional preferences after the offer day of **17 April 2017**.
- 33.** The coordination scheme will end on 31 August **2017**. Applications received after 31 August **2017** 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 2017**, 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 2017**, Surrey's admissions and transport team will forward the information to the school by **8 May 2017**.
37. Where an applicant resident in Surrey accepts or declines a place in a school maintained by another local authority by **1 May 2017**, Surrey's admissions and transport team will forward the information to the maintaining local authority by **8 May 2017**. Where such information is received from applicants after **1 May 2017**, 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 **18 April 2017**.
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

Coordinated scheme for admission to secondary school 2017/18

Applications

1. Surrey's admissions and transport team will distribute information leaflets on admissions early in September **2016**. 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 **2016**. 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 **2016** but parents will be encouraged to return their form by **21 October 2016**, 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 30** case no later than the national closing

date of 31 October **2016**. Surrey County Council will publish information that will encourage applicants to submit their supplementary form by **21 October 2016** (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 **11 November 2016**.
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 **11 November 2016**.
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 **11 November 2016**. 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 **12 December 2016** and **2 January 2017**.

Processing

11. By **7 December 2016**, 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 **9 January 2017** 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 **3 and 16 February 2017** 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 **16 February 2017**. 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 2017** 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 **17 and 24 February 2017**.
- 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 **24 February 2017**.
- 19.** By **1 March 2017**, lists of children being allocated places will be sent to secondary schools for their information.
- 20.** On **1 March 2017** 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 2017.**

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 2017

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 **9 December 2016**. 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 **9 December 2016**.
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 **9 December 2016**, 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 **9 December 2016** 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 December 2016**. Any changes of preference received after **9 December 2016** will not be considered until all on time applications have been dealt with.

Applications and changes of preference received between 1 March 2017 and 31 August 2017

30. Applications will continue to be received after the **1 March 2017**. 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 **Page 56** 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 2017** 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 2017**. Parents may also name additional preferences after the offer day of **1 March 2017**.
- 33.** The coordination scheme will end on **31 August 2017**. Applications received after **31 August 2017** 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 2017**, 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 2017**, Surrey's admissions and transport team will forward the information to the school by **24 March 2017**.
- 37.** Where an applicant resident in Surrey accepts or declines a place in a school maintained by another local authority by **15 March 2017**, Surrey's admissions and transport team will forward the information to the maintaining local authority by **24 March 2017**. Where such information is received from applicants after **15 March 2017**, 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 2017**.
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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Addressing Inequalities

Equalities Impact Assessment

Surrey County Council Equality Impact Assessment Template

Stage one – initial screening

What is being assessed?	Admissions policy 2017
Service	Admissions and Transport
Name of assessor/s	Claire Potier
Head of service	Peter-John Wilkinson
Date	22 September 2015
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 ask 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 and for parents of 4 year olds to ask that their child 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 2015 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 2015, 76 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 2015, 20 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	Peter-John Wilkinson
Date completed	22 September 2015
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: 8 OCTOBER 2015****LEAD OFFICER: JULIE FISHER, DEPUTY CHIEF EXECUTIVE****SUBJECT: REQUEST TO APPROVE VALUE OF SURPLUS BALANCES TO
TRANSFER TO SALFORDS PRIMARY SCHOOL (NOW AN
ACADEMY)****SUMMARY OF ISSUE:**

When a maintained school converts to an academy, the local authority is required to transfer the school's surplus revenue and capital balances to the academy trust, under the Academies (Transfer of School Surpluses) regulations 2013. The school must be advised of the amount to transfer within four months of the date of conversion. These requirements apply to all academy conversions except where a weak school converts on the direction of the Secretary of State, rather than on application by the governing body

Salfords Primary School converted to an academy on 1 July 2015 and thus the school must be advised of the LA's calculation of its surplus balances by 31 October 2015. The Cabinet Member is asked to approve the sums to transfer.

RECOMMENDATIONS:

That the Cabinet Member approves the transfer of surplus revenue balances of £14,624 and of surplus capital balances of £4,664 to the academy trust of Salfords Primary School.

REASON FOR RECOMMENDATIONS:

To comply with statutory requirements and deadlines.

DETAILS:**Business Case**

1. When a maintained school converts to an academy, the Academies (Transfer of School Surpluses) Regulations 2013 require that any surplus revenue and capital balances held by the school are transferred to the academy. The only exception is where a school subject to intervention is converted into an academy on the instructions of the Secretary of State, rather than on the application of the governing body. The authority must advise the academy trust of its determination within four months of conversion. The academy then has a month to decide whether to accept the authority's calculation. Thereafter the authority has a month in which to pay the surplus to the

academy. The academy may appeal to the Secretary of State if agreement cannot be reached with the authority.

2. Salfords Primary School converted to an academy on 1 July 2015. Therefore the LA must advise the academy of balances to transfer by 31 October 2015. Babcock 4S, on behalf of the authority, have undertaken a reconciliation of the school's accounts as at 30 June 2015, and have calculated the surplus balances as £14,624 revenue and £4,664 capital.
3. The school's surplus balances must legally be transferred to the academy and the only issue to be determined is the value of the balances to be transferred.
4. The sums to be transferred represent funding which would have been retained by the existing school had it not converted to an academy. Thus the transfer does not incur any additional costs to the council.

CONSULTATION:

- 5 The school will be advised of the provisional sum to be transferred.

RISK MANAGEMENT AND IMPLICATIONS:

- 6 The risks are minimal. While it is possible that some liabilities may not yet have been identified, the notification of balances given to the academy will clearly state that the academy will be expected to meet any liabilities identified later, which would have reduced the value of transferred funds had they been identified in time to be included in this determination.

Financial and Value for Money Implications

- 7 There are no value for money implications. The sums to transfer are sums which were already allocated to the school

Section 151 Officer

- 8 The Section 151 officer confirms that the balances being transferred to the school are in accordance with prescribed DfE procedures.

Legal Implications – Monitoring Officer

- 9 The legal framework is described in the business case above, and there are no further legal implications.

Equalities and Diversity

- 10 There are no equalities implications.

WHAT HAPPENS NEXT:

- 12 Subject to Cabinet Member approval of the calculated surplus balances, the academy will be formally advised of the balances to transfer. If the academy agrees with the calculation, the authority will transfer the surplus balances to the academy within a month of the agreement.

Contact Officer:

David Green, Senior Principal Accountant (Schools Funding) 020 8541 8010

Consulted:

School

Chief Finance Officer

Sources/background papers:

Academies (transfer of school surpluses) regulations 2013

DFE guidance "Treatment of surplus and deficit balances when maintained schools become academies" (March 2015)

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