

## Notice of Meeting

# Cabinet Member for Children, Families and Lifelong Learning Decisions



### Date and Time

Tuesday, 24  
September 2024  
10.00 am

### Place

Woodhatch Place, 11  
Cockshot Hill,  
Reigate, Surrey ,RH2  
8EF

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**Cabinet Member:**  
Clare Curran

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## **AGENDA**

### **1 DECLARATIONS OF INTEREST**

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

Notes:

- In line with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, declarations may relate to the interest of the member, or the member's spouse or civil partner, or a person with whom the member is living as husband or wife, or a person with whom the member is living as if they were civil partners and the member is aware they have the interest.
- Members need only disclose interests not currently listed on the Register of Disclosable Pecuniary Interests.
- Members must notify the Monitoring Officer of any interests disclosed at the meeting so they may be added to the Register.
- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.

### **2 PROCEDURAL MATTERS**

#### **a MEMBERS' QUESTIONS**

- (i) The deadline for Member's questions is 12pm four working days before the meeting (*18 September 2024*).

#### **b PUBLIC QUESTIONS**

The deadline for public questions is seven days before the meeting (*17 September 2024*).

#### **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 2026**

(Pages  
1 - 52)

The purpose of this report is to seek authorisation to consult on changes to the admission arrangements for community and voluntary controlled schools for 2026.

Admission authorities must consult on any changes they wish to make to admission arrangements for 2026 and consultation must run for at least six weeks between 1 October 2024 and 31 January 2025. Thereafter, admission arrangements for 2026 must be determined by 28 February 2025.

This piece of work helps Surrey County Council meet its organisational strategy objective of 'No One Left Behind' by ensuring, as far as possible, that children are offered a place at a preference school.

**Terence Herbert  
Chief Executive**

Published: Monday, 16 September 2024

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Thank you for your co-operation.

## **QUESTIONS AND PETITIONS**

Cabinet and most committees will consider questions by elected Surrey County Council Members and questions and petitions from members of the public who are electors in the Surrey County Council area.

### **Please note the following regarding questions from the public:**

1. Members of the public can submit one written question to a meeting by the deadline stated in the agenda. Questions should relate to general policy and not to detail. Questions are asked and answered in public and cannot relate to “confidential” or “exempt” matters (for example, personal or financial details of an individual); for further advice please contact the committee manager listed on the front page of an agenda.
2. The number of public questions which can be asked at a meeting may not exceed six. Questions which are received after the first six will be held over to the following meeting or dealt with in writing at the Chairman’s discretion.
3. Questions will be taken in the order in which they are received.
4. Questions will be asked and answered without discussion. The Chairman or Cabinet members may decline to answer a question, provide a written reply or nominate another Member to answer the question.
5. Following the initial reply, one supplementary question may be asked by the questioner. The Chairman or Cabinet members may decline to answer a supplementary question.

**SURREY COUNTY COUNCIL****CABINET MEMBER****DATE: 24 SEPTEMBER 2024****REPORT OF CABINET MEMBER: CLARE CURRAN - CABINET MEMBER FOR CHILDREN, FAMILIES AND LIFELONG LEARNING****LEAD OFFICER: JULIA KATHERINE - DIRECTOR OF EDUCATION AND LIFELONG LEARNING****SUBJECT: CONSULTATION ON ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS FOR SEPTEMBER 2026****ORGANISATION STRATEGY PRIORITY AREA: No One Left Behind****Purpose of the Report:**

The purpose of this report is to seek authorisation to consult on changes to the admission arrangements for community and voluntary controlled schools for 2026.

Admission authorities must consult on any changes they wish to make to admission arrangements for 2026 and consultation must run for at least six weeks between 1 October 2024 and 31 January 2025. Thereafter, admission arrangements for 2026 must be determined by 28 February 2025.

This piece of work helps Surrey County Council meet its organisational strategy objective of 'No One Left Behind' by ensuring, as far as possible, that children are offered a place at a preference school.

**Recommendations:**

That the Cabinet Member authorises the Service Manager for School Admissions to go out to statutory consultation on the proposed changes to admission arrangements for community and voluntary controlled schools for September 2026, as follows:

- Reigate Priory School - reduction of Year 3 PAN from 150 to 120 (paragraphs 5 to 13)
- Audley Primary School – introduction of Year 3 PAN of 2 (paragraphs 14 to 16)

**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.

**Executive Summary:**

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 on the admission arrangements for 2026 must take place for a minimum of six weeks, between 1 October 2024 and 31 January 2025 and all admission authorities must then determine their arrangements by 28 February 2025, 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 2 October and 13 November 2024.
4. A summary of the changes being proposed is set out in paragraphs 5 to 18.

### **Reigate Priory School – Reigate & Banstead**

5. It is proposed to formally consult on a reduction to the Year 3 PAN at Reigate Priory School from 150 to 120. 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 2026 admission.
6. The primary planning area for Reigate comprises of Dovers Green and Holmesdale Community infant schools; Reigate Priory Junior School; and Sandcross and Reigate Parish primary schools.
7. Holmesdale reduced its Reception PAN from 120 to 90 in September 2023 in response to a fall in birth rates. Holmesdale is a feeder school to Reigate Priory, with the majority of children transferring to this school. The proposal to reduce the Year 3 PAN at Reigate Priory is a direct consequence of the reduction in PAN at Holmesdale, because there will be fewer children seeking to transfer to Year 3 in the Reigate planning area in September 2026.
8. Dovers Green is also a feeder school to Reigate Priory and will retain its PAN of 90. Historically, one third of pupils from Dovers Green transfer to Reigate Priory and two thirds transfer to Sandcross Primary School, which has a PAN of 60 for both Reception and Year 3.
9. Across Dovers Green and Holmesdale infant schools, there will be a maximum of 180 children seeking a Year 3 place in September 2026. Taking into account the proposed PAN reduction at Reigate Priory to 120 and the Year 3 PAN at Sandcross of 60, the total Year 3 PAN in the primary planning area of Reigate will be 180, which will match the number of Year 2 places at Dovers Green and Holmesdale.
10. Place planning forecasts indicate that there will be a need for 286 Year 3 places in September 2026 in the primary planning area of Reigate. If Reigate Priory reduces its PAN from 150 to 120, there will be a total of 300 Year 3 places in the planning area across all schools - Reigate Parish (60), Reigate Priory (120) and Sandcross (120). There will therefore continue to be a sufficient number of Year 3 places across the whole planning area if Reigate Priory reduces its PAN.
11. The forecasts predict that the number of pupils needing a school place in Year 3 in the planning area of Reigate will remain between 263 and 298 from 2026/27 to the end of the forecast period 2032/33.

12. The proposed reduction in PAN at Reigate Priory is linked to the fall in birth rates and this consultation is separate to any decision about the future provision of primary school places in Reigate. As part of the consultation, parents will be directed to find out more about the current work with primary schools in the planning area of Reigate on Surrey's dedicated webpage [Provision of primary school places in Reigate - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk/primary-school-places).
13. This decrease in PAN would have no impact on children who are currently on roll at the school.

### **Audley Primary School - Tandridge**

14. It is proposed to formally consult on introducing a Year 3 PAN of 2 at Audley Primary School. This change is reflected in bold in Appendix 1 of Annex 1 which sets out the proposed PANs for all community and voluntary controlled schools for 2026 admission.
15. A Year 3 PAN at Audley Primary School will formalise the arrangement that already takes place, whereby two additional children are offered a place from the waiting list at Year 3. However, the existence of a published PAN will ensure parents know about the intake and they will be invited to apply for a place as part of the Junior intake to the school.
16. Surrey's Education Place Planning team are supportive of this proposal, as are the Headteacher and Governing Body of the school.

### **Points of clarification that are not subject to consultation**

17. Section 20 of Annex 1 has been amended to remove reference to an offer of a place being withdrawn 'even if the child has already started at the school'. This is because registered pupils may only be removed from roll in the limited circumstances set out in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006, as amended.
18. Section 21 of Annex 1 has been updated to ensure the wording in relation to travel assistance reflects the recent changes to Surrey's travel assistance policy.

### **Consultation:**

19. The Education Place Planning team has been involved in considering the proposals for change.
20. All schools directly affected by the proposed changes have been consulted.
21. All community and voluntary controlled schools have been consulted on the PAN that is to be proposed for 2026 admission.
22. 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.
23. 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:**

24. 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:**

25. 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.
26. Normally schools are funded for the year based on the number of pupils on roll on previous October census date. However, where a school has reduced PAN there is often a planned reduction in the number of pupils and, where there is such a reduction, in previous years the Council has applied for a disapplication from the Secretary of State to reduce funding in year to reflect that planned reduction. No such reductions were made in 2023/24 or 2024/25 and none are proposed for 2025/26. The council will consider its policy on this issue for future years in due course in consultation with schools forum and those schools affected. If there was an overall shortfall of places in the area in September 2026 the council would have to fund additional places from the Dedicated Schools Grant growth fund allocation. However, current estimates suggest that that will not be necessary.

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

27. Significant progress has been made in recent years to improve the Council's financial resilience and the financial management capabilities across the organisation. Whilst this has built a stronger financial base from which to deliver our services, the increased cost of living, global financial uncertainty, high inflation and government policy changes mean we continue to face challenges to our financial position. This requires an increased focus on financial management to protect service delivery, a continuation of the need to be forward looking in the medium term, as well as the delivery of the efficiencies to achieve a balanced budget position each year.
28. In addition to these immediate challenges, the medium-term financial outlook beyond 2024/25 remains uncertain. With no clarity on central government funding in the medium term, 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 the stable provision of services in the medium term.
29. In this context the Section 151 Officer recognises the importance of a clear and compliant admissions policy. Funding for schools is allocated through the annual funding formula approved by Cabinet, the cost of which is contained within the Dedicated Schools Grant, as such the S151 supports the recommendations of this report.

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

30. The proposed admission arrangements comply with legislation on School Admissions and the School Admissions Code.



- 31. The local authority will carry out a consultation on all changes for a period of six weeks between 2 October and 13 November 2024, which is in accordance with statutory requirements.
- 32. 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.
- 33. The local authority will give due regard to the responses to the consultation before considering the recommendations to put before Cabinet.
- 34. 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:**

- 35. An Equality Impact Assessment (EIA) is attached as Annex 2. 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.
- 36. 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.

**Other Implications:**

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

<b>Area assessed:</b>	<b>Direct Implications:</b>
Corporate Parenting/Looked After Children	Set out below
Safeguarding responsibilities for vulnerable children and adults	Set out below
Environmental sustainability	Set out below
Compliance against net-zero emissions target and future climate compatibility/resilience	No significant implications arising from this report
Public Health	No significant implications arising from this report

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

38. 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, including those who have been adopted from state care outside England.

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

39. 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:**

40. The County Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change.
41. The admission arrangements enable the majority of pupils to attend a local 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 2 October and 13 November 2024.
- 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 Surrey's Cabinet on 28 January 2025 for decision and then to Full Council on 4 February 2025 to ratify the decision so that the admission arrangements for Surrey's community and voluntary controlled schools for 2026 can be determined before the statutory deadline of 28 February 2025.
- 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 2026 will then be published by 15 March 2025 on Surrey's website and a notice will be sent to all those consulted.

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#### **Report author:**

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#### **Consulted:**

Education Place Planning Team

Amanda Scally - Principal Solicitor – Adults, Education, Litigation & Employment

Nikki Parsons - Deputy Strategic Finance Business Partner – Education & Lifelong Learning  
Schools affected by the proposals  
Director Education and Lifelong Learning  
Head of Education

**Annexes:**

ANNEX 1	Proposed admission arrangements for C&VC schools
APPENDIX 1	Proposed published admission numbers
APPENDIX 2	Proposed schools to be considered for shared sibling priority
APPENDIX 3	Proposed catchment map for Southfield Park
APPENDIX 4	Proposed catchment map for Stamford Green
APPENDIX 5	Proposed catchment map for Walton on the Hill
APPENDIX 6	Supplementary Information Form for social/medical applicants
APPENDIX 7	Supplementary Information Form for children of staff applicants
ANNEX 2	Equality Impact Assessment

**Sources/background papers:**

- School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2014
  - School Standards and Framework Act 1998
  - Education Act 2002
  - School Admissions Code 2021
  - Equality Act 2002
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# **Admission Arrangements**

## **2026/27 - Surrey County Council's community and voluntary controlled schools**

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# Admission arrangements for Surrey County Council's community and voluntary controlled schools 2026/27

This document sets out Surrey County Council's admission arrangements for community and voluntary controlled schools in 2026/27.

## 1. Published Admission Numbers

The Published Admission Numbers for initial entry to Surrey's community and voluntary controlled schools in September 2026 are set out in Appendix 1.

## 2. Coordinated Schemes

Applications 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 Year 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 2026. 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

Applications for a Secondary school place must be made by 31 October 2025. 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. Children with an Education, Health and Care Plan (EHCP)

Children with an 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.

## 6. Admission arrangements for 2026/27

For the majority of Surrey's community and voluntary controlled schools the admission arrangements are set out in section 7 below. Where there are local variations, these are set out by area and by school in section 8.

## 7. Admission criteria for 2026/27

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 2026/27 will be ranked in the following order:

### First criterion: Looked after and previously looked after children

See section 9 for information relating to looked after and previously looked after children.

**Second criterion: Exceptional social/medical need**

See section 10 for information relating to exceptional social/medical need. A supplementary information form (Appendix 6) should be completed and returned by the application closing date for all applicants wishing to apply under this criterion.

**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 7) should be completed and returned by the application closing date for all applicants wishing to apply under this criterion.

**Fourth criterion: Children who are expected to 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.

**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 13 for information on the definition of home address. See section 14 for information on tie breakers.

**8. School specific admission criteria for 2026/27**

When a school named below is over-subscribed for any year group, applications for entry in 2026/27 will be ranked in criteria order.

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

- Looked after and previously looked after children
- Exceptional social/medical need
- Children of a member of staff
- Siblings
- Home address
- Tie breakers

**a) Epsom & Ewell****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 3 for catchment map)
6. Any other children

**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 living in the defined catchment area of the school (see Appendix 4 for catchment map)
6. Any other children

**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
5. \*Children attending Wallace Fields Infant School
6. Any other children

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

If the number of children who qualify under any criterion is greater than the number of places remaining available at the school, any remaining places will be offered to children who meet the criterion on the basis of proximity of the child's home address to the nearest official school gate at either Wallace Fields Infant School or Wallace Fields Junior School, with children living nearest receiving the greater priority.

**b) Guildford**

**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

**c) Reigate & Banstead**

**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
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

**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
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

**Meath Green Junior:**

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

**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 Infant or Holmesdale Community Infant schools
6. Any other children

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

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 front door of the Reigate Priory building in Priory Park, Reigate, with children living nearest receiving the greater priority.

**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 living in the defined catchment area of the school (see Appendix 5 for catchment map)
6. Any other children

**d) Runnymede**

**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 Infant School
6. Any other children

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

#### e) Spelthorne

##### **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

#### f) Waverley

##### **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
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

##### **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 Infant or Folly Hill Infant schools
6. Any other children

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

#### g) Woking

##### **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
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).
- children who appear (to the local authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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

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.

A supplementary information form (Appendix 6) should be completed and returned by the application closing date for all applicants wishing to apply under this criterion.

Supporting evidence from a professional is also required such as a doctor and/or consultant for medical cases or a social worker, health professional, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs.

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

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

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

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, on a full or part time basis; and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

A person will be considered to be a child's parent for the purpose of this criterion if they are living in the same family unit as the child at the same address and are:

- their mother or father:
- any other person who has parental responsibility, such as an adoptive parent, step-parent, a special guardian or person named in a child arrangements order
- any other person who does not have parental responsibility but otherwise has the care of the child, such as a foster carer.

A supplementary information form (Appendix 7) should be completed and returned by the application closing date for all applicants wishing to apply under this criterion.

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.

## 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 or a linked school and that sibling is still expected to be on roll at that school at the time of the child's admission. A child will not be eligible for sibling priority if their sibling is attending or due to attend a nursery that is attached to the school.

If a sibling leaves the school concerned or a linked school after the application but before the national offer day, the applicant must let the School Admissions team know as this may affect the child's sibling priority. We reserve the right to withdraw an offer of a place that has been made on the basis of sibling priority if information comes to light that the applicant had claimed that priority in the knowledge that the child's sibling would have left the school or linked school by the time of the child's admission; or if the applicant failed to tell us of a change that took place prior to the national offer day that would affect the child's sibling priority.

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 2026 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)
- Meath Green Infant and Meath Green Junior
- Merrow CofE Infant and Merrow Junior (Foundation)
- Shottermill Infant and Shottermill Junior
- Trumps Green Infant and St Ann's Heath Junior
- West Byfleet Infant and West Byfleet Junior

\* Shared sibling priority only applies to Beauclerc 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 2026.

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. 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 School Admissions team.

The address to be used for the initial allocation of places to Reception, Year 3 and Year 7 will be the child's address at the closing date for application. Changes of address may be considered in accordance with Surrey's coordinated scheme if there are exceptional reasons behind the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify Surrey County Council of any change of address.

#### **14. Tie breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year**

Unless stipulated otherwise, if within any criterion there are more children than places available, any remaining places will be offered to children who meet the criterion on the basis of proximity of the child's home address to the school, with children living nearest receiving the greater priority. Distance will be measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the nearest official school gate for pupils to use. This is calculated using the School 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 determine which child should be given priority by using a computer generated number that is assigned randomly to each applicant by Surrey's Admissions system, with the child assigned the lower number receiving the higher 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.

#### **15. Waiting lists**

Where there are more children than places available, waiting lists will operate for each year group according to the oversubscription criteria for each school without regard to the date the application was received or when a child's name was added to the waiting list.

Waiting lists for each year group at each community and voluntary controlled school will be maintained until the last day of the summer term 2027 when they will be cancelled. Applicants who wish a child to remain on the waiting list for the 2027/28 academic year must complete a Continuing Interest form through Surrey County Council between 1 July and 31 August 2027. Fully completed forms received during July 2027 will be used to reform the waiting list during August 2027. Applications received between 1 August and 31 August will be added to the waiting list as soon as they have been processed. If a Continuing Interest form is not received by 31 August 2027, the applicant will be required to submit a new in year application.

## 16. In-year admissions

The following applications will be treated as in-year admissions during 2026/27:

- applications for admission to Reception which are received after 1 September 2026;
- for any school which has a published admission number for Year 3, applications for admission to Year 3 which are received after 1 September 2026;
- applications for admission to Year 7 which are received after 1 September 2026;
- all other applications for admission to Years 1 to 6 and 8 to 11.

Applications for Surrey's community and voluntary controlled schools must be made to the local authority on Surrey's common application form. Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria for each school.

## 17. Starting school

The community and voluntary controlled infant and primary schools in Surrey have a single intake into Reception. All children whose date of birth falls between 1 September 2021 and 31 August 2022 will be eligible to apply for a full time place in Reception at a Surrey school for September 2026. Applicants can defer their child's entry to Reception until later in the school year, but this will not be agreed beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the academic year for which the offer was made. Applicants may also arrange for their child to start part time until their child reaches statutory school age.

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

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

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



to a community or voluntary controlled school, the application will be processed. If it is not agreed for the child to have an accelerated entry to a community or voluntary controlled school, the applicant will be invited to apply again in the following year for the correct cohort.

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available on [Surrey's admissions web page](#).

## 19. Nursery admissions

The local authority has delegated the admissions of nursery children to the governing body of community and voluntary controlled schools/nurseries. Applicants wishing to apply for a place must complete the application form and submit it directly to the school or nursery that they wish to apply for in accordance with the dates set by the school.

In considering these arrangements for community and voluntary controlled schools/nurseries, 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
- Home address
- Tie breakers

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 of a member of staff
- d) Children who will have a sibling attending the nursery or the main school at the time of admission
- e) 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 2026/2027 will be ranked according to the following criteria, which will be applied in the first instance to children wishing to take up the funded early years provision before considering other three year olds who are not yet eligible for funding:

- a) Looked after and previously looked after children
- b) Exceptional social/medical need
- c) Children of a member of staff
- d) Children who will have a sibling attending the nursery or the main school at the time of admission
- e) Children who will turn 4 years old between 1 September 2026 to 31 August 2027 (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)
- f) Children who will be 3 years old between 1 September 2026 to 31 August 2027 (these children will be able to stay on in nursery for another year in 2027/28 as they will not be due to start Reception until September 2027)

Where any category is oversubscribed, children will be ranked according to the straight line distance that they live from the school or nursery, with priority being given to children who live closest.

### 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, in Chertsey, Dorking, Godalming and Guildford. One of these, in Guildford, has an attached Family Centre. These may provide a mix of full and part time places. Whilst these schools will also follow the admission criteria set out above, under the social and medical need criterion they may also consider

the individual learning need of a child, if it can be demonstrated that no other school can meet the child's learning needs.

## 20. Providing false or misleading information

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

## 21. Travel assistance

Surrey County Council has a Travel Assistance policy that sets out the circumstances in which children might qualify for travel assistance.

Generally, travel assistance 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. **To be considered for travel assistance to a school that is not your nearest, you will normally be required to demonstrate that you have applied for and been refused a place at any nearer schools**, 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.

Eligibility to travel assistance 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 travel assistance to a linked school. In considering admission criteria and school preferences it is important that applicants also consider the travel assistance policy so they might take account of the likelihood of receiving assistance to their preferred school before making their application.

In considering eligibility for travel assistance, 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 travel assistance 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 travel assistance. Eligibility will be reassessed at the point a child ceases to be educated at the temporary site.

A full copy of Surrey's Travel Assistance policy is available on [Surrey's website](#) at or from the Surrey Schools and Childcare Service on 0300 200 1004.

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# Admission Arrangements 2026/2027 for Surrey County Council's community and voluntary controlled schools - Appendices 1 and 2

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# Appendix 1 – Published admission numbers (PANs) for Surrey County Council’s community and voluntary controlled schools 2026

This document sets out Surrey County Council’s Published Admission Numbers (PAN) for community and voluntary controlled schools for September 2026.

## Primary schools

### Elmbridge

School Name	PAN 2026
Bell Farm Primary	90
Cranmere Primary	60
Grovelands Primary	60
Manby Lodge Infant	90
Oatlands	90
The Royal Kent C of E Primary	Reception = 30 and Year 3 = 2
St James C of E Primary	60

### Epsom & Ewell

School Name	PAN 2026
Ewell Grove Primary	60
Southfield Park Primary	60
Stamford Green Primary	90
Wallace Fields Junior	68

### Guildford

School Name	PAN 2026
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 (Primary wef September 2025)	30
Shawfield Primary	30
Wood Street Infant	30
Worplesdon Primary	Reception = 57 and Year 3 = 30

**Mole Valley**

<b>School Name</b>	<b>PAN 2026</b>
Barnett Wood Infant	52
Charlwood Primary	15
Fetcham Village Infant	60
The Greville Primary	Reception = 60 and Year 3 = 60
Leatherhead Trinity	Reception = 60 and Year 3 = 4
North Downs Primary	Reception = 60 and Year 3 = 4
Oakfield Junior	60
Polesden Lacey Infant	30

**Reigate & Banstead**

<b>School Name</b>	<b>PAN 2026</b>
Banstead Community Junior	90
Earlswood Infant & Nursery	120
Earlswood Junior	120
Epsom Downs Community Primary	60
Furzefield Primary Community	58
Langshott Primary	60
Manorfield Primary & Nursery	30
Meath Green Infant	90
Meath Green Junior	90
<b>Reigate Priory Community Junior</b>	<b>120</b>
Walton on the Hill Primary	30

**Runnymede**

<b>School Name</b>	<b>PAN 2026</b>
The Grange Community Infant	90
The Hythe Community Primary	60
Manorcroft Primary	60
Meadowcroft Primary	30
Ongar Place Primary	30
St Ann's Heath Junior	60
Stepgates Community	30
Thorpe Lea Primary	30



School Name	PAN 2026
Trumps Green Infant	60

### Spelthorne

School Name	PAN 2026
Ashford Park Primary	90
Beauclerc Infant	30
Buckland Primary	60
Chennestone Primary Community	Reception = 30 and Year 3 = 40
Clarendon Primary	30

### Surrey Heath

School Name	PAN 2026
Bagshot Infant	60
Heather Ridge Infant	60
Prior Heath Infant	60

### Tandridge

School Name	PAN 2026
Audley Primary	Reception = 30 and <b>Year 3 = 2</b>
Dormansland Primary	30
Lingfield Primary	60

### Waverley

School Name	PAN 2026
Badshot Lea Village Infant	45
Beacon Hill Primary	Reception = 30 and Year 3 = 2
Farncombe CofE Infant & Nursery	30
Shottermill Infant	60
Shottermill Junior	68
William Cobbett Primary	Reception = 30 and Year 3 = 60
Witley C of E (Cont) Infant	30

**Woking**

<b>School Name</b>	<b>PAN 2026</b>
St Mary's C of E (Cont) Primary, Byfleet	60
West Byfleet Infant	90
West Byfleet Junior	90

**Secondary schools****Guildford**

<b>School Name</b>	<b>PAN 2026</b>
Ash Manor School	270

**Reigate & Banstead**

<b>School Name</b>	<b>PAN 2026</b>
Oakwood School	330

## **Appendix 2 - Community and voluntary controlled schools in Surrey which will operate shared sibling priority for admission in 2026**

### **Epsom & Ewell**

- Wallace Fields Infant (Academy) and Wallace Fields Junior

### **Guildford**

- Merrow C of E Infant and Merrow Junior (Foundation)

### **Reigate & Banstead**

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

### **Runnymede**

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

### **Spelthorne**

- Beauclerc Infant and Chennestone Primary School - Shared sibling priority only applies to Beauclerc Infant School

### **Surrey Heath**

- Bagshot Infant and Connaught Junior (Academy)

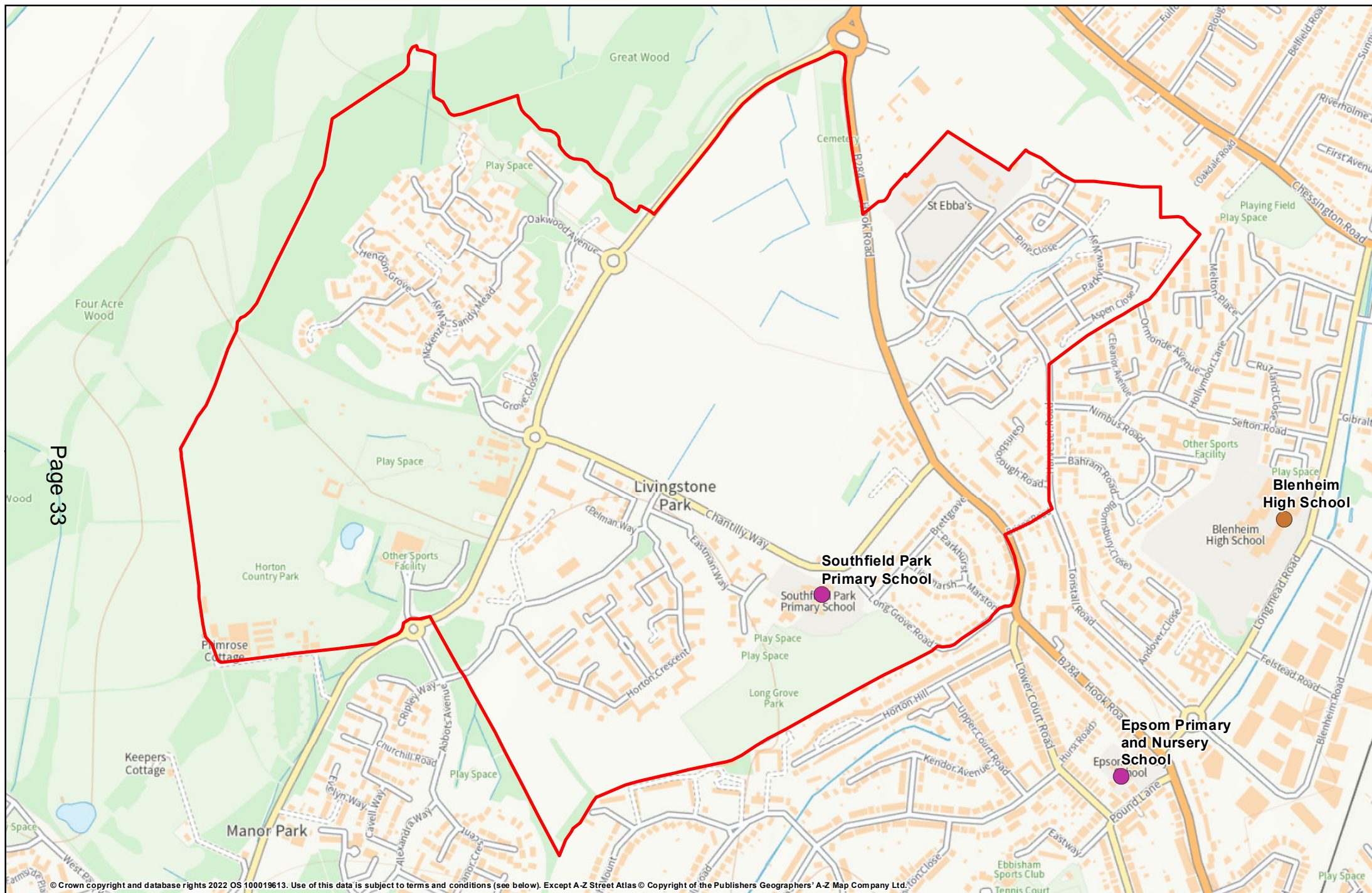
### **Waverley**

- Shottermill Infant and Shottermill Junior

### **Woking**

- West Byfleet Infant and West Byfleet Junior

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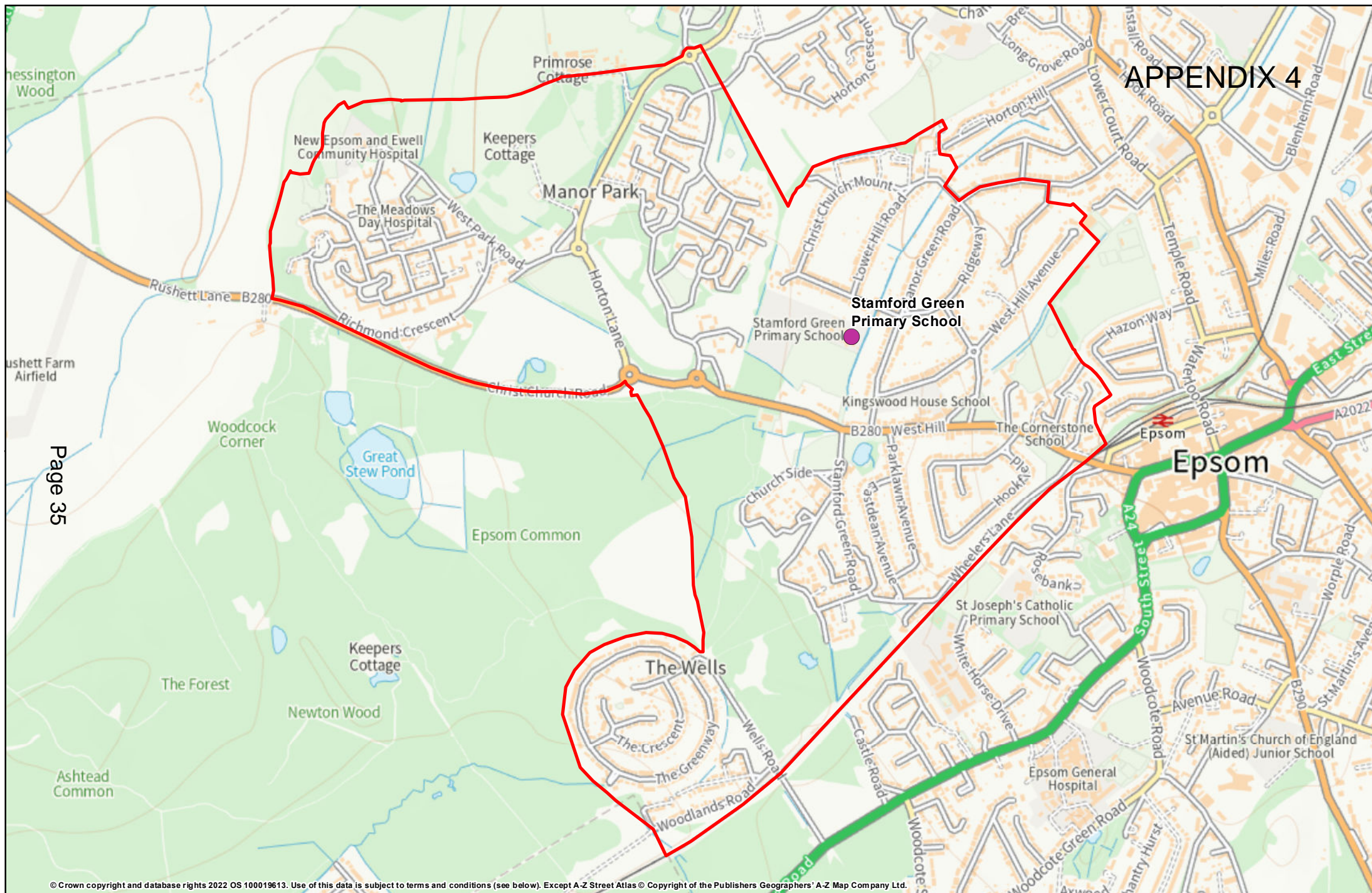
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# Southfield Park Primary School



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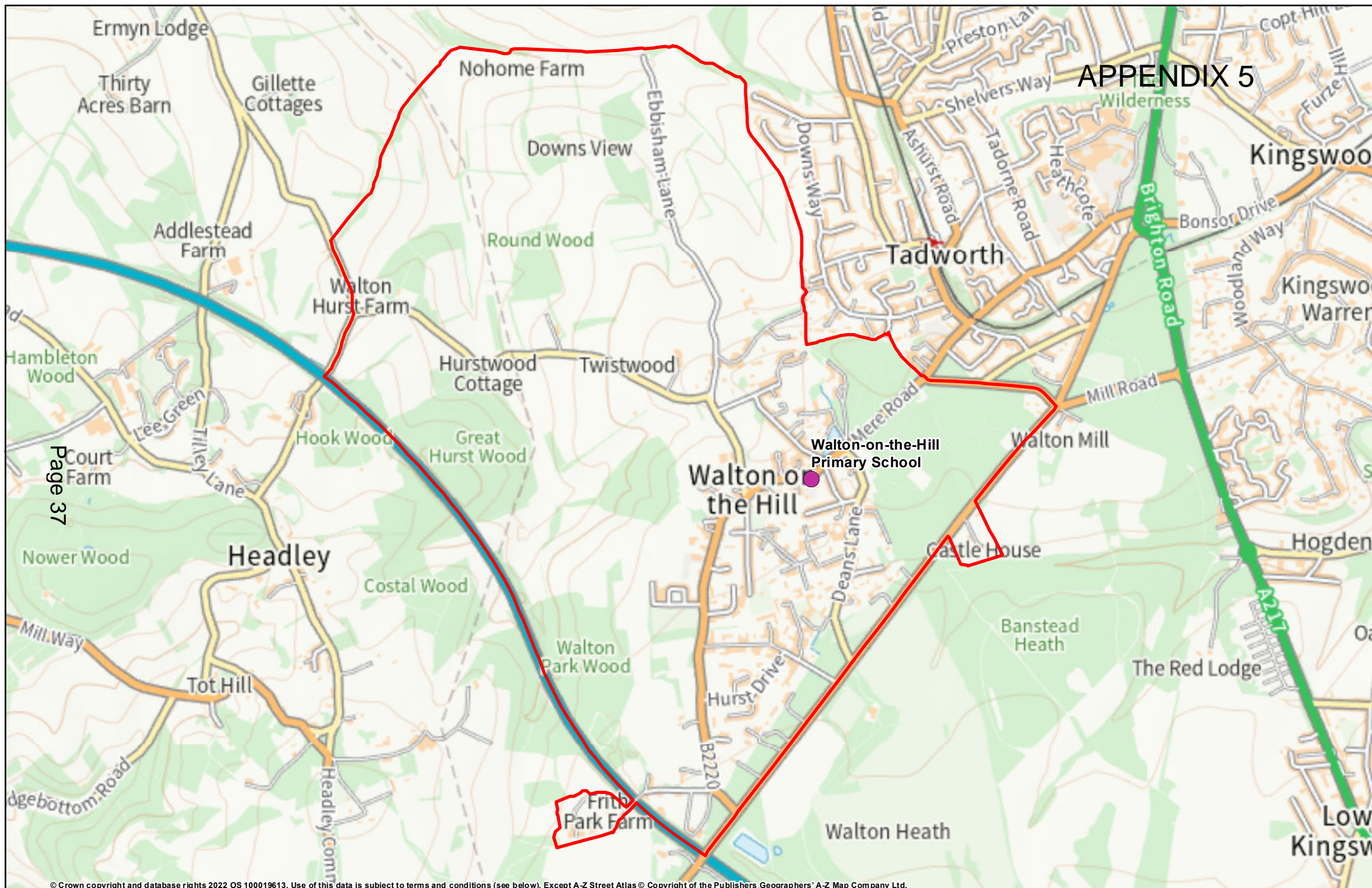
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# Stamford Green Primary School



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# Walton on the Hill Primary School



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# Supplementary Information Form Exceptional Social/Medical need – for community and voluntary controlled schools only

# S

Applicants who wish to be considered for priority under the criterion of exceptional social/medical need **at a community or voluntary controlled school** should complete this form, **in addition to the local authority application form**. A request for exceptional social/medical priority will usually only be made for one school but if you wish to make a request for more than one school, please complete a separate supplementary information form for each school.

- If the application is for Year 7 in September this supplementary information form and supporting evidence must be submitted by 31 October. Any forms or evidence submitted after this date may not be considered until after the national offer day
- If the application is for Reception or Year 3 in September this supplementary information form and supporting evidence must be submitted by 15 January. Any forms or evidence submitted after this date may not be considered until after the national offer day
- If the application is for in year admission at any other time, this supplementary information form and supporting evidence must be submitted at the same time as submitting the application

Recent supporting evidence from relevant registered professional(s) involved with the child must also be submitted with this form, such as a doctor and/or consultant for medical cases or a social worker, health professional, housing officer, the police or probation officer for other social circumstances. All evidence must be on letter headed paper and reflect the child's current situation.

The evidence must confirm the circumstances of the case and must set out why the child should attend the preference school and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given exceptional social/medical 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, allergies and asthma 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.

Requests will be considered in accordance with the Equalities Act 2010.

Please complete all boxes in CAPITAL LETTERS  
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### 1. Child's details

Question	Answer
Surname	
Forename	
Date of Birth (dd/mm/yyyy)	
Address	
Name of the school for which social/medical priority is requested (only name one school)	

### 2. Details of case

Question	Answer
<p>Please set out the particular reasons why the school named in Section 1 is the only school that can meet your child's needs and the difficulties that would be caused if your child had to attend another school.</p>	

Question	Answer
Please list the supporting evidence that is being submitted to support your application under the exceptional social/medical need criterion	

**Declaration**

I understand that the information contained in this form is subject to GDPR (General Data Protection Regulation) and my personal data may be exchanged with other departments within Surrey County Council, other local authorities, admissions authorities, schools and Government agencies where necessary.

I understand that the outcome of this request for exceptional social/medical priority will be on the basis that the information I provide is accurate and correct and that if any information changes it is my responsibility to inform the local authority.

I certify that all relevant sections have been completed fully and I have supplied all the supporting evidence from the professionals involved to support my application under social and medical grounds.

I understand that if I submit this form or evidence after the closing date it may not be considered until after the national offer day.

I certify that the information I have given is correct.

Question	Answer
Signature of parent/guardian:	
Date:	

If you are applying online, please attach your completed form to your application. Alternatively, please return it to: **schooladmissions@surreycc.gov.uk** or by post to: School Admissions, Surrey County Council, PO Box 475, Reigate, RH2 2HP. If you are posting your form, we recommend that you send it by recorded delivery.

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# Supplementary Information Form Children of Staff – for community and voluntary controlled schools only

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

- If the application is for Year 7 in September this supplementary information form must be submitted by 31 October
- If the application is for Reception or Year 3 in September this supplementary information form must be submitted by 15 January
- If the application is for in year admission at any other time, this supplementary information form must be submitted at the same time as submitting the application

Please complete all boxes in CAPITAL LETTERS

## 1. Child's details

Question	Answer
Surname	
Forename	
Date of Birth (dd/mm/yyyy)	

## 2. Parent/Guardian's details

Question	Answer
Surname	
Forename	
Name of school where employed	
Date employment commenced	
Address	
Postcode	
Telephone (Home)	
Telephone (Mobile)	
E-mail	

### 3. Member of staff claim

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

Delete as appropriate:

- I have been employed at the school on a full or part time basis for two or more years (at the closing date for applications)
- I have been recruited to a post at the school for which there is a demonstrable skills shortage

### 4. Declaration

- I understand that the information contained in this form is subject to GDPR (General Data Protection Regulation) and my personal data may be exchanged with other departments within Surrey County Council, other local authorities, admissions authorities, schools and Government agencies where necessary.
- I understand that the outcome of this request for children of staff priority will be on the basis that the information I provide is accurate and correct and that if any information changes it is my responsibility to inform the local authority.
- I certify that all relevant sections have been completed fully.
- I understand that if I submit this form or evidence after the closing date it may not be considered until after the national offer day.
- I certify that the information I have provided is correct.

Question	Answer
Signature of parent/guardian:	
Date:	

If you are applying online, please attach your completed form to your application. Alternatively, please return it to: **schooladmissions@surreycc.gov.uk** or by post to: School Admissions, Surrey County Council, PO Box 475, Reigate, RH2 2HP. If you are posting your form, we recommend that you send it by recorded delivery.





# Addressing Inequalities

## Equalities Impact Assessment

## Surrey County Council Equality Impact Assessment Template

### Stage one – initial screening

<b>What is being assessed?</b>	<b>Admissions policy 2026</b>
<b>Service</b>	<b>School Admissions</b>
<b>Name of assessor/s</b>	<b>Claire Potier</b>
<b>Head of service</b>	<b>Trudy Pyatt</b>
<b>Date</b>	<b>4 September 2024</b>
<b>Is this a new or existing function or policy?</b>	<b>Existing policy under review</b>

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

The policies being considered under this EIA set out the criteria for admitting children to community and voluntary controlled schools. In accordance with the School Admissions Code, these policies include processes and criteria that are fair, objective and transparent.

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

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

				<p>be considered on a case by case basis</p> <ul style="list-style-type: none"> <li>Older applicants will be prioritised for admission to a three year old nursery place as they will have less time to spend in nursery</li> </ul>
<b>Gender Reassignment</b>			X	
<b>Disability</b>	X			<p>Children with an EHCP naming a school are admitted before other applicants</p> <p>Provision made within the policy for priority to be given on the basis of medical need, where a disability warrants a place at a particular school</p>
<b>Sex</b>			X	
<b>Religion and belief</b>			X	
<b>Pregnancy and maternity</b>			X	
<b>Race</b>			X	
<b>Sexual orientation</b>			X	
<b>Carers</b>	X			<p>Potential for child carers to claim for social priority for a school place based on need</p>
<b>Other equality issues – please state</b>	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, including children adopted from state care outside of England</p> <p>A translation service is on offer for parents who might find language a</p>

				barrier to understanding the literature and Surrey's Schools and Childcare service helps parents understand the process
HR and workforce issues	X			Priority for children of staff at the school 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 criteria for admitting children to community and voluntary controlled schools. 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 community and voluntary controlled schools.

The admission policy allows for children with an EHCP naming a school to be admitted ahead of other applicants. EHCP 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, along with children adopted from state care outside England. 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.

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 through publicity posters and on social media. 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 99.2%, 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.

The over-arching aspect of admission arrangements 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***

99.2% of parents applied online in 2024 and paper forms were readily available to parents who could not or chose not to apply online

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 publicised both on the County Council website and in schools and nurseries. All forms of responses will be accepted including the standard response form, online responses and any other relevant correspondence.

**Analysis and assessment**

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

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

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

No evidence of any negative impact.

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

**Recommendations**

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

That the recommendation set out in the accompanying report is 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	Trudy Pyatt
Date completed	4 September 2024
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**

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