

Notice of Meeting

Cabinet Member for All-Age Learning Decisions

**Date & time**

Tuesday, 13
October 2020 at
3.30 pm

Place

Remote via Teams

Contact

Angela Guest
angela.guest@surreycc.gov.uk

Chief Executive

Joanna Killian

Please note that due to the Covid-19 situation this meeting will take place remotely.

Please be aware that a link to view a live recording of the meeting will be available on the Cabinet Member for Transport Decisions page on the Surrey County Council website. This page can be accessed by following the link below:

<https://mycouncil.surreycc.gov.uk/mgCommitteeDetails.aspx?ID=717>

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 (07/10/2020).

b Public Questions

The deadline for public questions is seven days before the meeting (06/10/2020).

c Petitions

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

3 CONSULTATION ON ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS FOR SEPTEMBER 2022

(Pages 5
- 76)

The local authority must consult on any changes it wishes to make to the admission arrangements for community and voluntary controlled schools for 2022. This report seeks authorisation to proceed to consultation.

Joanna Killian
Chief Executive
Published: Friday, 2 October 2020

SURREY COUNTY COUNCIL

CABINET MEMBER FOR ALL-AGE LEARNING

DATE: 13 OCTOBER 2020

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

SUBJECT: CONSULTATION ON ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS FOR SEPTEMBER 2022



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 2022. Consultation must run for at least six weeks between 1 October 2020 and 31 January 2021 and admission arrangements for 2022 must be determined by 28 February 2021. The local authority must also consult on its Relevant Area every two years.

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

- Removal of use of 'nearest school' for the majority of community and voluntary controlled schools (page 2)
- Beauclerc Infant – introduction of sibling link with Chennestone Primary (page 5)
- Horley Infant – introduction of a reciprocal sibling link with Yattendon (page 5)
- Onslow Infant – reduction of Reception PAN from 90 to 60 (page 6)
- Surrey's Relevant Area (page 6)

RECOMMENDATIONS:

That the Cabinet Member authorises the Service Manager for Admissions and Transport to go out to statutory consultation on the proposed changes to admission arrangements for community and voluntary controlled schools for September 2022 and also to consult on its proposed Relevant Area.

REASON FOR RECOMMENDATIONS:

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

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

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 2020 and 31 January 2021 and all admission authorities must then determine their arrangements by 28 February 2021, whether or not they have been subject to consultation.
3. Surrey County Council (SCC) is proposing some changes to its admission arrangements for community and voluntary controlled schools and as such is intending to consult on these changes between 20 October 2020 and 1 December 2020.
4. The School Standards & Framework Act 1998 requires local authorities to establish Relevant Area(s) for admission policy consultations. The Relevant Area is the area in which admission authorities must consult with schools regarding their proposed admission arrangements before finalising them.
5. The Education Act 2002 requires the local authority to review and consult on its Relevant Area every 2 years.

Changes proposed to the admission criteria for community and voluntary controlled schools for 2022

Removal of use of nearest school for the majority of community and voluntary controlled schools

6. In October 2019, the Schools Adjudicator issued a determination on the admission arrangements for Stamford Green Primary School (ADA3589) which identified some concerns with the use of 'nearest school' and the objectivity and clarity regarding this. Although this determination applied to Stamford Green Primary School, its key message applies to any school which uses 'nearest school' as part of their admission arrangements.
7. The Schools Adjudicator set out that, by having 'nearest school' as a criterion within a set of admission arrangements, the admission authority creates a catchment area which is defined by a polygonal shape based on the location of the other schools surrounding the school. As a catchment area, admission authorities have a duty to consult on any changes, such as when the inclusion or location of 'nearest' schools change as these can result in a change to the polygonal shape/catchment area and thus which children may receive priority.
8. There are also other requirements in relation to catchment areas that admission authorities must comply with, such as being reasonable and clearly defined. In order to assess whether such a catchment area meets the requirements of the Code it would be necessary to understand the catchment boundaries that are created as a result of using 'nearest school' as an admission criterion.
9. Surrey has 92 community and voluntary controlled schools. Of these, 87 currently give some level of priority to children who have the school as their nearest school. As a result of the OSA's determination, the local authority has reviewed the intakes for these 87 schools to consider the impact of the use of 'nearest school' on the intake.

10. 11 community and voluntary controlled primary schools have an intake at both Reception and Junior and so, for these schools, each intake has been looked at separately.

11. Considerations as part of this review have been as follows:

- Whether the school is undersubscribed
- Whether most children allocated under 'nearest school' would have been allocated a place on straight line distance if 'nearest school' had not been used
- Whether any children would be displaced if 'nearest school' was removed

12. As a result of this review, each intake of these 88 schools has been categorised as follows (see Enclosure 5):

- Category 1 (17 schools) - Schools which did not fill up on preferences **in each of the past three years** (2018, 2019 & 2020)
- Category 2 (13 schools) - Schools which allocated to 'distance' criterion and the furthest distance allocated was **further** than the last child allocated under 'nearest school' **in each of the past three years** (2018, 2019 & 2020)
- Category 3 (2 schools) - Schools which allocated to 'nearest school' criterion and there were **no children left unplaced** under 'distance' criterion who lived closer than the furthest distance allocated under 'nearest school' **in each of the past three years** (2018, 2019 & 2020)
- Category 4 (34 schools) - Schools which experienced a combination of the scenarios set out in categories 1, 2 and/or 3 **in each of the past three years** (2018, 2019 & 2020)
- Category 5 (9 schools) - Schools which allocated to 'distance' criterion and the furthest distance allocated was **further** than the last child allocated under 'nearest school' **in TWO of the past three years**
- Category 6 (1 school) – Schools which allocated to 'nearest school' criterion and there were **no children left unplaced** under 'distance' criterion who lived closer than the furthest distance allocated under nearest school **in TWO of the past three years**
- Category 7 (6 schools) - Schools which allocated to 'distance' criterion and furthest distance allocated was **nearer** than the last child allocated under 'nearest school' **in TWO of the past three years**
- Category 8 (4 schools) – Schools which allocated to 'nearest school' criterion and there **were children left unplaced** under 'distance' criterion who lived closer than the furthest distance allocated under 'nearest school' **in TWO of the past three years**
- Category 9 (2 schools) – Schools which allocated to 'distance' criterion and furthest distance allocated was **nearer** than the last child allocated under 'nearest school' **in each of the past three years** (2018, 2019 & 2020)
- Category 10 (1 school) – Schools which allocated to 'nearest school' criterion and there **were children left unplaced** under 'distance' criterion who lived closer than the furthest distance allocated under nearest school **in each of the past three years**

- Category 11 (9 schools) – Schools which experienced a combination of scenarios where no regular pattern exists
13. As a result of this analysis, it is proposed that Surrey consult on removal of the ‘nearest school’ criterion for all 76 schools in categories 1 to 6 as, for these schools, use of ‘nearest school’ has no or minimal impact on the intake to the school i.e. based on the previous three years’ intake, the allocation would be no different or minimally different if ‘nearest school’ was not used as a criterion.
 14. Further analysis of the schools within categories 7 to 11 indicates that, for 14 of these schools, the impact of removing the ‘nearest school’ criterion is low. It is therefore proposed that Surrey consult on the removal of the ‘nearest school’ criterion for these 14 schools in categories 7 to 11.
 15. However, for the following eight schools, removal of ‘nearest school’ is more likely to have an impact on the pattern of admission to the school:

Elmbridge

Hurst Park Primary School

Epsom & Ewell

Southfield Park Primary School
 Stamford Green Primary School
 Wallace Fields Junior School

Guildford

Tillingbourne Junior School

Reigate & Banstead

Langshott Primary School
 Meath Green Infant School
 Walton on the Hill Primary School

16. As such, no change is proposed for these eight schools for 2022 admission. Further analysis will be done on the pattern of admission to these schools and the options for change ahead of consultation for 2023 admission. Respondents to the consultation may however choose to comment on the arrangements for these schools, even though no change is proposed.
17. The assessment of nearest school for 2022 admission will remain as it was for 2021 admission and no changes are proposed to the list of schools to be excluded from the assessment of nearest school, as set out in Appendix 3 to Enclosure 1.
18. No change is proposed to the admission arrangements for the following schools, which do not currently give priority according to ‘nearest school’:
 - Walsh Church of England Junior School - Guildford
 - Banstead Community Junior School - Reigate & Banstead
 - Meath Green Junior School - Reigate & Banstead
 - Shottermill Junior School - Waverley
 - West Byfleet Junior School - Woking

Beauclerc Infant School – Spelthorne

19. It is proposed to introduce a sibling link for Beauclerc Infant School with Chennestone Primary School. In this way, families with an older child attending

Chennestone Primary School would receive sibling priority for a younger child to attend Beauclerc Infant School.

20. The admission criteria for Beauclerc Infant School would not change but would be described as operating shared sibling priority with Chennestone Primary School for 2022 admission (see Enclosure 1 – Appendix 2).
21. It is not intended to make this a reciprocal link and so the same arrangement will not apply to Chennestone Primary School. This is because families applying for a place at Chennestone Primary School already have the benefit of being able to claim sibling priority if a sibling is in Reception to Year 6 at the school, unlike Beauclerc Infant School which only has year groups from Reception to Year 2.
22. This proposal is supported by the headteacher and Governing Body of the federated schools of Beauclerc Infant and Chennestone Primary.
23. In line with Surrey County Council policy, the introduction of a sibling link with Chennestone Primary School would enable sibling priority to be given to a child who is applying to start at Beauclerc Infant School in Reception even if they have a sibling who would have left Year 2 of the school by the time the younger child starts. This is because the feeder link within the admission criteria for Chennestone Primary would provide for them to be admitted to that school, thereby retaining their sibling priority.
24. This proposal is consistent with Surrey's planning principles set out in the School Organisation Plan which undertake to consider sympathetically the desirability of separate infant schools feeding into junior or primary provision where this reduces transport needs for young children.
25. The introduction of a sibling link with Chennestone Primary School would provide a greater chance of families keeping their children together or at schools in close proximity.

Horley Infant School – Reigate & Banstead

26. It is proposed to introduce a sibling link for Horley Infant School with Yattendon. In this way, families with an older child attending Yattendon would receive sibling priority for a younger child to attend Horley Infant School.
27. The admission criteria for Horley Infant School would not change but would be described as operating shared sibling priority with Yattendon for 2022 admission (see Enclosure 1 – Appendix 2).
28. This proposal is in line with a proposal being considered by Yattendon to introduce a reciprocal sibling link with Horley Infant School. As a foundation school, the governing body of Yattendon is responsible for consulting on any proposals for change to their admission arrangements.
29. Implementation of this proposal for Horley Infant School would be subject to Yattendon also implementing a reciprocal sibling link with Horley Infant School.
30. This proposal is supported by the headteacher and Governing Body of Horley Infant School. It is also broadly supported by Yattendon, although this school's governing body has yet to formally agree to introduce a reciprocal sibling arrangement.

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

Onslow Infant School – Guildford

34. It is proposed to formally consult on a reduction to the Reception PAN at Onslow Infant School from 90 to 60. 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 2022 admission.
35. Onslow Infant School currently has a Reception PAN of 90. However the school is not filling to its PAN and is currently running with an operational cohort of two classes in each of its year groups.
36. Surrey's Education Place Planning team are satisfied that this reduction will not impact the sufficiency of places for the next two years. There is a suggestion that additional places may be needed in 2024/25 and the school has indicated that they would be willing for the PAN to be reviewed at that stage if numbers increase at that time, with a view to taking a bulge class and a subsequent increase in PAN should the demand be sustained to require it.
37. This decrease in PAN would have no impact on children who are currently on roll at the school.

Surrey's Relevant Area

38. The Relevant Area that Surrey intends to publish for schools for the next two years is set out in ENCLOSURE 3.
39. There are no changes proposed and this remains as it was determined in 2019.

Other changes that are not subject to consultation

Increase in PANs

40. 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 2022 admission.
41. Surrey is proposing to increase the Year 3 PAN at William Cobbett from 50 to 60. The Reception PAN was decreased from 40 to 30 in September 2019 to

enable the school to operate with one class of 30 throughout KS1, rather than having mixed aged classes in Year 1 and Year 2. 2022 will be the first year that there will be 30 children transferring from KS1 and an increase to the Year 3 PAN from 50 to 60 will provide consistent class sizes of 30 throughout the school. It will also provide a greater likelihood that all children at Badshot Lea who want a place would be able to secure one at the initial allocation. No consultation is required for this.

Points of clarification

- 42. Wording has been added to Section 12 to clarify current practice that where a mainstream child has a sibling with a final EHCP that names the same school, they will be given sibling priority for that school as long as the sibling with the EHCP is expected to start at the school before or on the same date as the mainstream child.

CONSULTATION:

- 43. The Education Place Planning team has been involved in considering the proposals for change.
- 44. All schools directly affected by the proposed changes have been consulted.
- 45. 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.
- 46. 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:

- 47. 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

- 48. 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

- 49. Although significant progress has been made over the last twelve months to improve the Council's financial position, the medium term financial outlook is uncertain. The public health crisis has resulted in increased costs which are not fully funded in the current year. With uncertainty about the ongoing impact of this and no clarity on the extent to which both central and local funding sources might be affected from next year onward, our working assumption is that

financial resources will continue to be constrained, as they have been for the majority of the past decade. This places an onus on the Council to continue to consider issues of financial sustainability as a priority in order to ensure stable provision of services in the medium term. As such, the Section 151 Officer supports the proposed consultation to ensure the most effective allocation of school places.

Legal Implications – Monitoring Officer

50. The proposed admission arrangements comply with legislation on School Admissions and the requirements of the School Admissions Code.
51. The local authority will carry out a consultation on all changes for a period of six weeks between 20 October 2020 and 1 December 2020, which is in accordance with statutory requirements.
52. 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.
53. The local authority will give due regard to the responses to the consultation before considering the recommendations to put before Cabinet.
54. 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

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

Corporate Parenting/Looked After Children implications

57. 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.
58. 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. The DfE are currently consulting on an amendment to the School Admissions Code to give this group of children top priority for a school place but this change cannot be made until a new Code comes into force.

Safeguarding responsibilities for vulnerable children and adults implications

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

Environmental sustainability implications

60. The County Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change.
61. 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 20 October 2020 and 1 December 2020.
- 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 26 January 2021 for decision and then to Full Council on 9 February 2021 to ratify the decision so that the admission arrangements for Surrey's community and voluntary controlled schools and the coordinated schemes for 2022 can be determined before the statutory deadline of 28 February 2021.
- 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 2022 will then be published by 15 March 2021 on Surrey's website and a notice will be sent to all those consulted.
-

Contact Officer:

Claire Potier – Principal Manager Admissions and Transport –
claire.potier@surreycc.gov.uk.

Consulted:

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

Annexes:

ENCLOSURE 1	Proposed admission arrangements for C&VC schools
APPENDIX 1	Proposed published admission numbers
APPENDIX 2	Proposed schools to be considered as on adjoining/shared sites
APPENDIX 3	Proposed schools to be considered as nearest school
APPENDIX 4	Catchment map for Southfield Park
APPENDIX 5	Supplementary Information Form for children of staff applicants
ENCLOSURE 2	Proposed coordinated schemes
ENCLOSURE 3	Draft Relevant Area
ENCLOSURE 4	Equality Impact Assessment
ENCLOSURE 5	School category following review of intake for past three years

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
- OSA determination on Stamford Green - ADA3589

PROPOSED Admission arrangements for Surrey County Council's community and voluntary controlled schools 2022/23

This document sets out Surrey County Council's admission arrangements for community and voluntary controlled schools in 2022/23.

1. The Published Admission Numbers for initial entry to Surrey's community and voluntary controlled schools in September 2022 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 2022. 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 2021. 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 2022/23 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 2022/23 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: 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 2022

When a school named below is over-subscribed for any year group, applications for entry in 2022/23 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) Elmbridge Hurst 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 for whom Hurst Park Primary School is their nearest school
6. Any other children

b) 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) Stamford Green 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 for whom Stamford Green Primary School is their nearest school
6. Any other children

iii) Wallace Fields Junior School:

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

c) Guildford

i) Tillingbourne 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 for whom Tillingbourne Junior School is their nearest school
6. Any other children

ii) 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

iii) 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. 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

d) 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. 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. 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

e) 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. 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) Langshott 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 for whom Langshott Primary School is their nearest school
6. Any other children

iv) Meath Green Infant 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 for whom Meath Green Infant School is their nearest school
6. Any other children

v) Meath Green 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 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

vi) 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
5. *Children attending Dovers Green or Holmesdale Community Infant schools
6. Any other children

* Criteria 5 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

vii) Walton on the Hill 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 for whom Walton on the Hill Primary School is their nearest school
6. Any other children

f) 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. 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

g) 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. 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

h) Waverley

i) 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

ii) 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. 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

i) Woking

i) 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 and for the purpose of maintaining a waiting list, 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 2022 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)
***Beauclerc Infant School and Chennestone Primary School**
Earlswood Infant and Earlswood Junior
The Grange Community Infant and New Haw Community Junior (Academy)
Horley Infant and Yattendon (Foundation)
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 Beauclerc Infant School**

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

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

A mainstream child will also be given sibling priority for a school if they have a sibling with a final EHCP that names the same school, as long as the sibling with the EHCP is expected to start at the school before or on the same date as the mainstream child. Applicants will have to declare the details of any child whose EHCP names the school in order to be considered for sibling priority.

13 Nearest school

For schools which give priority to children who have the school as their nearest, 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 be excluded when assessing nearest school can be seen at APPENDIX 3.

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. Parents can view Surrey's School map to see their home to school distances at www.surreycc.gov.uk/schools-and-learning/schools/admissions/about-map/find-a-school.

Any child remaining on the waiting list from 1 September 2022 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, other than those listed at Appendix 3.

14. Home address

Within the admission arrangements for community and voluntary controlled schools, the child's home address excludes any business or childminder's address and must be the child's normal place of residence. It also excludes any relative's address unless the child lives at that address as their 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, each child will be offered a place.

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 2023 when they will be cancelled. Applicants who wish a child to go on the waiting list for the 2023/24 academic year must reapply for in-year admission through Surrey County Council. Fully completed applications

received during July 2023 will be used to reform the waiting list during August 2023. Applications received after the end of July 2023 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 2022/23:

- applications for admission to Reception which are received after 1 September 2022;
- for any school which has a published admission number for Year 3, applications for admission to Year 3 which are received after 1 September 2022;
- applications for admission to Year 7 which are received after 1 September 2022;
- 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 2017 and 31 August 2018 will be eligible to apply for a full time place in Reception at a Surrey school for September 2022. 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.

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 2022/2023 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 2022 to 31 August 2023 (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 2022 to 31 August 2023 (these children will be able to stay on in nursery for another year in 2023/24 as they will not be due to start Reception until September 2024)

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

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 or from the Surrey Schools and Childcare Service on 0300 200 1004.

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APPENDIX 1

PROPOSED Admission numbers for Surrey County Council's community and voluntary controlled schools 2022

This document sets out Surrey County Council's Published Admission Numbers (PAN) for community and voluntary controlled schools for September 2022. **Where changes have been made text is in bold.**

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

1. Primary schools

ELMBRIDGE	
Bell Farm Primary	90
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	60
St Mary's C of E (VC) Infant	30
St Paul's Church of England 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
Worplesdon Primary	4+ 57 7+ 30
MOLE VALLEY	
Barnett Wood Infant	52
Charwood 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

*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
Stepgates Community	30
Thorpe Lea Primary	30
Trumps Green Infant	60

* A Statutory Notice has been issued to close this school and to open a new voluntary aided Church of England Infant school on the site at Barley Mow Road, Englefield Green

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

WOKING

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

Glebelands School	180
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APPENDIX 2

PROPOSED Community and voluntary controlled schools in Surrey which will operate shared sibling priority for admission in 2022

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
- **Horley Infant and Yattendon (Foundation)**
- 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

Spelthorne

- ****Beauclerc Infant and Chennestone Primary School**

Surrey Heath

- Bagshot Infant and Connaught Junior (Academy)

Waverley

- Shottermill Infant and Shottermill Junior

Woking

- West Byfleet Infant and West Byfleet Junior

* Shared sibling priority only applies to Merrow CofE Infant School

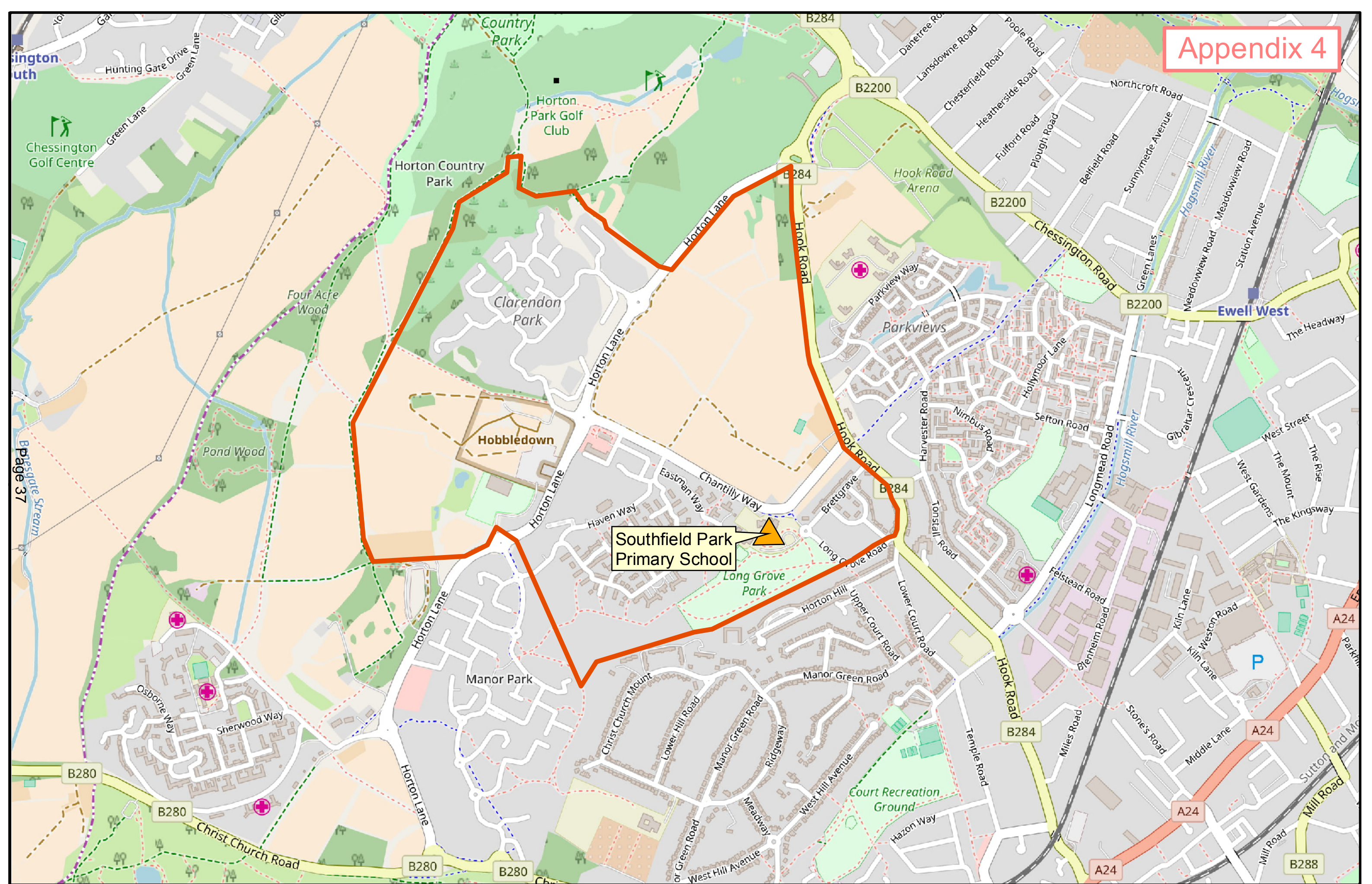
** Shared sibling priority only applies to Beauclerc Infant School

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PROPOSED Academies and foundation, trust and voluntary aided schools that will be excluded when assessing nearest school - 2022 admissions

1.	Eight of Surrey's community and voluntary controlled schools give priority to children who have the school as their nearest. Academies and foundation, trust and voluntary aided schools in Surrey that will be excluded when assessing nearest school are set out below. Community and voluntary controlled schools which convert to academy status and new schools which open after these arrangements have been determined will be considered in the assessment of nearest school.	
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 & Ewell</u> St Clement's Catholic Primary School St Joseph's Catholic Primary School, Epsom</p> <p><u>Guildford</u> St Joseph's Catholic Primary School, Guildford St Thomas of Canterbury Catholic Primary School</p> <p><u>Mole Valley</u> St Peter's Catholic Primary School</p> <p><u>Reigate & Banstead</u> St Anne's Catholic Primary School, Banstead St Joseph's Catholic Primary School, Redhill</p> <p><u>Runnymede</u> Holy Family Catholic Primary School St Anne's Catholic Primary School, Chertsey St Cuthbert's Catholic Primary School</p>		<p><u>Spelthorne</u> Our Lady of the Rosary Roman Catholic Primary School St Michael's Catholic Primary School</p> <p><u>Surrey Heath</u> St Augustine's Catholic Primary School</p> <p><u>Tandridge</u> St Francis Catholic Primary School</p> <p><u>Waverley</u> St Cuthbert Mayne Catholic Primary School St Edmund's Catholic Primary School St Polycarp's Catholic Primary School</p> <p><u>Woking</u> The Marist Catholic Primary School St Dunstan's Catholic Primary School St Hugh of Lincoln Catholic Primary School</p>
b) Junior & primary schools – Year 3 intake		
<p><u>Reigate & Banstead</u> Royal Alexandra & Albert School</p>		
c) Secondary schools – Year 7 intake		
<p><u>Guildford</u> St Peter's Catholic School</p> <p><u>Reigate & Banstead</u> Royal Alexandra & Albert School St Bede's School</p> <p><u>Runnymede</u> Salesian School</p>		<p><u>Spelthorne</u> St Paul's Catholic College 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.	Out of county schools that will be excluded when assessing nearest school are as follows: <ul style="list-style-type: none">• Any grammar school that offers places only on the basis of a full selective test• Camelsdale Primary School – West Sussex County Council• Charters School – Royal Borough of Windsor & Maidenhead• St Joseph’s Catholic Primary School, Aldershot - Hampshire County Council• The Wavell School – Hampshire County Council
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 Surrey County Council, LA076872, 2018

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Southfield Park Primary Catchment Area

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**PROPOSED Supplementary information
form for applicants applying under the
criterion for Children of Staff at a
community or voluntary controlled school
- 2022**



Applicants who wish to be considered for priority under the criterion for Children of Staff at a community or voluntary controlled school must complete this form, **in addition to the local authority application form**, by:

- Applications for Year 7 in September 2022 – **31 October 2021**
- Applications for Reception and Year 3 in September 2022 – **15 January 2022**

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 emailed to schooladmissions@surreycc.gov.uk. If you can't email it, please post it to:

Admissions and Transport team
Quadrant Court
35 Guildford Road
Woking GU22 7QQ

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Surrey County Council

PROPOSED Coordinated schemes for admission to primary and secondary school for 2022/23

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Surrey County Council

Coordinated scheme for admission to primary school (Reception and Year 3) for 2022/23

Applications

1. Surrey's admissions and transport team will distribute information leaflets on admissions early in September 2021. These will be available in all Surrey primary schools. The leaflet will refer parents to the Surrey County Council website www.surreycc.gov.uk/admissions via which parents will be able to access the admissions information and apply online from 1 November 2021. 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 1 November 2021. Parents living outside Surrey must use their home local authority's form to apply for a place at a Surrey school. Parents living in 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 2022. 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 2022. 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 any additional evidence to the maintaining local authority on receipt of a reasonable request in respect of a preference for a school in its area by 4 February 2022.
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 2022.
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 2022.
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 2022. 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 14 and 18 February 2022.

Processing

13. By 7 February 2022, 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 3 March 2022 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 17 and 24 March 2022 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 24 March 2022. 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 19 April 2022 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 25 March and 6 April 2022.
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 11 April 2022.
22. By 19 April 2022 lists of children being allocated places will be sent to primary schools for their information.
23. On 19 April 2022 an outcome will be sent by Surrey's admissions and transport team to all parents who have completed a Surrey application form. Where a paper application has been made a letter will be sent by first class post. 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 19 APRIL 2022.**

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 19 April 2022

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 10 February 2022. 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 10 February 2022.
29. The latest date for the upload to the Pan London Register of late applications which are considered to be on time is 11 February 2022.
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 10 February 2022, 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 10 February 2022 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 10 February 2022. Any changes of preference received after 10 February 2022 will not be considered until all on time applications have been dealt with.

Applications and changes of preference received between 19 April 2022 and 31 August 2022

33. Applications will continue to be received after 19 April 2022. 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 19 April 2022 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 19 April 2022. Parents may also name additional preferences after the offer day of 19 April 2022.
- 36.** The coordination scheme will end on 31 August 2022. Applications received after 31 August 2022 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 4 May 2022, 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 4 May 2022, Surrey's admissions and transport team will forward the information to the school by 11 May 2022.
- 40.** Where an applicant resident in Surrey accepts or declines a place in a school maintained by another local authority by 4 May 2022, Surrey's admissions and transport team will forward the information to the maintaining local authority by 11 May 2022. Where such information is received from applicants after 4 May 2022, 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 2022.
- 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 (Year 7 and Year 10) for 2022/23

Applications

1. Surrey's admissions and transport team will distribute information leaflets on admissions early in September 2021. These will be distributed to all children in Year 6 in Surrey maintained schools who are resident in Surrey. The leaflet will refer parents to the Surrey County Council website www.surreycc.gov.uk/admissions via which parents will be able to access the admissions information and apply online from 1 September 2021. 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 2021. Parents living outside Surrey must use their home local authority's form to apply for a place at a Surrey school. Parents living in 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 2021. 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 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 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 any additional evidence to the maintaining local authority on receipt of a reasonable request in respect of a preference for a school in its area by 12 November 2021.
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 2021.
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 2021.
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 2021. 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 13 December 2021 and 4 January 2022.

Processing

12. By 2 December 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.
13. By 7 January 2022 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 31 January and 11 February 2022 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 11 February 2022. 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 2022 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 14 and 22 February 2022.

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 23 February 2022.

21. By 1 March 2022, lists of children being allocated places will be sent to secondary schools for their information.

22. On 1 March 2022 an outcome will be sent by Surrey's admissions and transport team to all parents who have completed a Surrey application form. Where a paper application has been made a letter will be sent by first class post. 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 2022.**

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 2022

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 9 December 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.
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 10 December 2021.
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 9 December 2021, 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 9 December 2021 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 9 December 2021. Any changes of preference received after 9 December 2021 will not be considered until all on time applications have been dealt with.

Applications and changes of preference received between 1 March 2022 and 31 August 2022

32. Applications will continue to be received after 1 March 2022. 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 2022 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 1 March 2022. Parents may also name additional preferences after the offer day of 1 March 2022.
- 35.** The coordination scheme will end on 31 August 2022. Applications received after 31 August 2022 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 2022, 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 2022, Surrey's admissions and transport team will forward the information to the school by 22 March 2022.
- 39.** Where an applicant resident in Surrey accepts or declines a place in a school maintained by another local authority by 15 March 2022, Surrey's admissions and transport team will forward the information to the maintaining local authority by 22 March 2022. Where such information is received from applicants after 15 March 2022, 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 2022.
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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PROPOSED Surrey's Relevant Area for Admissions - 2022

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

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

Surrey proposes its Relevant Area to continue to be as follows:

- i) The local authority will consult on the admission arrangements for community and voluntary controlled schools with:
 - all schools within the administrative area of Surrey
 - all 14 neighbouring local authorities
 - any out of county academy and foundation, trust and voluntary aided primary school within 4.8 kilometres (3 miles) of the Surrey border
 - any out of county academy and foundation, trust and voluntary aided secondary school within 8 kilometres (5 miles) of the Surrey border.

- ii) Having first consulted with their Diocese, primary schools designated as having a religious character will consult with:
 - Surrey County Council
 - all other primary schools within a 4.8 kilometre radius (3 miles)
 - other local authorities within a 4.8 kilometre radius (3 miles)
 - other faith primary schools within their own deanery, according to guidance issued by their Diocese

- iii) Primary academies and foundation and trust schools will consult with:
 - Surrey County Council
 - all other primary schools within a 4.8 kilometre radius (3 miles)
 - other local authorities within a 4.8 kilometre radius (3 miles)

- iv) Having first consulted with their Diocese, secondary schools designated as having a religious character will consult with:
 - Surrey County Council
 - all other primary and secondary schools within an 8 kilometre radius (5 miles)
 - other local authorities within an 8 kilometre radius (5 miles)
 - other primary and secondary faith schools within their own deanery, according to guidance issued by their Diocese

- v) Secondary academies and foundation schools will consult with:
 - Surrey County Council
 - all other primary and secondary schools within an 8 kilometre radius (5 miles)
 - other local authorities within an 8 kilometre radius (5 miles)

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Addressing Inequalities

Equalities Impact Assessment

Surrey County Council Equality Impact Assessment Template

Stage one – initial screening

What is being assessed?	Admissions policy 2022
Service	Admissions and Transport
Name of assessor/s	Claire Potier
Head of service	Jane Winterbone
Date	17 September 2021
Is this a new or existing function or policy?	Existing policy under review

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

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

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

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

				<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"> Older applicants will be prioritised for admission to a three year old nursery place as they will have less time to spend in nursery
Gender Reassignment			X	
Disability	X			<p>Provision is made for SEND 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 98.4%, 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

98.4% of parents applied online in 2020 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 2020, 33 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 2020, 2 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

Issue	Action	Expected outcome	Who	Deadline for action

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

Date taken to Directorate Equality Group for challenge and feedback	
Review date	
Person responsible for review	Claire Potier
Head of Service signed off	Jane Winterbone
Date completed	17 September 2020
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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School category following review of intake for past three years

ENCLOSURE 5

Category 1 - Schools which did not fill up on preferences in each of the past three years (2018, 2019 & 2020)

Borough/District	Round	School Name	Consult on removal of nearest school for 2022
ELMBRIDGE	Rec	Cranmere Primary School	Yes
GUILDFORD	Rec	Merrow Church of England (Controlled) Infant School	Yes
GUILDFORD	Rec	Onslow Infant School	Yes
GUILDFORD	Rec	St Paul's Church of England Infant School & Children's Centre, Tongham	Yes
MOLE VALLEY	Rec	Leatherhead Trinity School	Yes
MOLE VALLEY	Rec	The Dawnay School	Yes
MOLE VALLEY	Jun	West Ashted Primary School	Yes
REIGATE AND BANSTEAD	Rec	Earlswood Infant & Nursery School	Yes
REIGATE AND BANSTEAD	Sec	Oakwood School	Yes
REIGATE AND BANSTEAD	Rec	Shawley Community Primary School	Yes
RUNNYMEDE	Rec	Englefield Green Infant School & Nurseries	Yes
RUNNYMEDE	Rec	Meadowcroft Community Infant School	Yes
SURREY HEATH	Rec	Bagshot Infant School	Yes
TANDRIDGE	Jun	Holland Junior School	Yes
WAVERLEY	Jun	Cranleigh Church of England Primary School	Yes
WAVERLEY	Rec	Cranleigh Church of England Primary School	Yes
WAVERLEY	Sec	Glebelands School	Yes

Category 2 - Schools which allocated to 'distance' criterion and furthest distance allocated was FURTHER than the last child allocated under 'nearest school' in each of the past three years (2018, 2019 & 2020)

Borough/District	Round	School Name	Consult on removal of nearest school for 2022
ELMBRIDGE	Rec	Bell Farm Primary School	Yes
ELMBRIDGE	Rec	Oatlands School	Yes
ELMBRIDGE	Rec	St James Church of England Primary School, Weybridge	Yes
ELMBRIDGE	Rec	The Royal Kent Church of England Primary School	Yes
RUNNYMEDE	Rec	The Grange Community Infant School	Yes
RUNNYMEDE	Rec	Trumps Green Infant School	Yes
SPELTHORNE	Rec	Ashford Park Primary School	Yes
SPELTHORNE	Rec	Beauclerc Infant School	Yes
SURREY HEATH	Rec	Valley End Church of England Infant School	Yes
TANDRIDGE	Rec	Dormansland Primary School	Yes

TANDRIDGE	Rec	Felbridge Primary School	Yes
WAVERLEY	Rec	Badshot Lea Village Infant School	Yes
WOKING	Rec	West Byfleet Infant School	Yes

Category 3 - Schools which allocated to 'nearest school' criterion and there were no children left unplaced under 'distance' criterion who lived closer than the furthest distance allocated under nearest school in each of the past three years (2018, 2019 & 2020)

Borough/District	Round	School Name	Consult on removal of nearest school for 2022
EPSOM & EWELL	Rec	Ewell Grove Primary & Nursery School	Yes
RUNNYMEDE	Rec	Steggates Community School	Yes

Category 4 - Schools which experienced a combination of the scenarios set out in categories 1, 2 and/or 3 in each of the past three years (2018, 2019 & 2020)

Borough/District	Round	School Name	Consult on removal of nearest school for 2022
ELMBRIDGE	Rec	Grovelands Primary School	Yes
ELMBRIDGE	Rec	Manby Lodge Infant School	Yes
ELMBRIDGE	Jun	The Royal Kent Church of England Primary School	Yes
GUILDFORD	Rec	St Mary's Church of England Voluntary Controlled Infant School	Yes
GUILDFORD	Rec	Wood Street Infant School	Yes
GUILDFORD	Jun	Worplesdon Primary School	Yes
MOLE VALLEY	Rec	Barnett Wood Infant School	Yes
MOLE VALLEY	Rec	Charlwood Primary School	Yes
MOLE VALLEY	Jun	The Dawnay School	Yes
MOLE VALLEY	Jun	North Downs Primary School	Yes
MOLE VALLEY	Rec	North Downs Primary School	Yes
MOLE VALLEY	Rec	Polesden Lacey Infant School	Yes
MOLE VALLEY	Rec	Powell Corderoy Primary School	Yes
MOLE VALLEY	Jun	St Martin's Church of England (Controlled) Primary School	Yes
MOLE VALLEY	Rec	West Ashtead Primary School	Yes
REIGATE AND BANSTEAD	Jun	Earlswood Junior School	Yes
REIGATE AND BANSTEAD	Rec	Epsom Downs Primary School and Children's Centre	Yes
REIGATE AND BANSTEAD	Rec	Furzefield Primary & Nursery School and Children's Centre	Yes
REIGATE AND BANSTEAD	Rec	Horley Infant School	Yes
REIGATE AND BANSTEAD	Rec	Kingswood Primary School	Yes
REIGATE AND BANSTEAD	Rec	Manorfield Primary & Nursery School	Yes

RUNNYMEDE	Rec	Manorcroft Primary School	Yes
RUNNYMEDE	Jun	St Ann's Heath Junior School	Yes
SPELTHORNE	Rec	Buckland Primary School	Yes
SPELTHORNE	Jun	Chennestone Primary School	Yes
SURREY HEATH	Jun	Frimley Church of England School	Yes
SURREY HEATH	Rec	Heather Ridge Infant School	Yes
TANDRIDGE	Rec	Hurst Green Infant School and Nursery	Yes
WAVERLEY	Jun	Beacon Hill Primary School	Yes
WAVERLEY	Rec	Folly Hill Infant School	Yes
WAVERLEY	Jun	William Cobbett Primary School	Yes
WAVERLEY	Rec	William Cobbett Primary School	Yes
WAVERLEY	Rec	Witley Church of England (Controlled) Infant School	Yes
WOKING	Rec	St Mary's Church of England (Controlled) Primary School, Byfleet	Yes

Category 5 - Schools which allocated to 'distance' criterion and furthest distance allocated was FURTHER than the last child allocated under 'nearest school' in TWO of the past three years

Borough/District	Round	School Name	Consult on removal of nearest school for 2022
EPSOM & EWELL	Rec	Epsom Primary & Nursery School	Yes
EPSOM & EWELL	Rec	The Mead Infant School	Yes
MOLE VALLEY	Jun	The Greville Primary School	Yes
MOLE VALLEY	Rec	The Greville Primary School	Yes
RUNNYMEDE	Rec	Ongar Place Primary School	Yes
RUNNYMEDE	Rec	Thorpe Lea Primary School	Yes
SURREY HEATH	Rec	Prior Heath Infant School	Yes
TANDRIDGE	Rec	Lingfield Primary School	Yes
WAVERLEY	Rec	Shottermill Infant School	Yes

Category 6 - Schools which allocated to 'nearest school' criterion and there were no children left unplaced under 'distance' criterion who lived closer than the furthest distance allocated under nearest school in TWO of the past three years

Borough/District	Round	School Name	Consult on removal of nearest school for 2022
WAVERLEY	Rec	Farncombe Church of England Infant School	Yes

Category 7 - Schools which allocated to 'distance' criterion and furthest distance allocated was NEARER than the last child allocated under 'nearest school' in TWO of the past three years

Borough/District	Round	School Name	Additional information	Consult on removal of nearest school for 2022
GUILDFORD	Sec	Ash Manor School	Occurred in 2020 but PAN increased to 240 for 2021	Yes
GUILDFORD	Jun	Tillingbourne Junior School	Occurred in 2019 & 2020 (Number of children allocated under 'nearest school' criterion who lived further than the furthest distance allocated under 'distance' criterion: 2019 = 9 ; 2020 = 5)	No
GUILDFORD	Rec	Worplesdon Primary School	Occurred in low numbers in 2018 and 2020 (Number of children allocated under 'nearest school' criterion who lived further than the furthest distance allocated under 'distance' criterion: 2018 = 1; 2020 = 2)	Yes
MOLE VALLEY	Rec	Fetcham Village Infant School	Occurred in 2019 & 2020 (Number of children allocated under 'nearest school' criterion who lived further than the furthest distance allocated under 'distance' criterion: 2019 = 7; 2020 = 1). Vacancies remain in this area so school place could still be delivered	Yes
MOLE VALLEY	Rec	St Martin's Church of England (Controlled) Primary School	Occurred in low numbers in 2018 and 2020 (Number of children allocated under 'nearest school' criterion who lived further than the furthest distance allocated under 'distance' criterion: 2018 = 2; 2020 = 1)	Yes
RUNNYMEDE	Rec	The Hythe Community Primary School	Occurred in low numbers in 2019 and 2020 (Number of children allocated under 'nearest school' criterion who lived further than the furthest distance allocated under 'distance' criterion: 2019 = 4; 2020 = 2)	Yes

Category 8 - Schools which allocated to 'nearest school' criterion and there were children left unplaced under 'distance' criterion who lived closer than the furthest distance allocated under nearest school in TWO of the past three years

Borough/District	Round	School Name	Reason	Consult on removal of nearest school for 2022
REIGATE AND BANSTEAD	Rec	Langshott Primary School	Applies in 2019 & 2020 (children unplaced under 'distance' criterion who lived closer than furthest distance allocated under 'nearest school' criterion: 2019 = 19; 2020 = 25)	No
REIGATE AND BANSTEAD	Rec	Meath Green Infant School	Applies in 2019 & 2020 (children unplaced under 'distance' criterion who lived closer than furthest distance allocated under 'nearest school' criterion: 2019 = 19; 2020 = 13)	No
SPELTHORNE	Rec	Clarendon Primary School	Occurred in low numbers in 2019 & 2020 (children unplaced under 'distance' criterion who lived closer than furthest distance allocated under 'nearest school' criterion: 2019 = 3; 2020 = 1)	Yes
TANDRIDGE	Rec	Audley Primary School	Occurred in low numbers in 2019 & 2020 (children unplaced under 'distance' criterion who lived closer than furthest distance allocated under 'nearest school' criterion: 2019 = 4; 2020 = 1)	Yes

Category 9 - Schools which allocated to 'distance' criterion and furthest distance allocated was nearer than the last child allocated under 'nearest school' in each of the past three years (2018, 2019 & 2020)

Borough/District	Round	School Name	Reason	Consult on removal of nearest school for 2022
ELMBRIDGE	Rec	Hurst Park Primary School	Applies consistently in each of the last three years (Number of children allocated under 'nearest school' criterion who lived further than the furthest distance allocated under 'distance' criterion: 2018 = 6; 2019 = 4; 2020 = 9)	No
GUILDFORD	Rec	Walsh Memorial Church of England (Controlled) Infant School	One child allocated under 'nearest school' criterion who lived further than the furthest distance allocated under 'distance' criterion in 2018, 2019 & 2020	Yes

Category 10 - Schools which Allocated to 'nearest school' criterion and there were children left unplaced under 'distance' criterion who lived closer than the furthest distance allocated under nearest school in each of the past three years

Borough/District	Round	School Name	Reason	Consult on removal of nearest school for 2022
EPSOM & EWELL	Rec	Stamford Green Primary School	Applies significantly in each of the last three years (children unplaced under 'distance' criterion who lived closer than furthest distance allocated under 'nearest school' criterion: 2018 = 6; 2019 = 22; 2020 = 23)	No

Category 11 - Schools which experienced a combination of scenarios where no regular pattern exists

Borough/District	Round	School Name	Reason	Consult on removal of nearest school for 2022
EPSOM & EWELL	Rec	Southfield Park Primary School	2018 - no impact; 2019 - 12 children unplaced under 'distance' criterion who lived closer than furthest distance allocated under 'nearest school' criterion; 2020 - no impact. This school also has a catchment that may need reviewing if changes to nearest school were made.	No
EPSOM & EWELL	Jun	Wallace Fields Junior School	2018 - low impact but pre-dates policy change; 2019 - no impact; 2020 - 3 children allocated under 'nearest school' criteria who lived further than the furthest distance allocated under 'distance' criterion. Need to review use of 'nearest school' alongside the arrangements for Wallace Fields Infant School	No
GUILDFORD	Rec	Ash Grange Primary School	2018 - no impact; 2019 - 5 children allocated under 'nearest school' criterion who lived further than the furthest distance allocated under 'distance' criterion; 2020 - 1 child unplaced under 'distance' criterion who lived closer than furthest distance allocated under 'nearest school' criterion.	Yes
GUILDFORD	Rec	Shawfield Primary School	2018 - 1 child unplaced under 'distance' criterion who lived closer than furthest distance allocated under 'nearest school' criterion; 2019 & 2020 - no impact	Yes
MOLE VALLEY	Jun	Oakfield Junior School	2018 - 3 children unplaced under 'distance' criterion who lived closer than furthest distance allocated under 'nearest school' criterion; 2019 - no impact; 2020 - 1 child allocated under 'nearest school' criterion who lived further than the furthest distance allocated under 'distance' criterion	Yes

REIGATE AND BANSTEAD	Jun	Reigate Priory	2018 - Not comparable due to policy change to add in feeder links in 2019; 2019 - 2 children left unplaced under criterion 6 who lived nearer than the furthest place offered under criterion 4; 2020 - all siblings and feeder children offered meaning that 'nearest school' had no impact on intake.	Yes
REIGATE AND BANSTEAD	Rec	Walton on the Hill Primary School	2018 - no impact; 2019 - 13 children unplaced under 'distance' criterion who lived closer than furthest distance allocated under 'nearest school' criterion; 2020 - 2 children allocated under 'nearest school' criterion who lived further than the furthest distance allocated under 'distance' criterion	No
SPELTHORNE	Rec	Chennestone Primary School	2018 & 2019 - no impact; 2020 - 2 children allocated under 'nearest school' criterion who lived further than the furthest distance allocated under 'distance' criterion	Yes
WAVERLEY	Rec	Beacon Hill Primary School	2018 - no impact; 2019 - 1 child allocated under 'nearest school' criterion who lived further than the furthest distance allocated under 'distance' criterion; 2020 - 1 child unplaced under 'distance' criterion who lived closer than furthest distance allocated under 'nearest school' criterion	Yes

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