

## Notice of Meeting

# Cabinet Member for Education Decisions



<b>Date &amp; time</b>	<b>Place</b>	<b>Contact</b>	<b>Acting Chief Executive</b>
Tuesday, 17 October 2017 at 3.30 pm	Room 107 - County Hall, Penrhyn Road, Kingston upon Thames, KT1 2DN	Angela Guest Room 122, County Hall Tel 02085419075 angela.guest@surreycc.gov.uk	Julie Fisher

**If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 020 8541 9122, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 8914, fax 020 8541 9009, or email [andrew.baird@surreycc.gov.uk](mailto:andrew.baird@surreycc.gov.uk) or [joss.butler@surreycc.gov.uk](mailto:joss.butler@surreycc.gov.uk).**

**This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Andrew Baird & Joss Butler on 0208 541 7609 or 0208 541 9702.**

#### **Elected Members**

Mrs Mary Lewis (Cabinet Member for Education)

## **AGENDA**

### **1 DECLARATIONS OF INTEREST**

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

- i. Any disclosable pecuniary interests and / or
- ii. Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

#### **NOTES:**

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

### **2 PROCEDURAL MATTERS**

#### **a Members' Questions**

The deadline for Members' questions is 12pm four working days before the meeting (11/10/17).

#### **b Public Questions**

The deadline for public questions is seven days before the meeting (10/10/2017).

#### **c Petitions**

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

### **3 CONSULTATION ON ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS AND COORDINATED SCHEMES FOR SEPTEMBER 2019**

(Pages 1  
- 58)

The Local Authority must consult on any changes it wishes to make to the admission arrangements for community and voluntary controlled schools for 2019. Consultation must run for at least six weeks between 1 October 2017 and 31 January 2018 and admission arrangements for 2019 must be determined by 28 February 2018.

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

1. The Dawnay School - introduction of a feeder link from Polesden Lacey Infant School at Year 3 (page 2)
2. Reigate Priory School – introduction of a tiered feeder link from Holmesdale and Dovers Green infant schools (page 3)
3. William Cobbett Primary School - reduction in published admission number for Reception from 40 to 30

**4 DEVELOPMENT OF ADDITIONAL TEMPORARY SCHOOL PLACES FOR PUPILS WITH AN EDUCATION HEALTH AND CARE PLAN**

(Pages 59 - 64)

Following an increase in the number of pupils being identified as requiring specialist provision and in receipt of an Education Health and Care Plan (EHCP) the Council is offering **22** additional places to children above the standard admission number at special schools and centres for September 2017 with an additional 18 places proposed for September 2018 admissions. It is intended that these pupils, subject to the normal review process of their EHCP, will remain on roll at the schools throughout the appropriate phase of their education.

There are capital costs at two sites that are associated with this increase in pupil placements. These need to be set against the ongoing revenue costs that would be borne by the placement of these pupils in the non-maintained independent sector which would result from a failure of the authority to offer appropriate places within the maintained sector. Specifically the temporary increase in admission numbers at two special schools are to enable the placement of 22 pupils with EHCPs from September 2017 and an additional 18 pupils from 2018 and will require capital works

**Julie Fisher**  
**Acting Chief Executive**  
Published: 09 October 2017

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*Thank you for your co-operation*

**SURREY COUNTY COUNCIL****CABINET MEMBER FOR EDUCATION****DATE: 17 OCTOBER 2017****LEAD OFFICER: ROSE DURBAN, DIRECTOR CHILDREN, SCHOOLS AND FAMILIES****SUBJECT: CONSULTATION ON ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS AND COORDINATED SCHEMES FOR SEPTEMBER 2019****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 2019. Consultation must run for at least six weeks between 1 October 2017 and 31 January 2018 and admission arrangements for 2019 must be determined by 28 February 2018.

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

1. The Dawnay School - introduction of a feeder link from Polesden Lacey Infant School at Year 3 (page 2)
2. Reigate Priory School – introduction of a tiered feeder link from Holmesdale and Dovers Green infant schools (page 3)
3. William Cobbett Primary School - reduction in published admission number for Reception from 40 to 30

**RECOMMENDATIONS:**

That the Cabinet Member for Education 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 2019.

**REASON FOR RECOMMENDATIONS:**

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

**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 these changes between 1 November and 12 December 2017.

### **Changes proposed to the admission criteria for community and voluntary controlled schools for 2019**

#### **The Dawnay School – Mole Valley**

4. The Dawnay has a published admission number of 30 at Reception and a published admission number of 15 at Year 3. The published admission number at Year 3 enables places to be offered to children transferring from other local infant schools, primarily Polesden Lacey Infant School which has a published admission number for Reception of 30.
5. In order to formalise this arrangement, the local authority is proposing to amend the admission criteria for The Dawnay School at Year 3, so that children attending Polesden Lacey Infant School would receive priority, as follows:
  - a) Looked after and previously looked after children
  - b) Exceptional social/medical need
  - c) Siblings
  - d) Children attending Polesden Lacey Infant School
  - e) Children for whom The Dawnay School is the nearest school to their home address
  - f) Any other children
6. This would bring the admission criteria for The Dawnay School in to line with those that now exist for another local school, Eastwick Junior School, which also provides a feeder link from Polesden Lacey, after children attending Eastwick Infant School. However due to an increase in the Reception published admission number at Eastwick Infant School, it is unlikely that all children at Polesden Lacey would be eligible for a place at Eastwick Junior School.
7. As such, the proposed amendment to criteria for The Dawnay would ensure that parents who are considering applying for a place at Polesden Lacey Infant School could see where their children might progress to at Year 3 and that those with children already at Polesden Lacey Infant School would see both The Dawnay and Eastwick Junior schools as potential preferences at Year 3.
8. This proposal is supported by the headteacher and governors of the school.

#### **Reigate Priory School**

9. Reigate Priory is a junior school with a published admission number of 150 at Year 3. The admission criteria for this school are **currently** as follows:
  - a) Looked after and previously looked after children
  - b) Exceptional social/medical need

- c) Siblings for whom Reigate Priory School is the nearest to their home address
  - d) Non-siblings for whom Reigate Priory School is the nearest to their home address
  - e) Other siblings for whom Reigate Priory School is not the nearest to their home address
  - f) Any other children
10. Since Reigate Parish CofE Primary School became a primary school in September 2016, the only infant schools in Reigate which do not have a feeder link to another school are Dovers Green and Holmesdale Community infant schools.
11. Dovers Green School has a published admission number of 90 and, given the location of this school, some of its children transfer to Sandcross Primary School at Year 3. However Sandcross Primary School has a published admission number of 60 at Year 3 and so cannot accommodate all of the children from Dovers Green School.
12. Holmesdale Community Infant School has a published admission number of 120 and the majority of children at this school apply to transfer to Reigate Priory at Year 3. In 2017, 91 children from Holmesdale Community Infant School were offered and accepted a place at Reigate Priory.
13. However, a number of families with children at local primary schools also apply for a place at Reigate Priory at Year 3. If these children live nearer to the school than other applicants, they may displace children at local infant schools who must then be allocated a place at an alternative school.
14. In 2017, 20 children attending an all through primary school were offered a place at Reigate Priory, thus displacing other children who attended an infant school. Some of these children had to be allocated the places that had been left vacant at a local primary school.
15. The local authority is therefore proposing to amend the admission criteria for Reigate Priory to give priority to children attending either Dovers Green or Holmesdale Community infant schools on a tiered basis, as follows:
- a) Looked after and previously looked after children
  - b) Exceptional social/medical need
  - c) Siblings for whom Reigate Priory School is the nearest to their home address
  - d) Children attending either Dovers Green or Holmesdale Community infant schools for whom Reigate Priory School is the nearest to their home address
  - e) Other siblings
  - f) Other children attending either Dovers Green or Holmesdale Community infant schools
  - g) Any other children
16. This proposal would ensure:
- Siblings and children attending a named feeder school would receive priority ahead of other children, albeit on a tiered basis based on whether or not Reigate Priory was the nearest school. This would

contribute to the continuity and positive transition for children at Dovers Green and Holmesdale Community infant schools.

- Children would be less likely to be offered a place from other local primary schools, thus preventing unnecessary movement between schools and creating more stability in the area.

17. This proposal is supported by the headteacher and chair of governors at Reigate Priory as well as by the headteachers at Dovers Green and Holmesdale Community infant schools.

### **Changes proposed to the published admission numbers for schools**

18. Appendix 1 of Enclosure 1 sets out the proposed published admission numbers for all community and voluntary controlled schools for 2019 admission.
19. Admission authorities are not required to consult on proposed increases to published admission numbers but are required to consult on any decrease to a published admission number.
20. Surrey is proposing to consult on a decrease in published admission number at the following school for September 2019:

#### **Waverley**

William Cobbett Primary School – decrease in Reception published admission number from 40 to 30

21. This reduction in published admission number at Reception is supported by the headteacher and governors of the school as it will enable them to operate with one class of 30 throughout KS1 which will make organisation of the school more effective and appeals easier to defend under Infant Class Size legislation. Although this reduction would mean that 10 fewer children would be offered a Reception place at William Cobbett Primary, the local authority is satisfied that it would be able to meet its duty to offer a place to every child as there is currently undersubscription at another local school and the local authority is forecasting a fall in demand in the local planning area.
22. William Cobbett Primary School also has a published admission number of 50 at Year 3 for which no change is proposed. However, looking ahead, it would be the local authority's intention to increase this published admission number from 50 to 60 for September 2022 admission, when the first cohort of 30 would be due to transfer from Year 2. This would provide consistent class sizes of 30 throughout the school. It would also provide a greater likelihood that all children at Badshot Lea who want a place would be able to secure one at the initial allocation. If the local authority were to proceed with this change, under current legislative requirements, it would be required to determine this increased published admission number for 2022 by 28 February 2021.
23. For information, Surrey is proposing to increase the published admission number at the following school, although the local authority is not required to consult on this change:

#### **Reigate & Banstead**

Oakwood School – increase in Year 7 published admission number from 240 to 300



24. This increase follows a recent decision by Surrey's Cabinet Member for Education to expand the school.

### **Schools that will be considered in the assessment of nearest school**

25. Surrey's admission arrangements stipulate that a school will be considered in the assessment of nearest school if it has admitted children without regard to faith or boarding in the previous three admissions years.

26. For information, for 2019 admission, this rule means that the following schools are no longer listed in Appendix 3 as schools which will **not** be included in the assessment of nearest school when the admission criteria for community and voluntary controlled schools are applied:

St Alban's Catholic Primary School in East Molesey  
St Joseph's Catholic Primary School in Dorking  
St Ignatius Catholic Primary School in Sunbury-on-Thames

27. This is because each of these schools has admitted children without regard to faith in the last three years.

28. In addition, for 2019 admission, the Bishop Wand School has been added to Appendix 3 as a school that will **not** be considered in the assessment of nearest school, because this school has not admitted children without regard to faith in the last three years.

### **CONSULTATION:**

29. A paper setting out the proposed changes was passed to the School Admissions Forum on 29 September 2017.

30. The Director for Children, Schools and Families and the Assistant Director for Schools and Learning have been made aware of the proposed changes.

31. The School Commissioning team has been involved in considering the proposals for change.

32. All schools directly affected by the proposed changes have been consulted.

33. Parents, schools and other stakeholders will have the opportunity to comment on the proposed admission arrangements, including any changes being proposed, throughout the six week consultation.

### **RISK MANAGEMENT AND IMPLICATIONS:**

34. 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**

35. 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**

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

**Legal Implications – Monitoring Officer**

37. The proposed admission arrangements comply with legislation on School Admissions and the requirements of the School Admissions Code.
38. The Local Authority will carry out a consultation on all changes for a period of six weeks between 1 November and 12 December 2017, which is in accordance with statutory requirements.
39. 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.
40. The Local Authority will give due regard to the responses to the consultation before considering the recommendations to put before Cabinet.
41. The public sector equality duty (Section 149 of the Equality Act 2010) applies to the decision to be made by the Cabinet Member in this report. There is a requirement when deciding upon the recommendations to have due regard to the need to advance equality of opportunity for people with protected characteristics, foster good relations between such groups and eliminate any unlawful discrimination. These matters are dealt with in the equalities paragraphs of the report and in the attached equalities impact assessment (EIA).

**Equalities and Diversity**

42. An Equality Impact Assessment (EIA) is attached as ENCLOSURE 4. The adoption of determined admission criteria is a mandatory requirement supported by primary legislation. The policy as it relates to community and voluntary controlled schools does not discriminate by age, gender, ethnicity, faith, disability or sexual orientation.
43. 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.

**Other Implications:**

44. The potential implications for the following council priorities and policy areas have been considered. Where the impact is potentially significant a summary of the issues is set out in detail below.

Area assessed:	Direct Implications:
Corporate Parenting/Looked After	Set out below.

Children	
Safeguarding responsibilities for vulnerable children and adults	Set out below.
Public Health	No significant implications arising from this report
Climate change	No significant implications arising from this report
Carbon emissions	Set out below.

#### **Corporate Parenting/Looked After Children implications**

45. 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**

46. 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**

47. The County Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change.
48. 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 1 November and 12 December 2017.
- Details will be distributed to:
  - all schools and nurseries in the county including a form of wording that they may wish to display on their website, in newsletters or on notice boards.
  - out of County schools which are close to the border of Surrey
  - each of Surrey's neighbouring local authorities
  - each Diocesan Body representing schools in the county
  - all Surrey County Council Members and Borough/District Members, asking them to share the details with local community and resident groups as appropriate
  - Parish Councils within the area of Surrey County Council
  - Surrey MPs
- A paper summarising the outcome of the consultation and making recommendations will then be passed to Cabinet on 30 January 2018 for decision and then to Full Council on 6 February 2018 to ratify the decision so

that the admission arrangements for Surrey's community and voluntary controlled schools and the coordinated schemes for 2019 can be determined before the statutory deadline of 28 February 2018.

- The admission arrangements for September 2019 will then be published by 15 March 2018 on Surrey's website and a notice will be sent to all those consulted.

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**Contact Officer:**

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

**Consulted:**

School Admissions Forum  
School Commissioning Team  
Schools affected by the proposals  
Strategic Director - Children, Schools and Families  
Assistant Director - Schools and Learning

**Annexes:**

ENCLOSURE 1 Draft admission arrangements for community and VC schools  
APPENDIX 1 Draft published admission numbers  
APPENDIX 2 Draft schools to be considered as on adjoining/shared sites  
APPENDIX 3 Draft schools to be considered in assessment of nearest school  
APPENDIX 4 Catchment map for Southfield Park  
APPENDIX 5 Catchment map for Woodmansterne Primary  
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 Standards and Framework Act 1998
- Education Act 2002
- School Admissions Code
- Equality Act 2002

## **DRAFT Admission arrangements for Surrey County Council's community and voluntary controlled schools 2019/20**

This document sets out Surrey County Council's admission arrangements for community and voluntary controlled schools in 2019/20. 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 2019 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 Year 3 place at schools which have a published admission number for Year 3, must be made by 15 January 2019. 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 reception or Year 3 preferences and these will be considered under an equal preference system.
4. Applications for a secondary school place must be made by 31 October 2018. 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 2019/20 for the majority of Surrey's community and voluntary controlled schools are set out in section 7 below. Where there are local variations these are set out by area and by school in section 8.
6. Children with an education, health and care plan (EHCP) that names a school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with an EHCP that has named the school.
7. Other than for schools listed in section 8, when a community or voluntary controlled school is over-subscribed for any year group, applications for entry in 2019/20 will be ranked in the following order:
  - i) First priority: Looked after and previously looked after children  
See section 9 for information relating to looked after and previously looked after children.
  - ii) Second priority: Exceptional social/medical need  
See section 10 for 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 information relating to siblings.

- iv) Fourth priority: Children for whom the school is the nearest to their home address  
See section 12 for information on the definition of nearest school. See section 13 for information on the definition of home address. See section 14 for information on tie breakers.
- v) Fifth priority: Any other children  
Remaining places will be offered on the basis of nearness to the school measured in a straight line from the address point of the child's home address, as set by Ordnance Survey to the nearest official school gate for pupils to use. See section 13 for information on the definition of home address. See section 14 for information on tie breakers.

## 8 Local admission arrangements for September 2019

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

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

### a) Epsom & Ewell

#### i) 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 **who qualify under this criterion** is greater than the number of places **remaining** available at the school, places **under this criterion** will be offered to those living the furthest distance from the school, measured in a straight line.
5. Children for whom the school is their nearest school
6. Any other children

#### ii) 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 Wallace Fields Junior School is the nearest to their home address
4. \*Children attending Wallace Fields Infant School for whom Wallace Fields Junior School is the nearest school to their home address
5. Children for whom Wallace Fields Junior 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
7. \*Other children attending Wallace Fields Infant School
8. Any other children

\* Criteria 4 and 7 will only apply until 31 August 2019 as, after this date, all eligible children will have left Wallace Fields Infant school

b) Guildford

i) Walsh C of E Junior School:

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

\* Criteria 3 and 5 will only apply until 31 August 2019 as, after this date, all eligible children will have left Walsh Memorial CofE and St Paul's CofE infant schools

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 Worplesdon Primary School is the nearest to their home address
6. Any other children

\* Criterion 4 will only apply until 31 August 2019 as, after this date, all eligible children will have left Wood Street Infant School

c) Mole Valley

i) **The Dawnay School at 7+**

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

**\* Criterion 4 will only apply until 31 August 2019 as, after this date, all eligible children will have left Polesden Lacey Infant School**

ii) 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 St Martin's C of E Primary School is the nearest to their home address
6. Any other children

\* Criterion 4 will only apply until 31 August 2019 as, after this date, all eligible children will have left St Michael's CofE (Aided) Infant School

d) Reigate & Banstead

i) Banstead Community Junior School:

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

\* Criterion 3 will only apply until 31 August 2019 as, after this date, all eligible children will have left Banstead 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 Earlswood Junior School is the nearest to their home address
6. Any other children

\* Criterion 3 will only apply until 31 August 2019 as, after this date, all eligible children will have left Earlswood 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 2019 as, after this date, all eligible children will have left Meath Green Infant school

iv) Reigate Priory School

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings for whom Reigate Priory School is the nearest to their home address
4. **\*Children attending Dovers Green or Holmesdale Community Infant schools for whom Reigate Priory School is the nearest to their home address**
5. Other siblings
6. **\*Other children attending Dovers Green or Holmesdale Community Infant schools**
7. Any other children

**\* Criteria 4 and 6 will only apply until 31 August 2019 as, after this date, all eligible children will have left Dovers Green and Holmesdale Community Infant schools**

v) Woodmansterne Primary School:

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



3. Siblings
4. Children living in the defined catchment area of the school (see APPENDIX 5 for catchment map).
5. Children for whom the school is nearest to the home address
6. Any other children

e) Runnymede

i) Ottershaw C of E Junior School:

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

\* Criterion 3 will only apply until 31 August 2019 as, after this date, all eligible children will have left Ottershaw CofE 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 or Meadowcroft infant schools
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 2019 as, after this date, all eligible children will have left Trumps Green or Meadowcroft infant schools

f) Spelthorne

i) Chennestone Primary Community School at 7+

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

\* Criterion 4 will only apply until 31 August 2019 as, after this date, all eligible children will have left Beauclerc Infant School

g) Surrey Heath

i) Crawley Ridge Junior School:

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

\* Criterion 3 will only apply until 31 August 2019 as, after this date, all eligible children

will have left Crawley Ridge Infant School

h) 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 Hale Primary School is the nearest to their home address
6. Any other children

\* Criterion 4 will only apply until 31 August 2019 as, after this date, all eligible children will have left Folly Hill 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 2019 as, after this date, all eligible children will have left Shottermill Infant School

iii) William Cobbett Primary School at 7+:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. \*Children attending Badshot Lea Village or Folly Hill infant schools
5. Children for whom William Cobbett Primary School is the nearest to their home address
6. Any other children

\* Criterion 4 will only apply until 31 August 2019 as, after this date, all eligible children will have left Badshot Lea Village and Folly Hill infant schools

i) 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 2019 as, after this date, all eligible children will have left Knaphill Lower 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 2019 as, after this date, all eligible children will have left West Byfleet Infant School

9. Looked after and previously looked after children

Within the admission arrangements for all community and voluntary controlled schools looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children will be considered to be:

- children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

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

10. Exceptional social/medical need

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at a particular school. The exceptional social or medical circumstances might relate to either the child or the parent/carer. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs.

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

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

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

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

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

#### 11. Siblings for community and voluntary controlled schools

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, ordinarily living as part of the same family unit at the same address.

A child will be given sibling priority if they have a sibling on roll at the school concerned and that sibling is still expected to be on roll at that school at the time of the child's admission.

For the initial intake to an infant/**junior** school, a child will also be given sibling priority for admission if their sibling is attending an infant/**junior** school which operates shared sibling priority with the school and that sibling is still expected to be on roll at either school at the time of the child's admission. See APPENDIX 2 for community and voluntary controlled schools that will operate shared sibling priority for admission in 2018 for the purpose of the sibling criterion. This will apply both at the initial allocation of places and also when prioritising the waiting list. Giving sibling priority has the effect of maximising the opportunity for children in the same family to be educated at the same school or at a school which operates shared sibling priority.

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

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

\* Shared sibling priority only applies to Mellow CofE Infant School

At the initial allocation, when an applicant is applying for both a Reception place and a Year 3 place at a primary school which has an intake at Reception and Year 3, or at separate infant/junior schools which operate shared sibling priority, if a place can only be offered to one child, the waiting list position for the other child will be adjusted to reflect the fact that they are expected to have a sibling in the school or another school which operates shared sibling priority in September 2019.

## 12. Nearest school

For the normal intake to a school, the nearest school will be defined as the school closest to the home address with a published admission number for children of the appropriate age-range and which has admitted children without regard to faith or boarding in the initial allocation of places in 2015, 2016 and 2017. 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 2015 and that school does not admit all children with regard to faith; and
- **some named out of County schools which would not have offered places to Surrey applicants in the initial allocation of places in 2015, 2016 and 2017 and where that school's inclusion in the assessment of nearest school would lead to difficulty in identifying a school for a Surrey resident.**

**When assessing which school is nearest, distances to Surrey schools will be measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the nearest point within each school which is used to measure distance for the purpose of prioritising admissions, as set out in each school's admission arrangements. Where a Surrey school does not use distance to prioritise admissions, the measuring point will be the nearest official school gate for pupils to use. Distances to schools outside of Surrey will be calculated using the postal address coordinates for the school.**

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

Any child remaining on the waiting list after 1 September 2019 will be considered to be an application for in year admission. After this date, when assessing nearest school, all schools with the appropriate year group will be taken in to account.

## 13. Home address

Within the admission arrangements for community and voluntary controlled schools the child's home address excludes any business, relative's or childminder's address

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

We will not generally accept a temporary address if the main carer of the child still possesses **or rents** 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

Unless stipulated otherwise, if within any criterion there are more children than places available, any remaining places will be offered to children who meet the criterion on the basis of proximity of the child's home address to the school, with children living nearest receiving the greater priority. Distance will be measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the nearest official school gate for pupils to use. This is calculated using the admissions team's Geographical Information System.

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

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 each year group at each community and voluntary controlled school will be maintained until **31 July 2020** when they will be cancelled. Applicants who wish a child to **go** on the waiting list **for the 2020/21 academic year** must apply for in-year admission through Surrey County Council. **Fully completed applications received during July 2020 will be used to reform the waiting list during August 2020. Applications received after the end of July 2020 will be added to the waiting list as soon as they have been processed.**

## 16. In-year admissions

The following applications will be treated as in-year admissions during 2019/20:

- applications for admission to Reception which are received after 1 September 2019;
- 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 2019;
- applications for admission to Year 7 which are received after 1 September 2019;
- 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 2014 and 31 August 2015 will be eligible to apply for a full time place in Reception at a Surrey school for September 2019. Applicants can defer their child's entry to Reception until later in the school year, but this will not be agreed beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the academic year for which the offer was made. Applicants may also arrange for their child to start part time until their child reaches statutory school age.

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

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

- Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, should initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the headteacher, the local authority agrees for the child to have a decelerated entry to a community or voluntary controlled school the place cannot be

deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort

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

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

Community and voluntary controlled infant and primary schools which operate a nursery during term time only, will offer sessions totalling 15 or 30 hours a week, depending on the school and the eligibility of the child. Other community and voluntary controlled infant and primary schools may stretch the offer more flexibly over more than 38 weeks.

Each school will identify which sessions constitute the child's universal entitlement and which are their extended entitlement.

### Places for two year olds

Some nurseries might admit two year olds who meet the eligibility criteria to receive Free Early Education for Two year olds (FEET). Where there are more applications than places available, eligible children 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 2019/2020 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 2019 to 31 August 2020 (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 2019 to 31 August 2020 (these children will be able to stay on in nursery for another year in 2020/21 as they will not be due to start Reception until September 2021)

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 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 Providing false or misleading information

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

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.

In considering eligibility for home to school transport, the local authority will take account of all state funded schools, including free schools and academies. Applicants should note that the opening of a new school or the permanent relocation of an existing school might change which school is assessed to be the nearest to an address when compared to assessments made in previous years. If for any reason a school educates children on a temporary site, the assessment of nearest school for the purpose of home to school transport eligibility will disregard the temporary site and will instead use the intended permanent site of the school or, if that has not yet been determined, the current main site of the school. Where a school is operating on a temporary site and that school's permanent/current site is deemed to be a child's nearest qualifying school, the home to school walking distance will be measured to the school's temporary site to determine if the child lives over the statutory walking distance and is eligible for transport assistance. Eligibility will be reassessed at the point a child ceases to be educated at the temporary site.

A full copy of Surrey's Home to School Transport policy is available on Surrey's website at [www.surreycc.gov.uk](http://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 2019

This document sets out Surrey County Council's Published Admission Numbers (PAN) for community and voluntary controlled schools for September 2019. 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

<b>ELMBRIDGE</b>	
Bell Farm Primary	90
Claygate Primary	60
<b>Cranmere Primary</b>	<b>60</b>
Grovelands Primary	60
Hurst Park Primary	60
Manby Lodge Infant	90
Oatlands	90
The Royal Kent C of E Primary	4+ 30 7+ 2
St James C of E Primary	60
Walton Oak	60
<b>EPSOM &amp; EWELL</b>	
Epsom Primary	60
Ewell Grove Primary	60
The Mead Infant	90
Meadow Primary	90
Southfield Park Primary	60
Stamford Green Primary	90
The Vale Primary	30
Wallace Fields Junior	68
West Ewell Primary	60
<b>GUILDFORD</b>	
Ash Grange Primary	30
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	64
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 Primary	15
The Dawnay	4+ 30 7+ 15
Fetcham Village Infant	60
The Greville Primary	4+ 60 7+ 60
Leatherhead Trinity	60
North Downs Primary	4+ 60 7+ 4
Oakfield Junior	60
Polesden Lacey Infant	30
Powell-Corderoy Primary	30
St Martin's Church of England (C) Primary	4+ 45 7+ 15
West Ashtead Primary	4+ 30 7+ 30

### **REIGATE & BANSTEAD**

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

### **RUNNYMEDE**

Darley Dene Primary	30
Englefield Green Infant & Nursery	60
The Grange Community Infant	90
The Hythe Community Primary	60
Manorcroft Primary	60

Meadowcroft Community Infant	30
Ongar Place Primary	30
Ottershaw Infant	60
Ottershaw Junior	60
St Ann's Heath Junior	90
Stepsgates Community	30
Thorpe Lea Primary	30
Trumps Green Infant	60

### **SPELTHORNE**

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

### **SURREY HEATH**

Bagshot Infant	60
Crawley Ridge Infant	60
Crawley Ridge Junior	66
Frimley Church of England	90
Heather Ridge Infant	60
Holy Trinity Church of England	60
Prior Heath Infant	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	60
Felbridge Primary	30
Holland Junior	60
Hurst Green	30
Lingfield Primary	60

\* Separate consultation on amalgamation with St Mary's CofE Junior School from September 2018

### **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
Shottermill Infant	60
Shottermill Junior	68
<b>William Cobbett Primary</b>	<b>4+ 30</b> <b>7+ 50</b>
Witley C of E (Cont) Infant	30

### **WOKING**

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

## **2. Secondary schools**

### **GUILDFORD**

Ash Manor School	210
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### **REIGATE & BANSTEAD**

<b>Oakwood School</b>	<b>300</b>
Reigate School	250

### **WAVERLEY**

Broadwater School	120
Glebelands School	180

### **DRAFT Community and voluntary controlled schools in Surrey which will operate shared sibling priority for admission in 2019**

#### Epsom & Ewell

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

#### Guildford

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

#### Reigate & Banstead

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

#### Runnymede

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

#### Surrey Heath

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

#### Waverley

- Shottermill Infant and Shottermill Junior

#### Woking

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

\* Shared sibling priority only applies to Merrow CofE Infant School

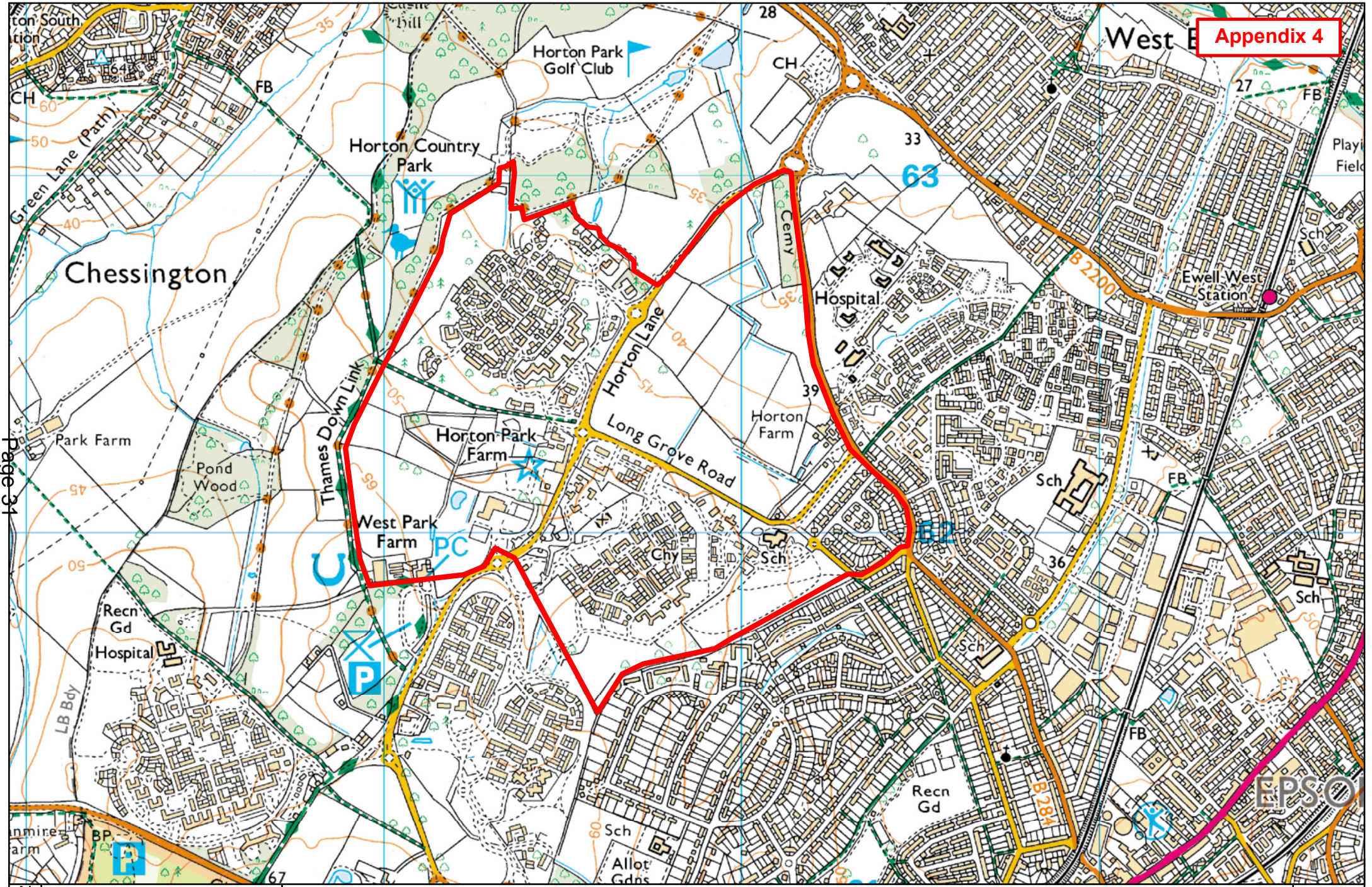
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**DRAFT Academies and foundation, trust and voluntary aided schools that will NOT be considered in the assessment of nearest school - 2019/20 admissions**

1.	Academies and foundation, trust and voluntary aided schools in Surrey that will <b>NOT</b> be considered in the assessment of nearest school when applying the admission arrangements for community and voluntary controlled schools are set out below. Community and voluntary controlled schools which convert to academy status and new free schools which open after these arrangements have been determined will be considered in the assessment of nearest school when applying the admission arrangements for community and voluntary controlled schools.			
a) Infant & primary schools – Reception intake				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; vertical-align: top; padding: 5px;"> <p><u>Elmbridge</u> Cardinal Newman Catholic Primary School St Charles Borromeo Catholic Primary School St Paul’s Catholic Primary School</p> <p><u>Epsom &amp; Ewell</u> St Clement’s Catholic Primary School St Joseph’s Catholic Primary School, Epsom</p> <p><u>Guildford</u> St Joseph’s Catholic Primary School, Guildford St Thomas of Canterbury Catholic Primary School</p> <p><u>Mole Valley</u> St Peter’s Catholic Primary School,</p> <p><u>Reigate &amp; Banstead</u> St Anne’s Catholic Primary School, Banstead S Joseph’s Catholic Primary School, Redhill</p> <p><u>Runnymede</u> Holy Family Catholic Primary School St Anne’s Catholic Primary School, Chertsey St Cuthbert’s Catholic Primary School</p> </td> <td style="width:50%; vertical-align: top; padding: 5px;"> <p><u>Spelthorne</u> Our Lady of the Rosary Roman Catholic Primary School St Michael’s Catholic Primary School</p> <p><u>Surrey Heath</u> St Augustine’s Catholic Primary School</p> <p><u>Tandridge</u> St Francis Catholic Primary School</p> <p><u>Waverley</u> St Cuthbert Mayne Catholic Primary School St Edmund’s Catholic Primary School St Polycarp’s Catholic Primary School</p> <p><u>Woking</u> The Marist Catholic Primary School St Dunstan’s Catholic Primary School St Hugh of Lincoln Catholic Primary School</p> </td> </tr> </table>			<p><u>Elmbridge</u> Cardinal Newman Catholic Primary School St Charles Borromeo Catholic Primary School St Paul’s Catholic Primary School</p> <p><u>Epsom &amp; Ewell</u> St Clement’s Catholic Primary School St Joseph’s Catholic Primary School, Epsom</p> <p><u>Guildford</u> St Joseph’s Catholic Primary School, Guildford St Thomas of Canterbury Catholic Primary School</p> <p><u>Mole Valley</u> St Peter’s Catholic Primary School,</p> <p><u>Reigate &amp; Banstead</u> St Anne’s Catholic Primary School, Banstead S Joseph’s Catholic Primary School, Redhill</p> <p><u>Runnymede</u> Holy Family Catholic Primary School St Anne’s Catholic Primary School, Chertsey St Cuthbert’s Catholic Primary School</p>	<p><u>Spelthorne</u> Our Lady of the Rosary Roman Catholic Primary School St Michael’s Catholic Primary School</p> <p><u>Surrey Heath</u> St Augustine’s Catholic Primary School</p> <p><u>Tandridge</u> St Francis Catholic Primary School</p> <p><u>Waverley</u> St Cuthbert Mayne Catholic Primary School St Edmund’s Catholic Primary School St Polycarp’s Catholic Primary School</p> <p><u>Woking</u> The Marist Catholic Primary School St Dunstan’s Catholic Primary School St Hugh of Lincoln Catholic Primary School</p>
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b) Junior & primary schools – Year 3 intake				
<p><u>Reigate &amp; Banstead</u> Royal Alexandra &amp; Albert School</p>				
c) Secondary schools – Year 7 intake				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; vertical-align: top; padding: 5px;"> <p><u>Guildford</u> St Peter’s Catholic School</p> <p><u>Reigate &amp; Banstead</u> Royal Alexandra &amp; Albert School St Bede’s School</p> <p><u>Runnymede</u> Salesian School <b>The Bishop Wand CofE School</b></p> </td> <td style="width:50%; vertical-align: top; padding: 5px;"> <p><u>Spelthorne</u> St Paul’s Catholic College</p> <p><u>Surrey Heath</u> Gordon’s School</p> <p><u>Waverley</u> All Hallows Catholic School</p> <p><u>Woking</u> St John the Baptist Catholic Comprehensive School</p> </td> </tr> </table>			<p><u>Guildford</u> St Peter’s Catholic School</p> <p><u>Reigate &amp; Banstead</u> Royal Alexandra &amp; Albert School St Bede’s School</p> <p><u>Runnymede</u> Salesian School <b>The Bishop Wand CofE School</b></p>	<p><u>Spelthorne</u> St Paul’s Catholic College</p> <p><u>Surrey Heath</u> Gordon’s School</p> <p><u>Waverley</u> All Hallows Catholic School</p> <p><u>Woking</u> St John the Baptist Catholic Comprehensive School</p>
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2.	<p>Out of county comprehensive schools that will <b>NOT</b> 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"> <li>• Camelsdale Primary School – West Sussex County Council</li> <li>• Charters School – Royal Borough of Windsor &amp; Maidenhead</li> <li>• St Joseph’s Catholic Primary School, Aldershot - Hampshire County Council</li> <li>• The Wavell School – Hampshire County Council</li> </ul>			

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 Surrey County Council, LA076872, 2012

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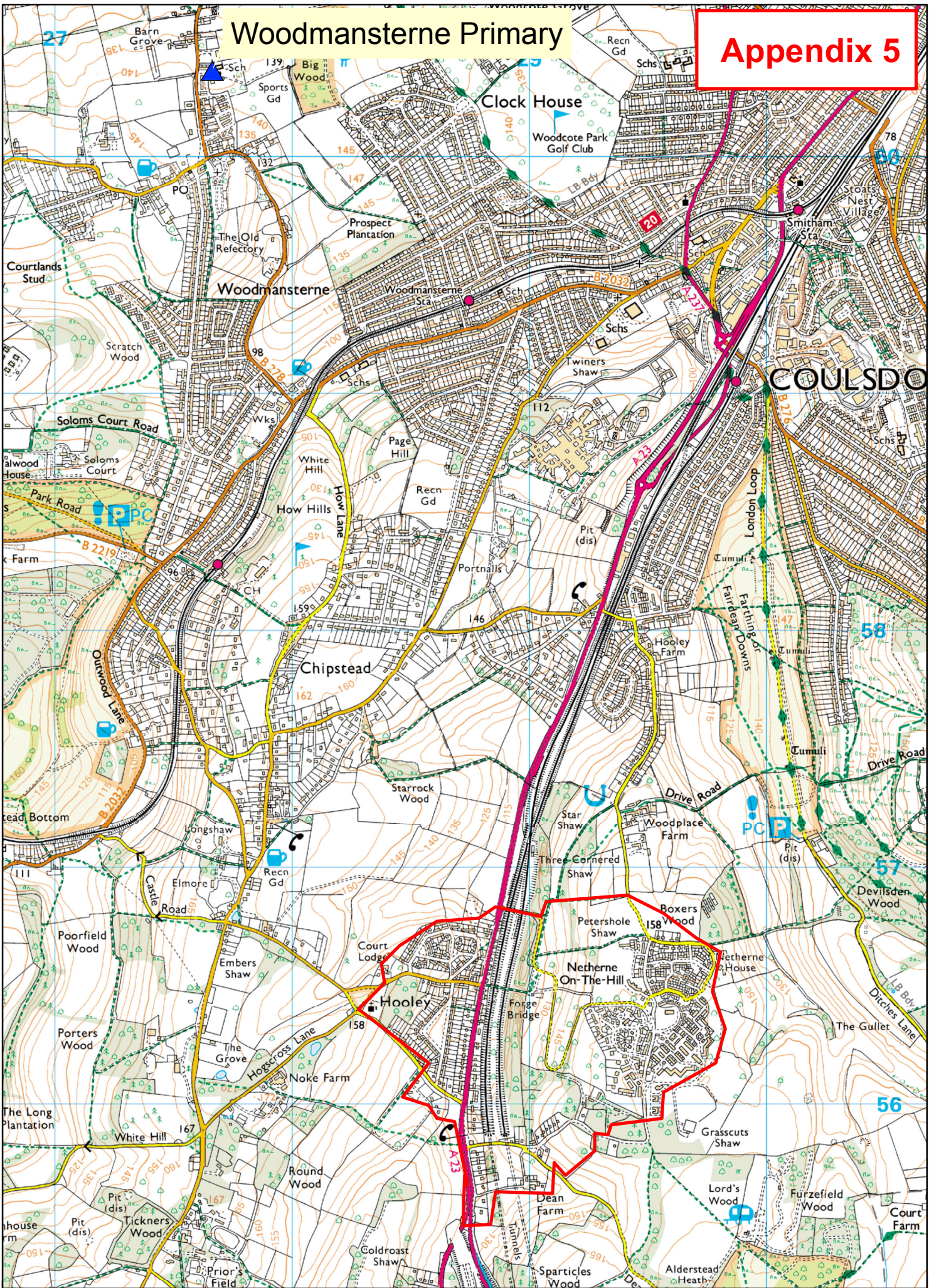
### Southfield Park Primary Catchment Area



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# Woodmansterne Primary

# Appendix 5



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## **Surrey County Council**

### **DRAFT Coordinated schemes for admission to primary and secondary school for 2019/20**

#### Contents

Page 2: Coordinated scheme for admission to primary school for 2019/20

Page 8: Coordinated scheme for admission to secondary school for 2019/20

## Surrey County Council

### Coordinated scheme for admission to primary school (Reception and Year 3) for 2019/20

#### Applications

1. Surrey's admissions and transport team will distribute information leaflets on admissions early in September 2018. 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](http://www.surreycc.gov.uk/admissions) via which parents will be able to access the admissions information and apply online from 29 October 2018. 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 29 October 2018. 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 2019. 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 2019. 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.

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 1 February 2019.
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 1 February 2019.
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 4 February 2019. 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 12 and 26 February 2019.

## **Processing**

12. By 8 February 2019, 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 4 March 2019 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 21 and 28 March 2019 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 29 March 2019. In

instances where more than one school could make an offer of a place to a child, Surrey's admissions and transport team will offer a place at the school which the parent had ranked highest on the application form. Where Surrey is unable to offer a place at any of the preferred schools the admissions and transport team will offer a place at an alternative community or voluntary controlled school with places or by arrangement with an academy or voluntary aided, foundation or trust school with places.

16. Surrey's admissions and transport team will not make an additional offer between the end of the iterative process and 16 April 2019 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 28 March and 9 April 2019.
19. Surrey's admissions and transport team will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than 11 April 2019.
20. By 16 April 2019 lists of children being allocated places will be sent to primary schools for their information.
21. On 16 April 2019 an outcome will be sent by Surrey's admissions and transport team to all parents who have completed a Surrey application form. Where a first preference has not been met a letter will be sent by first class post which will refer parents to Surrey's website or the contact centre for further advice. Parents will be asked to confirm whether or not they wish to accept any school place offered. **UNDER NO CIRCUMSTANCES MUST ANY SCHOOL WRITE TO OR MAKE ANY OTHER CONTACT WITH PARENTS TO MAKE AN OFFER OF A PLACE, OR TAKE ANY ACTION TO INFORM THEM THAT A PLACE WILL OR WILL NOT BE OFFERED BEFORE 16 APRIL 2019.**

## **Late Applications and changes of preference**

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

### **Applications and changes of preference received after the closing date but before 16 April 2019**

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 11 February 2019. 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 11 February 2019.
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 11 February 2019, 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 11 February 2019 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 11 February 2019. Any changes of preference received after 11 February 2019 will not be considered until all on time applications have been dealt with.

#### **Applications and changes of preference received between 16 April 2019 and 31 August 2019**

30. Applications will continue to be received after the 16 April 2019. Only those preferences expressed on the application form will be valid. Where the school is its own admission authority the application data will be sent to them requesting an outcome for the preference within 14 days. Once the outcome is known for each preference Surrey's admissions and transport team will issue the outcome letter to the parent.
31. Where the stated preference is for a school in a neighbouring authority the application form will be passed to that authority requesting an outcome for the preference within 14 days. Once the outcome is known for each preference Surrey's admissions and transport team will issue the outcome letter to the parent.
32. After 16 April 2019 some parents may wish to change a preference or order of preference due to a change of circumstances. Surrey's admissions and transport team

will accept changes to preferences or order of preferences after the 16 April 2019. Parents may also name additional preferences after the offer day of 16 April 2019.

- 33.** The coordination scheme will end on 31 August 2019. Applications received after 31 August 2019 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 30 April 2019, 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 30 April 2019, Surrey's admissions and transport team will forward the information to the school by 8 May 2019.
- 37.** Where an applicant resident in Surrey accepts or declines a place in a school maintained by another local authority by 30 April 2019, Surrey's admissions and transport team will forward the information to the maintaining local authority by 8 May 2019. Where such information is received from applicants after 30 April 2019, Surrey's admissions and transport team will pass it on to the maintaining local authority as it is received.
- 38.** Where an acceptance or decline is received for a Surrey school in respect of an applicant resident outside Surrey, Surrey's admissions and transport team will forward the information to the school as it is received.
- 39.** When acting as a maintaining local authority, Surrey will inform the home local authority, where different, of an offer that can be made for a maintained school or academy in Surrey, in order that the home local authority can offer the place.
- 40.** When acting as a maintaining local authority, Surrey and the admission authorities within it will not inform an applicant resident in another local authority that a place can be offered.
- 41.** When acting as a home local authority, Surrey will offer a place at a maintained school or academy in the area of another local authority, provided that the school is ranked higher on the common application form than any school already offered.
- 42.** When acting as a home local authority, when Surrey is informed by a maintaining local authority of an offer which can be made to an applicant resident in Surrey which is ranked lower on the common application form than any school already offered, it will inform the maintaining local authority that the offer will not be made.

- 43.** When acting as a home local authority, when Surrey has agreed to a change of preference order for good reason, it will inform any maintaining local authority affected by the change.
- 44.** When acting as a maintaining local authority, Surrey will inform the home local authority, where different, of any change to an applicant's offer status as soon as it occurs.
- 45.** When acting as a maintaining local authority, Surrey will accept new applications (including additional preferences) from home local authorities for maintained schools and academies in its area.

## **Waiting Lists**

- 46.** Where a child does not receive an offer of their first preference school, their name will be placed on the waiting list for each school in Surrey that is named as a higher preference school to the one they have been offered, in accordance with the policy of each admission authority. Parents will be advised that if they want to go on the waiting list for an out of county preference school that they should contact the school or the maintaining local authority for the school to establish their policy on waiting lists.
- 47.** Details of pupils who have not been offered a higher preference school will be shared with the admission authority for each Surrey school by 17 April 2019.
- 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. 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 2019/20

### Applications

1. Surrey's admissions and transport team will distribute information leaflets on admissions early in September 2018. 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](http://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 2018. 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 or studio schools. 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 2018 but parents will be encouraged to return their form by 19 October 2018, 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 but in any case no later than the national closing date of 31 October 2018. Surrey County Council will publish information that will encourage applicants to submit their supplementary form by 19 October 2018 (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/carers 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 14 November 2018.
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 14 November 2018.
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 14 November 2018. 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 2018 and 2 January 2019.

## **Processing**

11. By 6 December 2018, Surrey's admissions and transport team will have assessed the level of preferences for each school and will send all admission authority schools a list of their preferences so that they can apply their admission criteria.
12. By 8 January 2019 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 1 and 15 February 2019 Surrey's admissions and transport team will send and receive electronic files with all coordinating local authorities, in order to achieve a single offer.

## Offers

- 14.** Surrey's admissions and transport team will identify the school place to be offered and communicate information as necessary to other local authorities by 15 February 2019. 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 2019 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 15 and 21 February 2019.
- 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 22 February 2019.
- 19.** By 1 March 2019, lists of children being allocated places will be sent to secondary schools for their information.
- 20.** On 1 March 2019 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 2019.**

## 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 2019**

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 10 December 2018. If an application is deemed late for good reason and all supporting information is received by this date it will be passed to any admission authority named for consideration alongside all applications received on time.
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 10 December 2018.
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 10 December 2018, 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 10 December 2018 will be considered as late. These applications will not be processed until after all on time applications have been considered.
29. Some parents may wish to change a preference after the closing date due to a change of circumstances. Surrey's admissions and transport team will accept changes to preferences after the closing date only where there is good reason, such as a house move or other significant change of circumstance, which makes the original preference no longer practical. Any such request for a change of preference must be supported by documentary evidence and must be received by 10 December 2018. Any changes of preference received after 10 December 2018 will not be considered until all on time applications have been dealt with.

## **Applications and changes of preference received between 1 March 2019 and 31 August 2019**

30. Applications will continue to be received after the 1 March 2019. Only those preferences expressed on the application form will be valid. Where the school is its own admission authority the application data will be sent to them requesting an outcome for

the preference within 14 days. Once the outcome is known for each preference Surrey's admissions and transport team will issue the outcome letter to the parent.

- 31.** Where the stated preference is for a school in a neighbouring authority the application form will be passed to that authority requesting an outcome for the preference within 14 days. Once the outcome is known for each preference Surrey's admissions and transport team will issue the outcome letter to the parent.
- 32.** After 1 March 2019 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 2019. Parents may also name additional preferences after the offer day of 1 March 2019.
- 33.** The coordination scheme will end on 31 August 2019. Applications received after 31 August 2019 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 2019, 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 2019, Surrey's admissions and transport team will forward the information to the school by 22 March 2019.
- 37.** Where an applicant resident in Surrey accepts or declines a place in a school maintained by another local authority by 15 March 2019, Surrey's admissions and transport team will forward the information to the maintaining local authority by 22 March 2019. Where such information is received from applicants after 15 March 2019, 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 4 March 2019.
- 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. 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

<b>What is being assessed?</b>	<b>Admissions policy 2019</b>
<b>Service</b>	<b>Admissions and Transport</b>
<b>Name of assessor/s</b>	<b>Claire Potier</b>
<b>Head of service</b>	<b>Julie Stockdale</b>
<b>Date</b>	<b>19 September 2017</b>
<b>Is this a new or existing function or policy?</b>	<b>Existing policy under review</b>

**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.**

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

				<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"> <li>Older applicants will be prioritised for admission to a three year old nursery place as they will have less time to spend in nursery</li> </ul>
<b>Gender Reassignment</b>			<b>X</b>	
<b>Disability</b>	<b>X</b>			<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>
<b>Sex</b>			<b>X</b>	
<b>Religion and belief</b>	<b>X</b>			Provision made within the admissions timetable for faith schools to rank their applicants
<b>Pregnancy and maternity</b>			<b>X</b>	
<b>Race</b>			<b>X</b>	
<b>Sexual orientation</b>			<b>X</b>	
<b>Carers</b>	<b>X</b>			Potential for child carers to claim for social priority for a school place based on need
<b>Other equality issues – please state</b>	<b>X</b>			<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>

				<b>Childcare service acts as a Choice Advice service to help parents understand the process</b>
<b>HR and workforce issues</b>			<b>X</b>	
<b>Human Rights implications if relevant</b>			<b>X</b>	

**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.**

<b>Is a full EIA required?</b>	<b>Yes (go to stage two) X</b>	<b>No</b>
<b>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.</b>		
<b>Briefly describe any positive impacts identified that have resulted in improved access or services</b>		

**For screenings only:**

<b>Review date</b>	
<b>Person responsible for review</b>	
<b>Head of Service signed off</b>	
<b>Date completed</b>	

- 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 SEND children to be admitted ahead of other applicants. SEND admissions fall outside the scope of admissions legislation.

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

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

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

to the extended nursery provision.

The policies and application procedure are widely publicised on Surrey County Council's website, in print and through publicity posters throughout the County and the closing dates are broadcast on local radio. Parents are encouraged to apply online and leaflets are sent out widely setting out how parents can apply and how they might obtain a paper copy of the application form. Schools act as a support and advisory point for parents and primary schools are asked to target parents of children in their nursery to make sure they apply for a Reception place. Primary schools are also asked to check the applications made to ensure that all children who are approaching Year 7 transition have made an application. Online application numbers are high at over 97%, 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 97% of parents applied online in 2017 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 2017, 61 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 2017, 18 places were offered at community and voluntary controlled schools on exceptional grounds (social/medical need).

Sources of evidence may include:

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

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

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

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

## Analysis and assessment

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

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

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

No evidence of any negative impact.

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

### Recommendations

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

### Action Plan – actions needed to implement the EIA recommendations

Issue	Action	Expected outcome	Who	Deadline for action

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

Date taken to Directorate Equality Group for challenge and feedback	
Review date	
Person responsible for review	Claire Potier
Head of Service signed off	Julie Stockdale
Date completed	19 September 2017
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 EDUCATION**

**DATE: 17 OCTOBER 2017**

**LEAD OFFICER: LIZ MILLS ASSISTANT DIRECTOR FOR SCHOOLS AND LEARNING**



**SUBJECT: DEVELOPMENT OF ADDITIONAL TEMPORARY SCHOOL PLACES FOR PUPILS WITH AN EDUCATION HEALTH AND CARE PLAN**

**SUMMARY OF ISSUE:**

Following an increase in the number of pupils being identified as requiring specialist provision and in receipt of an Education Health and Care Plan (EHCP) the Council is offering **22** additional places to children above the standard admission number at special schools and centres for September 2017 with an additional 18 places proposed for September 2018 admissions. It is intended that these pupils, subject to the normal review process of their EHCP, will remain on roll at the schools throughout the appropriate phase of their education.

There are capital costs at two sites that are associated with this increase in pupil placements. These need to be set against the ongoing revenue costs that would be borne by the placement of these pupils in the non-maintained independent sector which would result from a failure of the authority to offer appropriate places within the maintained sector. Specifically the temporary increase in admission numbers at two special schools are to enable the placement of 22 pupils with EHCPs from September 2017 and an additional 18 pupils from 2018 and will require capital works.

**RECOMMENDATIONS:**

It is recommended that temporary provision of additional capacity and the associated capital expenditure at the two identified locations is approved to enable the placement of 22 pupils with an Education Health and Care Plan in 2017 with a further 18 in 2018. This recommendation is subject to the business case being supported by Investment Panel.

**REASON FOR RECOMMENDATIONS:**

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

**DETAILS:**

1. Surrey SEN teams have been dealing with a significant number of unplaced secondary aged pupils. Placement solutions have been considered for these pupils, by providing additional places at existing specialist centres and special schools for September 2017, with a further agreement at an existing special school for September 2018.
2. The increase in demand for places was above trend. The Council is undertaking a significant review of its forecasting in relation to better reflecting future needs from pupils with an EHCP; however this particular provision is being regarded as genuine bulge need. The review of needs and forecasting will feed in to a wider strategy for provision that will include the impact of the two successful Special Free School Bids.
3. To support the requirement to place the additional pupils in 2017, the relevant special schools and centres were contacted individually to offer on the following basis:
  - Existing school accommodation can be used with limited capital cost
  - Offer in place and accessible from September
  - Where possible Parental preference would be matched
  - Aim to ensure that the placement is close to home
4. As a result of this and work with area teams pupils have been offered bulge places at the following schools: Woodfield School in Merstham and The Park School in Woking, both of which meet the needs of pupils with Learning and Additional needs. Freemantles School in Woking which meets the needs of pupils with Complex Social Communication Difficulties usually with a diagnosis of Autism and Pond Meadow School in Guildford which meets the needs of pupils with Severe Learning Difficulties and Disabilities.
5. The following specialist centres will have additional pupils over the usual number admitted: Ashford Park School in Ashford will take infant aged pupils with Communication and Interaction needs; Furzefield School in Merstham will take infant aged pupils with Communication and Interaction needs; The Hythe School in Staines will take infant aged pupils with Communication and Interaction needs; William Cobbett in Farnham will take infant aged pupils with Communication and Interaction needs and Eastwick Junior will take junior aged pupils with Communication and Interaction needs.
6. Some of these places will require capital works to be undertaken to provide additional space requirements to meet the increased number of pupils. The council's team have visited the sites and considered the work required in consultation with the relevant schools. The table below shows the current indicative costs which are subject to the approval of the business case by the Council's Investment Panel :

<b>Special provision</b>	<b>Cost</b>
The Park School (4 places) - provision of 1 demountable classroom	c. £ 260,000
Freemantles School ( 4 places) - provision of 4 class demountable block – to allow for entry in 2017 and then 2018	c. £ 435,000



**Total:**

**c. £695,000**

7. All special schools with additional placement offers are rated by Ofsted as Good or Outstanding. Woodfield School is rated as Good following an inspection in 2012. The Park School is rated as Outstanding following an inspection in February 2015. Freemantles is rated as Outstanding following an inspection in November 2016. Pond Meadow is rated as Outstanding in February 2014.
8. All specialist centres with additional placement offers are rated by Ofsted as Good. Ashford Park Primary School is rated as Good following an inspection in December 2014. Furze field Primary School is rated as Good following an inspection in November 2012. The Hythe Primary School is rated as Good following an inspection in May 2017. William Cobbett Primary School is rated as Good following an inspection in December 2014. Eastwick Junior School is rated as Good following an inspection in May 2014.
9. These schools meet the needs of the pupils and enable the Council to make appropriate offers of education. In addition the schools reflect a range of specialisms and geographic location to reflect as best as possible parental preference and reduce unnecessary travel. Furthermore, the schools and centres are rated as Good or Outstanding ensuring that the offers being made are at high performing schools.

#### **CONSULTATION:**

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

#### **RISK MANAGEMENT AND IMPLICATIONS:**

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

the scheme has been included within the project budget to mitigate for potential identified risks.

### **Financial and Value for Money Implications**

15. The capital funding in the SEN strategy programme in the 2016-21 Medium Term Financial Plan will be redirected and prioritised to fund these capital works.
16. This capital work will provide 22 places in September 17 and a further 16 that would otherwise probably need to be met in the Non-Maintained sector and is subject to a business case to the Council's Investment Panel. The table below indicates the estimated revenue cost avoidance. It should be noted that this would be a year on year cost.
17. We would therefore anticipate that the potential revenue cost avoided on estimated average placement costs would in the region £390,800 in 2017, increasing by £306,000 in 2018 year on year.

Primary Need	Number of Pupils in NMIS	Total Costs of NMI/PRU Placement	Total Costs of revised Surrey Placements	Average Cost of NMI/PRU Placement Per Annum	Average Cost of Surrey Placement Per Annum
Autistic Spectrum Disorder (ASD)	18	£666,000	£360,000	£37,000	£20,000
Learning and Additional needs	4	£144,000	£59,200	£36,000	£14,800
Total	22	£810,000	£419,200		

### **S151 Commentary**

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

22 of the placements require capital expenditure at the premises which they are planned to be accommodated. The estimated cost of this capital work is £695,000. The avoided revenue costs for these 22 placements is estimated at £390,800 in 2017 rising to £696,800 in 2018.

The recommendation to invest the capital sum is subject to support for the business case from Investment panel

### **Legal Implications – Monitoring Officer**

18. The public sector equality duty in 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.

19. Section 13 of the Education Act 1996 places a general duty on the Council to secure that efficient 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.
20. The best value duty is contained in s3 of the Local Government Act 1999 as a result of which the Council is under a duty to make arrangements to secure continuous improvement in the way in which functions are exercised, having regard to a combination of economy, efficiency and effectiveness. The relevant guidance states that Councils should consider overall value, including economic, environmental and social value when reviewing service provision.

**Equalities and Diversity**

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

**Other Implications:**

22. The potential implications for the following council priorities and policy areas have been considered. Where the impact is potentially significant a summary of the issues is set out in detail below.

Area assessed:	Direct Implications:
Corporate Parenting/Looked After Children	Set out below
Safeguarding responsibilities for vulnerable children and adults	Set out below
Public Health	No significant implications arising from this report
Climate change	No significant implications arising from this report
Carbon emissions	No significant implications arising from this report

**Corporate Parenting/Looked After Children implications**

23. This action will increase the number of places available within in Surrey Maintained schools for LAC pupils. It supports our corporate objectives to meet the needs of this vulnerable group.

**Safeguarding responsibilities for vulnerable children and adults implications**

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

**WHAT HAPPENS NEXT:**

25. Subject to Cabinet Member and Investment Panel Approval, schools will continue to work with property colleagues to begin works to enable pupils to be admitted in the autumn term. Elements of the work detailed above can be completed as soon as possible; further elements will be scheduled in as appropriate with schools making no cost contingencies in the short term.
26. All pupils have been admitted in the autumn term to allow the Council to meet its Statutory Duty.

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**Contact Officer:**

Julie Beckett, School Commissioning Officer: Tel 01483 518109

**Consulted:**

Liz Mills: Assistant Director Schools and Learning

Keith Brown: Schools and Capital Programme Manager

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