

## Notice of Meeting

# Cabinet Member for All-Age Learning Decisions

**Date & time**

Tuesday, 1 October  
2019 at 3.30 pm

**Place**

Members' Conference  
Room, County Hall,  
Penrhyn Road,  
Kingston upon  
Thames, KT1 2DN

**Contact**

Ben Cullimore  
Room 122, County Hall  
020 8213 2782  
[ben.cullimore@surreycc.gov.uk](mailto:ben.cullimore@surreycc.gov.uk)

**Chief Executive**

Joanna Killian

**If you would like a copy of this agenda or the attached papers in another format, e.g. 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 [ben.cullimore@surreycc.gov.uk](mailto:ben.cullimore@surreycc.gov.uk).**

**This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Ben Cullimore on 020 8213 2782.**

**Cabinet Member**

Mrs Julie Iles (Cabinet Member for All-Age Learning)

## **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 (25 September 2019).

#### **b Public Questions**

The deadline for public questions is seven days before the meeting (24 September 2019).

#### **c Petitions**

The deadline for petitions was 14 days before the meeting and none have been received.

### **3 CONSULTATION ON ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS FOR SEPTEMBER 2021**

(Pages 5  
- 64)

The local authority must consult on any changes it wishes to make to the admission arrangements for community and voluntary controlled schools for 2021. Consultation must run for at least six weeks between 1 October 2019 and 31 January 2020, and admission arrangements for 2021 must be determined by 28 February 2020.

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

- All community and voluntary controlled schools – priority for children of staff
- Worplesdon Primary School – reduction of Reception PAN from 60 to 57

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*Thank you for your co-operation.*

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**SURREY COUNTY COUNCIL**

**CABINET MEMBER FOR ALL-AGE LEARNING**

**DATE: 1 OCTOBER 2019**

**LEAD OFFICER: LIZ MILLS, DIRECTOR FOR EDUCATION, LIFELONG LEARNING AND CULTURE**

**SUBJECT: CONSULTATION ON ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS FOR SEPTEMBER 2021**

**COMMUNITY PEOPLE  
VISION  
OUTCOME:**



#### **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 2021. Consultation must run for at least six weeks between 1 October 2019 and 31 January 2020 and admission arrangements for 2021 must be determined by 28 February 2020.

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

- All community and voluntary controlled schools – priority for children of staff
- Worplesdon Primary School – reduction of Reception PAN from 60 to 57

#### **RECOMMENDATIONS:**

That the Cabinet Member authorises the Service Manager Admissions and Transport to go out to statutory consultation on the proposed changes to admission arrangements for community and voluntary controlled schools for September 2021.

#### **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 2019 and 31 January 2020, and all admission authorities must then determine

their arrangements by 28 February 2020, whether or not they have been subject to consultation.

3. Surrey County Council (the Council) 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 10 October 2019 and 21 November 2019.

### **Changes proposed to the admission criteria for community and voluntary controlled schools for 2021**

#### **All community and voluntary controlled schools**

4. The School Admissions Code permits admission authorities to give priority to children of staff in either or both of the following circumstances:
  - where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
  - the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. In a survey of the 100 community and voluntary controlled schools in June, 49 schools responded that they were in favour of Surrey introducing priority for children of staff within the admission arrangements. Two schools were not in support and one had no opinion. 48 schools did not respond.
6. Community and voluntary controlled schools which responded in favour indicated that giving priority to children of staff would help with staff recruitment and retention.
7. It is therefore proposed to consult on the introduction of priority for children of staff within the admission arrangements for community and voluntary controlled schools. The definition of children of staff would be in line with the School Admissions Code and would be added as a new criterion after criterion 2 for exceptional social/medical need. This change is reflected in Enclosure 1 and is highlighted in bold within sections 7, 8 and 11.
8. For 2020 admission over 90 own admission authority schools (36% of all own admission authority schools) will give priority for children of staff. This is therefore an established practice in Surrey.
9. Community and voluntary controlled schools which did not respond to the survey and which feel strongly opposed to giving priority to children of staff would have the opportunity to respond to the consultation.

#### **Worplesdon Primary School – Guildford**

10. It is proposed to formally consult on a reduction to the Reception PAN at Worplesdon Primary School from 60 to 57. This change is reflected in bold in Appendix 1 of Enclosure 1, which sets out the proposed PANs for all community and voluntary controlled schools for 2021 admission.

11. Worplesdon Primary School currently has a Reception PAN of 60. A reduction in PAN from 60 to 57 would ensure that each year group can accommodate three centre children in the mainstream classes, thus protecting the centre places that are being commissioned for SEND children from 2020.
12. Although the SEND places are being commissioned in liaison with Freemantles School, it is intended that children would be placed on roll at Worplesdon Primary and educated with the mainstream children more than 50% of the time. This reduction in PAN would therefore reduce the likelihood of the school having to take qualifying measures to comply with Infant Class Size legislation, as class sizes should not breach 30.
13. This reduction in PAN is subject to a statutory notice being published and agreed.
14. It is anticipated that there would still be sufficient places in the area if the PAN is decreased.
15. This decrease in PAN would have no impact on children who are currently on roll at the school.

### **Other changes that are not subject to consultation**

#### **Increase in PANs**

16. Admission authorities are not required to consult on proposed increases to PANs but must include the proposed increase within the admission arrangements. Appendix 1 of Enclosure 1 sets out the proposed admission numbers for all community and voluntary controlled schools for 2021 admission.
17. Surrey is intending to increase the Year 7 PAN at Ash Manor School from 210 to 240 as part of a planned expansion but no consultation is required for this.

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

18. Section 13 of Enclosure 1 sets out that a school will be considered in the assessment of nearest school if it has admitted children without regard to faith, selection (grammar schools) or boarding in the previous three admissions years.
19. Whilst no change is proposed to this policy, each year a review of the previous three years' intakes must take place to ensure that the schools to be considered in the assessment of nearest school are in line with this policy.
20. For information, for 2021 admission, this policy means that the following schools will no longer be 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 Thomas of Canterbury Catholic Primary School – Guildford
  - St Anne's Catholic Primary School – Reigate & Banstead
  - St Francis Catholic Primary School – Tandridge
  - St Cuthbert Mayne Catholic Primary School – Waverley

- St Edmund's Catholic Primary School – Waverley
- St Polycarp's Catholic Primary School – Waverley
- Charters School – Windsor & Maidenhead

21. This is because each of these schools has admitted children without regard to faith, selection or boarding in the last three years.

#### **CONSULTATION:**

22. The School Commissioning team has been involved in considering the proposals for change.
23. All schools directly affected by the proposed changes have been consulted.
24. Parents, schools and other stakeholders will have the opportunity to comment on the proposed admission arrangements, including any changes being proposed, throughout the six week consultation.
25. As the local authority is only responsible for consulting on the admission arrangements for community and voluntary controlled schools, the details of any school that becomes an academy before consultation begins will be removed from the paperwork.

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

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

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

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

#### **Section 151 Officer Commentary:**

28. The Section 151 Officer confirms that the proposed changes to admission arrangements will be met within existing resources within the Directorate. There is a financial risk that the new arrangements giving priority to children of staff members may require a small number of children to be transported at the Council's expense to alternative schools.

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

29. The proposed admission arrangements comply with legislation on School Admissions and the requirements of the School Admissions Code.



30. The local authority will carry out a consultation on all changes for a period of six weeks between 10 October 2019 and 21 November 2019, which is in accordance with statutory requirements.
31. The consultation will be carried out with all persons required under the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2014.
32. The local authority will give due regard to the responses to the consultation before considering the recommendations to put before Cabinet.
33. The public sector equality duty (Section 149 of the Equality Act 2010) applies to the decision to be made by the Cabinet Member in this report. There is a requirement when deciding upon the recommendations to have due regard to the need to advance equality of opportunity for people with protected characteristics, foster good relations between such groups and eliminate any unlawful discrimination. These matters are dealt with in the equalities paragraphs of the report and in the attached equalities impact assessment (EIA).

**Equalities and Diversity:**

34. An Equality Impact Assessment (EIA) is attached as Enclosure 3. The adoption of determined admission criteria is a mandatory requirement supported by primary legislation. The policy as it relates to community and voluntary controlled schools does not discriminate by age, gender, ethnicity, faith, disability or sexual orientation.
35. Measures have been taken to reference vulnerable groups both in terms of exceptional arrangements within admissions, the Special Educational Needs (SEN) process and the Fair Access Protocol. In addition, a right of appeal exists for all applicants who are refused a place at a particular school.

**Other Implications:**

36. 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
Environmental sustainability	Set out below
Public Health	No significant implications arising from this report

**Corporate Parenting/Looked After Children Implications:**

37. 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.

38. The admission arrangements also provide for children previously in state care outside of England who have ceased to be in state care as a result of being adopted to be given second highest priority within the exceptional social/medical need criterion. This is in line with advice issued by the Department for Education and the stated wish of the Minister of State for School Standards.

**Safeguarding Responsibilities for Vulnerable Children and Adults Implications:**

39. 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 Council's priority for safeguarding vulnerable children.

**Environmental Sustainability Implications:**

40. The Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change.
41. 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 10 October 2019 and 21 November 2019.
- As the local authority is only responsible for consulting on the admission arrangements for community and voluntary controlled schools, the details of any school that becomes an academy before consultation begins will be removed from the paperwork.
- 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 28 January 2020 for decision and then to Full Council on 4 February 2020 to ratify the decision so that the admission arrangements for Surrey's community and voluntary

controlled schools and the coordinated schemes for 2021 can be determined before the statutory deadline of 28 February 2020.

- As the local authority is only responsible for determining the admission arrangements for community and voluntary controlled schools, the details of any school that becomes an academy before determination will be removed from the paperwork.
- The admission arrangements for September 2021 will then be published by 15 March 2020 on the Council's website and a notice will be sent to all those consulted.

**Contact Officer:**

Claire Potier, Principal Manager Admissions and Transport, 01483 517689

**Consulted:**

School Commissioning Team  
Schools affected by the proposals  
Director – Education, Lifelong Learning & Culture  
Assistant Director for Education

**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 – Supplementary Information Form for children of staff applicants  
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
- DfE advice on the admission into school of children previously in state care outside of England

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## **DRAFT Admission arrangements for Surrey County Council's community and voluntary controlled schools 2021/22**

This document sets out Surrey County Council's admission arrangements for community and voluntary controlled schools in 2021/22.

1. The Published Admission Numbers for initial entry to Surrey's community and voluntary controlled schools in September 2021 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 2021. 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 2020. 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 2021/22 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 2021/22 will be ranked in the following order:

i) First criterion: Looked after and previously looked after children  
See section 9 for information relating to looked after and previously looked after children.

ii) Second criterion: Exceptional social/medical need  
See section 10 for information relating to exceptional social/medical need.

iii) Third criterion: Children of a member of staff  
**See section 11 for information relating to children of a member of staff**

**A supplementary information form (Appendix 5) must be completed and returned by the application closing date for all applicants wishing to apply under this criterion.**

iv) Fourth criterion: 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 12 for information relating to siblings.

v) Fifth criterion: Children for whom the school is their nearest school  
See section 13 for information on the definition of nearest school. See section 14 for information on the definition of home address. See section 15 for information on tie breakers.

vi) Sixth criterion: 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 14 for information on the definition of home address. See section 15 for information on tie breakers.

## 8 Local admission arrangements for September 2021

When a school named below is over-subscribed for any year group, applications for entry in 2021/22 will be ranked in criteria order.

In considering local admission arrangements, see sections 9 to 15 for more information on:

- Looked after and previously looked after children
- Exceptional social/medical need
- **Children of a member of staff**
- 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. **Children of a member of staff**
4. Siblings

5. 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.
6. Children for whom Southfield Park Primary School is their nearest school
7. Any other children

ii) Wallace Fields Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. **Children of a member of staff**
4. 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 either Wallace Fields Infant School or Wallace Fields Junior School is their nearest school
5. \*Children attending Wallace Fields Infant School for whom either Wallace Fields Infant School or Wallace Fields Junior School is their nearest school
6. Children for whom either Wallace Fields Infant School or Wallace Fields Junior School is their nearest school
7. Other children who will have a sibling at Wallace Fields Infant School or Wallace Fields Junior School on the date of their admission
8. \*Other children attending Wallace Fields Infant School
9. Any other children

\* Criteria 5 and 8 will only apply to children who attend Wallace Fields Infant School in Year 2 and will not be applied once a child has left this school

If the number of children who qualify under any criterion is greater than the number of places remaining available at the school, 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 nearest official school gate at either Wallace Fields Infant School or Wallace Fields Junior School, with children living nearest receiving the greater priority.

b) Guildford

i) Walsh C of E Junior School:

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

\* Criteria 4 and 6 will only apply to children who attend Walsh Memorial CofE (Controlled) or St Paul's CofE infant schools (as applicable) in Year 2 and will not be applied once a child has left these schools

ii) Worplesdon Primary School at 7+

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

3. **Children of a member of staff**
4. Siblings
5. \*Children attending Wood Street Infant School
6. Children for whom Worplesdon Primary School is their nearest school
7. Any other children

\* Criterion 5 will only apply to children who attend Wood Street Infant School in Year 2 and will not be applied once a child has left this school

c) Mole Valley

i) The Dawnay School at 7+

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. **Children of a member of staff**
4. Siblings
5. \*Children attending Polesden Lacey Infant School
6. Children for whom The Dawnay School is their nearest school
7. Any other children

\* Criterion 5 will only apply to children who attend Polesden Lacey Infant School in Year 2 and will not be applied once a child has left this 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. **Children of a member of staff**
4. Siblings
5. \*Children attending St Michael's CofE (Aided) Infant School
6. Children for whom St Martin's C of E Primary School is their nearest school
7. Any other children

\* Criterion 5 will only apply to children who attend St Michael's CofE (Aided) Infant School in Year 2 and will not be applied once a child has left this school

d) Reigate & Banstead

i) Banstead Community Junior School:

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

\* Criterion 4 will only apply to children who attend Banstead Infant School in Year 2 and will not be applied once a child has left this school

ii) Earlswood Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. **Children of a member of staff**
4. \*Children attending Earlswood Infant School



5. Siblings not admitted under 3 above
6. Children for whom Earlswood Junior School is their nearest school
7. Any other children

\* Criterion 4 will only apply to children who attend Earlswood Infant School in Year 2 and will not be applied once a child has left this school

iii) Meath Green Junior

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

\* Criterion 4 will only apply to children who attend Meath Green Infant school in Year 2 and will not be applied once a child has left this school

iv) Reigate Priory School

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

\* Criteria 5 and 7 will only apply to children who attend Dovers Green or Holmesdale Community infant schools in Year 2 and will not be applied once a child has left these schools

e) Runnymede

i) St Ann's Heath Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. **Children of a member of staff**
4. Siblings
5. \*Children attending Trumps Green or Meadowcroft infant schools
6. Children for whom St Ann's Heath Junior School is their nearest school with a published admission number for Year 3
7. Any other children

\* Criterion 5 will only apply to children who attend Trumps Green or Meadowcroft infant schools in Year 2 and will not be applied once a child has left these schools

f) Spelthorne

i) Chennestone Primary Community School at 7+

1. Looked after and previously looked after children

2. Exceptional social/medical need
3. **Children of a member of staff**
4. Siblings
5. \*Children attending Beauclerc Infant School
6. Children for whom Chennestone Primary Community School is their nearest school
7. Any other children

\* Criterion 5 will only apply to children who attend Beauclerc Infant School in Year 2 and will not be applied once a child has left this school

g) Waverley

i) Hale Primary School at 7+:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. **Children of a member of staff**
4. Siblings
5. \*Children attending Folly Hill Infant School
6. Children for whom Hale Primary School is their nearest school
7. Any other children

\* Criterion 5 will only apply to children who attend Folly Hill Infant School in Year 2 and will not be applied once a child has left this school

ii) Shottermill Junior School:

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

\* Criterion 4 will only apply to children who attend Shottermill Infant School in Year 2 and will not be applied once a child has left this school

iii) William Cobbett Primary School at 7+:

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

\* Criterion 5 will only apply to children who attend Badshot Lea Village or Folly Hill infant schools in Year 2 and will not be applied once a child has left these schools

h) Woking

i) Knaphill School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. **Children of a member of staff**

4. \*Children attending Knaphill Lower School
5. Siblings not admitted under 3 above
6. Any other children

\* Criterion 4 will only apply to children who attend Knaphill Lower School in Year 2 and will not be applied once a child has left this school

ii) West Byfleet Junior School:

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

\* Criterion 4 will only apply to children who attend West Byfleet Infant School in Year 2 and will not be applied once a child has left this 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 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, 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 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.

In addition, children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted, will be considered under this criterion. A child will be regarded as having been in state care outside of England if

they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

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.

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. Children of a member of staff**

**Priority will be given to a child if their parent is a permanent member of staff at the school and meets either or both of the following circumstances:**

- a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or**
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.**

**For applications made as part of a normal intake, the length of employment will be considered as of the closing date for applications. For in year applications, the length of employment will be considered as of the date the application is received or the date a place becomes available, if a place is considered from the waiting list.**

**A supplementary information form (Appendix 5) must be completed and returned by the application closing date for all applicants wishing to apply under this criterion.**

#### **12. 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 2021 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)
- 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 (Academy)
- Meadowcroft Infant and St Ann's Heath Junior
- Meath Green Infant and Meath Green Junior
- Merrow CofE Infant and Bushy Hill Junior (Foundation)\*
- Shottermill Infant and Shottermill Junior
- Trumps Green Infant and St Ann's Heath Junior
- Walsh Memorial CofE Infant and Walsh CofE Junior
- West Byfleet Infant and West Byfleet Junior

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

At the initial allocation, when an applicant is applying for both a Reception place and a Year 3 place at a primary school which has an intake at Reception and Year 3, or at separate infant/junior schools which operate shared sibling priority, if a place can only be offered to one child, the waiting list position for the other child will be adjusted to reflect the fact that they are expected to have a sibling in the school or another school which operates shared sibling priority in September 2021.

### 13 Nearest school

Under this criterion all Surrey community and voluntary controlled schools will be considered, as will most academies and foundation, free, trust and voluntary aided schools. A list of the academies and foundation, free, 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.

For the normal intake to a school in 2021, 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, selection (grammar schools) or boarding in the initial allocation of places in 2017,

2018 and 2019. 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 2017 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 2017, 2018 and 2019 and where that school's inclusion in the assessment of nearest school would lead to difficulty in identifying a school for a Surrey resident.

The nearest school may be inside or outside the county boundary.

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.

Any child remaining on the waiting list after 1 September 2021 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.

#### 14. 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/carer 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.

15. 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.

16. 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 2022 when they will be cancelled. Applicants who wish a child to go on the waiting list for the 2022/23 academic year must reapply for in-year admission through Surrey County Council. Fully completed applications received during July 2022 will be used to reform the waiting list during August 2022. Applications received after the end of July 2022 will be added to the waiting list as soon as they have been processed.

17. In-year admissions

The following applications will be treated as in-year admissions during 2021/22:

- applications for admission to Reception which are received after 1 September 2021;
- for any school which has a published admission number for Year 3, applications for admission to Year 3 which are received after 1 September 2021;
- applications for admission to Year 7 which are received after 1 September 2021;

- 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.

#### 18. 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 2016 and 31 August 2017 will be eligible to apply for a full time place in Reception at a Surrey school for September 2021. 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.

#### 19. 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).

#### 20. 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.

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 admit two year olds who meet the eligibility criteria to receive Funded 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 2021/2022 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 2021 to 31 August 2022 (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 2021 to 31 August 2022 (these children will be able to stay on in nursery for another year in 2022/23 as they will not be due to start Reception until September 2023)

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 parent/carers to pay for extra nursery provision, beyond their funded entitlement. However such requests will only be considered once all applications for the funded early year's entitlement have been processed.

In addition to nurseries within some community and voluntary controlled infant and primary schools, Surrey also has three stand-alone Nursery schools, some with attached Family Centres, in 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.

### 21 Providing false or misleading information

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

### 22. Home to school transport

Surrey County Council has a Home to School Transport policy that sets out the circumstances in which 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.

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## DRAFT Admission numbers for Surrey County Council's community and voluntary controlled schools 2021

This document sets out Surrey County Council's Published Admission Numbers (PAN) for community and voluntary controlled schools for September 2021.

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

### 1. Primary schools

#### ELMBRIDGE

Bell Farm Primary	90
Cranmere Primary	60
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

#### EPSOM & EWELL

Epsom Primary	60
Ewell Grove Primary	60
The Mead Infant	90
Southfield Park Primary	60
Stamford Green Primary	90
Wallace Fields Junior	68

#### GUILDFORD

Ash Grange Primary	30
Merrow C of E (Cont) Infant	60
Onslow Infant	90
St Mary's C of E (VC) Infant	30
St Paul's Church of England Infant	30
Shalford Infant	30
Shawfield Primary	30
Tillingbourne Junior	90
Walsh Church of England Junior	64
Walsh Memorial C of E (Cont) Infant	60
Wood Street Infant	30
<b>Worplesdon Primary</b>	<b>4+ 57</b> <b>7+ 30</b>

#### 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
Earlswood Infant & Nursery	120
Earlswood Junior	120
Epsom Downs Primary	60
Furzefield Primary Community	58
Horley Infant	90
Kingswood Primary	30
Langshott Primary	60
Manorfield Primary & Nursery	30
Meath Green Infant	90
Meath Green Junior	90
Reigate Priory Community Junior	150
Shawley Community Primary	45
Walton on the Hill Primary	30

### **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
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

**SURREY HEATH**

Bagshot Infant	60
Frimley Church of England	90
Heather Ridge Infant	60
Prior Heath Infant	60
Valley End Church of England Infant	60

**TANDRIDGE**

Audley Primary	30
Dormansland Primary	30
Felbridge Primary	30
Holland Junior	60
Hurst Green	30
Lingfield Primary	60

**WAVERLEY**

Badshot Lea Village Infant	45
Beacon Hill Primary	4+ 30 7+ 2
Cranleigh CofE Primary	4+ 30 7+ 30
Farncombe CofE Infant & Nursery	50
Folly Hill Infant	30
Hale Primary	4+ 60 7+ 2
Shottermill Infant	60
Shottermill Junior	68
William Cobbett Primary	4+ 30 7+ 50
Witley C of E (Cont) Infant	30

**WOKING**

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

**2. Secondary schools****GUILDFORD**

Ash Manor School	240
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**REIGATE & BANSTEAD**

Oakwood School	300
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**WAVERLEY**

Broadwater School	120
Glebelands School	180

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### **DRAFT Community and voluntary controlled schools in Surrey which will operate shared sibling priority for admission in 2021**

#### 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)\*
- 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

#### Runnymede

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

#### Surrey Heath

- Bagshot Infant and Connaught Junior (Academy)

#### 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

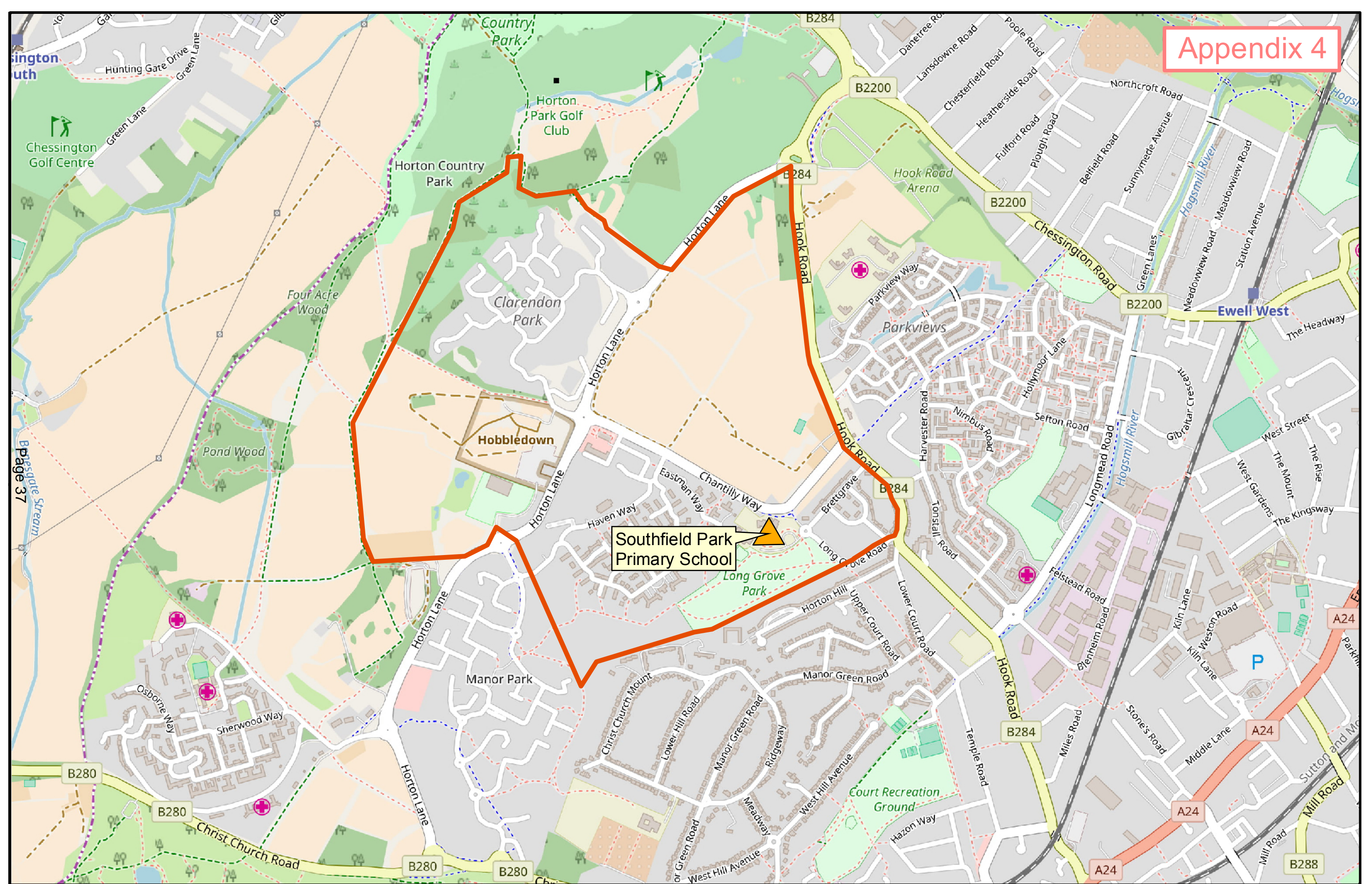
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**DRAFT Academies and foundation, trust and voluntary aided schools that will NOT be considered in the assessment of nearest school - 2021/22 admissions**

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		
<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</p> <p><u>Guildford</u> St Joseph’s Catholic Primary School, Guildford</p> <p><u>Mole Valley</u> St Peter’s Catholic Primary School</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>Woking</u> The Marist Catholic Primary School St Dunstan’s Catholic Primary School St Hugh of Lincoln Catholic Primary School</p>
b) Junior & primary schools – Year 3 intake		
<p><u>Reigate &amp; Banstead</u> Royal Alexandra &amp; Albert School</p>		
c) Secondary schools – Year 7 intake		
<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</p>		<p><u>Spelthorne</u> St Paul’s Catholic College The Bishop Wand CofE School</p> <p><u>Surrey Heath</u> Gordon’s School</p> <p><u>Waverley</u> All Hallows Catholic School</p> <p><u>Woking</u> St John the Baptist Catholic Comprehensive School</p>
2.	<p>Out of county 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>• Any grammar school that offers places only on the basis of a selective test</li> <li>• Camelsdale Primary School – West Sussex County Council</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, 2018

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# Southfield Park Primary Catchment Area



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**Supplementary information form for applicants applying under the criterion for Children of Staff - 2021**



Applicants who wish to be considered for priority under the criterion for Children of Staff must complete this form, **in addition to the common application form**, by:

- Applications for Year 7 in September 2021 – **31 October 2020**
- Applications for Reception and Year 3 in September 2021 – **15 January 2021**

**1. Child’s details:**

Surname: .....

Forename: .....

Date of Birth: .....

**2. Parent/Guardian’s details:**

Surname: .....

Forename: .....

Name of school where employed: .....

Date employment commenced: .....

Address: .....

.....Post Code: .....

Tel number: Home .....

Mobile .....

E-mail: .....

**Declaration**

I am a permanent member of staff in accordance with the local authority’s admissions policy:

- \* I have been employed at the school for two or more years (as at the closing date for applications); and/or
- \* I have been recruited to a post at the school for which there is a demonstrable skills shortage

Signature of parent/guardian: .....

Date: .....

**Once completed this form must be returned to:**  
Admissions and Transport team  
Quadrant Court  
35 Guildford Road  
Woking GU22 7QQ

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## **Surrey County Council**

### **DRAFT Coordinated schemes for admission to primary and secondary school for 2021/22**

#### Contents

Page 2: Coordinated scheme for admission to primary school for 2021/22

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# Surrey County Council

## Coordinated scheme for admission to primary school (Reception and Year 3) for 2021/22

### Applications

1. Surrey's admissions and transport team will distribute information leaflets on admissions early in September 2020. 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 2 November 2020. 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 2 November 2020. 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 (including free schools) 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 2021. 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 2021. 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 4 February 2021.
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 4 February 2021.
10. Surrey's admissions and transport team will advise a maintaining local authority of the reason for any application made in respect of a child resident in Surrey to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining local authority by 4 February 2021.
11. 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 2021. Alternative arrangements will be made to forward applications and supporting information to non-participating local authorities.
12. Surrey County Council will participate in the Pan London application data checking exercise scheduled between 11 and 25 February 2021.

## **Processing**

13. By 8 February 2021, 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.
14. By 4 March 2021 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.
15. Surrey's admissions and transport team will carry out all reasonable checks to ensure that pupil rankings are correct for all schools in Surrey before uploading data to the Pan London Register.

16. Between 19 and 26 March 2021 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**

17. Surrey's admissions and transport team will identify the school place to be offered and communicate information as necessary to other local authorities by 31 March 2021. 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 foundation, free, trust or voluntary aided school with places.
18. Surrey's admissions and transport team will not make an additional offer between the end of the iterative process and 16 April 2021 which may impact on an offer being made by another participating local authority.
19. 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.
20. Surrey's admissions and transport team will participate in the Pan London offer data checking exercise scheduled between 31 March and 9 April 2021.
21. 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 14 April 2021.
22. By 16 April 2021 lists of children being allocated places will be sent to primary schools for their information.
23. On 16 April 2021 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 2021.**

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

24. 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 2021**

- 25.** 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.
- 26.** The latest date that an application can be accepted as late for good reason is 9 February 2021. 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.
- 27.** 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.
- 28.** Where an applicant lives out of county, Surrey will accept late applications which are considered to be on time within the terms of the home local authority's scheme up to 9 February 2021.
- 29.** The latest date for the upload to the Pan London Register of late applications which are considered to be on time is 10 February 2021.
- 30.** Where an applicant moves from one home local authority to Surrey after submitting an on time application under the terms of the former home local authority's scheme, Surrey will accept the application as on time up to 9 February 2021, on the basis that an on time application already exists within the system.
- 31.** Late applications from parents where it could reasonably have been expected that an application could have been made by the closing date and those received after 9 February 2021 will be considered as late. These applications will not be processed until after all on time applications have been considered.
- 32.** Some parents may wish to change a preference after the closing date due to a change of circumstances. Surrey's admissions and transport team will accept changes to preferences after the closing date only where there is good reason, such as a house move or other significant change of circumstance, which makes the original preference no longer practical. Any such request for a change of preference must be supported by documentary evidence and must be received by 9 February 2021. Any changes of preference received after 9 February 2021 will not be considered until all on time applications have been dealt with.

### **Applications and changes of preference received between 16 April 2021 and 31 August 2021**

- 33.** Applications will continue to be received after the 16 April 2021. 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.

- 34.** 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.
- 35.** After 16 April 2021 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 2021. Parents may also name additional preferences after the offer day of 16 April 2021.
- 36.** The coordination scheme will end on 31 August 2021. Applications received after 31 August 2021 will be considered in line with Surrey's in year admissions procedures.

## **Post Offer**

- 37.** Surrey's admissions and transport team will request that resident applicants accept or decline the offer of a place by 30 April 2021, or within two weeks of the date of any subsequent offer.
- 38.** 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.
- 39.** Where an applicant resident in Surrey accepts or declines a place in a Surrey school by 30 April 2021, Surrey's admissions and transport team will forward the information to the school by 7 May 2021.
- 40.** Where an applicant resident in Surrey accepts or declines a place in a school maintained by another local authority by 30 April 2021, Surrey's admissions and transport team will forward the information to the maintaining local authority by 7 May 2021. Where such information is received from applicants after 30 April 2021, Surrey's admissions and transport team will pass it on to the maintaining local authority as it is received.
- 41.** 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.
- 42.** 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 (including a free school) in Surrey, in order that the home local authority can offer the place.
- 43.** 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.

- 44.** When acting as a home local authority, Surrey will offer a place at a maintained school or academy (including a free school) in the area of another local authority, provided that the school is ranked higher on the common application form than any school already offered.
- 45.** 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.
- 46.** When acting as a home local authority, when Surrey has agreed to a change of preferences or preference order, it will inform any maintaining local authority affected by the change.
- 47.** 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.
- 48.** When acting as a maintaining local authority, Surrey will accept new applications (including additional preferences or preference order changes) from home local authorities for maintained schools and academies (including free schools) in its area.

## **Waiting Lists**

- 49.** 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.
- 50.** Details of pupils who have not been offered a higher preference school will be shared with the admission authority for each Surrey school by 19 April 2021.
- 51.** 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.
- 52.** 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.
- 53.** 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 2021/22

#### Applications

1. Surrey's admissions and transport team will distribute information leaflets on admissions early in September 2020. 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 2020. 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 2020. 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 (including free schools) 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 2020 but parents will be encouraged to return their form by 23 October 2020, 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 2020. Surrey County Council will publish information that will encourage applicants to submit their supplementary form by 23 October 2020 (i.e. the Friday before half term). The supplementary form should clearly indicate where it is to be returned. Where supplementary forms are used by admission authorities within Surrey, the admissions and transport team will seek to ensure that these only collect additional information which is required by the published oversubscription criteria in accordance with the School Admissions Code.

6. Where a school in Surrey receives a supplementary form, Surrey's admissions and transport team will not consider it to be a valid application unless the parent/carer has also listed the school on their home local authority's common application form.
7. Surrey's admissions and transport team will confirm the status of any resident child for whom it receives a common application form stating s/he is a looked after or previously looked after child and will provide evidence to the maintaining local authority in respect of a preference for a school in its area by 12 November 2020.
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 12 November 2020.
9. Surrey's admissions and transport team will advise a maintaining local authority of the reason for any application made in respect of a child resident in Surrey to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining local authority by 12 November 2020.
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 12 November 2020. 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 15 December 2020 and 1 January 2021.

## **Processing**

12. By 3 December 2020, 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 8 January 2021 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.
14. Surrey's admissions and transport team will carry out all reasonable checks to ensure that pupil rankings are correct for all schools in Surrey before uploading data to the Pan London Register.

15. Between 3 and 15 February 2021 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**

16. 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 2021. 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 foundation, free, trust or voluntary aided school with places.
17. Surrey's admissions and transport team will not make an additional offer between the end of the iterative process and 1 March 2021 which may impact on an offer being made by another participating local authority.
18. 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.
19. Surrey's admissions and transport team will participate in the Pan London offer data checking exercise scheduled between 16 and 24 February 2021.
20. 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 25 February 2021.
21. By 1 March 2021, lists of children being allocated places will be sent to secondary schools for their information.
22. On 1 March 2021 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 2021.**

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

23. 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 2021**

24. 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.
25. The latest date that an application can be accepted as late for good reason is 11 December 2020. 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.
26. 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.
27. 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.
28. The latest date for the upload to the Pan London Register of late applications which are considered to be on time is 14 December 2020.
29. 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 11 December 2020, 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.
30. 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 December 2020 will be considered as late. These applications will not be processed until after all on time applications have been considered.
31. 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 December 2020. Any changes of preference received after 11 December 2020 will not be considered until all on time applications have been dealt with.

### **Applications and changes of preference received between 1 March 2021 and 31 August 2021**

32. Applications will continue to be received after the 1 March 2021. 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.

- 33.** 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.
- 34.** After 1 March 2021 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 2021. Parents may also name additional preferences after the offer day of 1 March 2021.
- 35.** The coordination scheme will end on 31 August 2021. Applications received after 31 August 2021 will be considered in line with Surrey's in year admissions procedures.

## **Post Offer**

- 36.** Surrey's admissions and transport team will request that resident applicants accept or decline the offer of a place by 15 March 2021, or within two weeks of the date of any subsequent offer.
- 37.** 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.
- 38.** Where an applicant resident in Surrey accepts or declines a place in a Surrey school by 15 March 2021, Surrey's admissions and transport team will forward the information to the school by 22 March 2021.
- 39.** Where an applicant resident in Surrey accepts or declines a place in a school maintained by another local authority by 15 March 2021, Surrey's admissions and transport team will forward the information to the maintaining local authority by 22 March 2021. Where such information is received from applicants after 15 March 2021, Surrey's admissions and transport team will pass it on to the maintaining local authority as it is received.
- 40.** 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.
- 41.** 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 (including a free school) in Surrey, in order that the home local authority can offer the place.
- 42.** 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.

- 43.** When acting as a home local authority, Surrey will offer a place at a maintained school or academy (including a free school) in the area of another local authority, provided that the school is ranked higher on the common application form than any school already offered.
- 44.** 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.
- 45.** When acting as a home local authority, when Surrey has agreed to a change of preferences or preference order, it will inform any maintaining local authority affected by the change.
- 46.** 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.
- 47.** When acting as a maintaining local authority, Surrey will accept new applications (including additional preferences or preference order changes) from home local authorities for maintained schools and academies (including free schools) in its area.

## **Waiting Lists**

- 48.** 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.
- 49.** Details of pupils who have not been offered a higher preference school will be shared with the admission authority of each Surrey school by 2 March 2021.
- 50.** 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.
- 51.** 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.
- 52.** 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 2021</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>Jane Winterbone</b>
<b>Date</b>	<b>11 September 2019</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 born children for their child to be admitted to</b></li> </ul>



				<p>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>
Gender Reassignment			X	
Disability	X			<p>Provision is made for SEN children to be admitted to school</p> <p>Provisions made within the policy for priority to be given to medical need</p>
Sex			X	
Religion and belief	X			Provision made within the admissions timetable for faith schools to rank their applicants
Pregnancy and maternity			X	
Race			X	
Sexual orientation			X	
Carers	X			Potential for child carers to claim for social priority for a school place based on need
Other equality issues – please state	X			<p>Children in care and children who have left care through adoption, a child arrangement order or special guardianship order, receive top priority for a school place by law</p> <p>A translation service is on offer for parents who might find language a barrier to understanding the literature and Surrey's Schools and Childcare service acts as a Choice Advice service</p>

				<p>to help parents understand the process</p> <p>Children previously in state care outside of England who have ceased to be in state care as a result of being adopted receive priority under the second criterion for social/medical need.</p>
HR and workforce issues	X			Introduction of priority for children of staff with part time and full time employees being given equal priority.
Human Rights implications if relevant			X	

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

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

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

**For screenings only:**

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

- Signed off electronic version to be kept in your team for review

- Electronic copy to be forwarded to Equality and Diversity Manager for publishing

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

## **Introduction and background**

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

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

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

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

The admission policy allows for 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 criterion 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. It also includes children previously in state care outside of England who have ceased to be in state care as a result of being adopted.

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 98%, 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***

Nearly 98% of parents applied online in 2019 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 2019, 44 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 2019, 4 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?**

It is proposed to give priority to children of staff whereby staff employees who work full and part time will be treated equally.

### **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.**

That the recommendations set out in the accompanying report are approved.

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

<b>Issue</b>	<b>Action</b>	<b>Expected outcome</b>	<b>Who</b>	<b>Deadline for action</b>

- 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	Jane Winterbone
Date completed	11 September 2019
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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