

PROPOSED Admission arrangements for Surrey County Council's Community and Voluntary Controlled schools September 2014

This document sets out Surrey County Council's PROPOSED admission arrangements for Community and Voluntary Controlled schools for September **2014**. Where changes are proposed, text is in bold.

1. The Published Admission Numbers for Surrey's Community and Voluntary Controlled schools for **2014** admission are set out in ANNEX 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 at ANNEX 4 for further details regarding applications, processing, offers, late applications, post-offer and waiting lists.
3. Applications for Reception and Junior school must be made by 15 January **2014**. Places at Surrey primary schools will be offered on the basis of the preferences that are shown on the application form. Parents will be asked to rank up to **four** preferences and these will be considered under an equal preference system.
4. Applications for Secondary school must be made by 31 October **2013**. Places at Surrey secondary schools will be offered on the basis of the preferences that are shown on the application form. Parents will be asked to rank up to six preferences and these will be considered under an equal preference system.
5. The admission arrangements for September **2014** for the majority of Surrey's Community and Voluntary Controlled schools are set out in Section 7 below. Where there are local variations these are set out by area and by school in Section 8.
6. Children with a Statement of Special Educational Needs that names a school will be allocated a place before other applicants are considered. In this way, the number of places available will be reduced by the number of children with a statement that has named the school.
7. Other than for schools listed in Section 8, when a Community or Voluntary Controlled school is over-subscribed for any year group, applications for entry in **2014/2015** will be ranked in the following order:
 - i) First priority: Looked after and previously looked after children
See Section 9 for further information relating to looked after and previously looked after children.
 - ii) Second priority: Exceptional social/medical need
See Section 10 for further information relating to exceptional social/medical need.
 - iii) Third priority: Children who will have a sibling at the school or at an infant/ junior school which is on a shared/adjoining site at the time of the child's admission
See ANNEX 2 for schools that will be treated as being on shared/adjoining sites for the purpose of this criterion. See Section 11 for further information relating to siblings.

If within this category there are more applicants than places available, any remaining places will be offered to applicants who meet this criterion on the basis of proximity of the child's home address to the school (please see criterion v).

- iv) Fourth priority: Children for whom the school is the nearest to their home address
A list of the Academies and Foundation, Trust and Voluntary Aided schools that will be considered to admit local children and the out of county schools that will not be considered to admit local Surrey children can be seen at ANNEX 3. See Section 12 for further information on the definition of nearest school. See Section 13 for further information on the definition of home address.

If within this category there are more applicants than places available, any remaining places will be offered to applicants who meet this criterion on the basis of proximity of the child's home address to the school (please see criterion v).

- v) Fifth priority: Any other children
Remaining places will be offered on the basis of nearness to the school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System. See Section 13 for further information on the definition of home address.

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

8 LOCAL ADMISSION ARRANGEMENTS FOR SEPTEMBER 2014

a) Elmbridge

i) Esher High School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children living within the catchment area of Esher High School (see ANNEX 5 for map)
5. Any other children

If the school is oversubscribed within any category priority will be given to those living closest to the school. Home to school distance will be measured by a straight line from the address point of the pupil's house as set by Ordnance Survey to the nearest official school gate for pupils to use.

ii) Hinchley Wood Primary School:

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

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of

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

iii) Thames Ditton Infant School:

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

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

iv) Thames Ditton Junior School:

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

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

b) Epsom & Ewell

i) Southfield Park Primary School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children living in the defined catchment area of the school (see ANNEX 6 for map). If the number of applicants in the defined catchment area is greater than the number of places available at the school, places will be offered to those living the furthest distance from the school, measured in a straight line.
5. **Other children for whom the school is their nearest school**
6. **Any other children**

If there is oversubscription in criterion 5 and 6, priority will be given on the basis of nearness to the school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

ii) Wallace Fields Infant School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children who will have a sibling at Wallace Fields Infant School on the date of their admission and that sibling was on roll at that school at the end of the 2012/13 academic year
4. Other children who will have a sibling at Wallace Fields Infant School or Wallace Fields Junior School on the date of their admission and for whom the school is the nearest to their home address
5. Non-siblings for whom the school is the nearest to their home address
6. Other children who will have a sibling at Wallace Fields Infant School or Wallace Fields Junior School on the date of their admission and for whom the school is not the nearest to their home address
7. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

iii) Wallace Fields Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children who will have a sibling at Wallace Fields Junior School on the date of their admission and that sibling was on roll at that school at the end of the 2012/13 academic year
4. Other children who will have a sibling at Wallace Fields Infant School or Wallace Fields Junior School on the date of their admission and for whom the school is the nearest to their home address
5. Non-siblings for whom the school is the nearest to their home address
6. Other children who will have a sibling at Wallace Fields Infant School or Wallace Fields Junior School on the date of their admission and for whom the school is not the nearest to their home address
7. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

c) Guildford

i) Walsh C of E Junior School:

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

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

d) Mole Valley

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

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

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

e) Reigate & Banstead

i) Banstead Community Junior School:

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

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

ii) Earlswood Junior School (formerly Brambletye Junior School):

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

5. Children for whom the school is the nearest to their home address
6. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

iii) Warren Mead Junior School:

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

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

iv) Woodmansterne Primary School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children living in the defined catchment area of the school (see ANNEX 7 for map).
5. Children for whom the school is nearest to the home address
6. Any other children

If there is oversubscription within any criteria, priority will be given on the basis of nearness to the school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

f) Runnymede

i) New Haw Community Junior School:

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

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

ii) Ottershaw CofE Junior School:

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

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

iii) St Ann's Heath Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
- 3. Siblings**
- 4. Children attending Trumps Green Infant School**
- 5. Children for whom St Ann's Heath Junior School is the nearest school with a Junior PAN**
- 6. Any other children**

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

g) Surrey Heath

i) Crawley Ridge Junior School:

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

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

ii) Hammond Community Junior School:

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

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of

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

h) Tandridge

i) Oxted School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children who both live in the catchment area (see ANNEX 8 for map) and who attend one of the following partner/feeder schools:
 - Crockham Hill CofE Primary School (Kent)
 - Dormansland Primary School
 - Godstone Village School
 - Holland Junior School
 - Lingfield Primary School
 - St Catherine's Primary School
 - St John's CofE (Aided) Primary School
 - St Mary's CofE Junior School
 - St Stephen's CofE Primary School
 - Tatsfield Primary School
 - Woodlea School
5. Those children who live in the catchment area but do not attend one of the partner/feeder schools named above
6. Any other children

If there is oversubscription within any criteria, priority will be given to children who live furthest from their nearest alternative school as measured by straight line from the address point of the pupil's house, as set by Ordnance Survey, to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

ii) Tatsfield Primary School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. **Children who will have a sibling on roll at the school at the end of the 2013/14 academic year and that sibling will still be expected to be on roll at the school on the date of the child's admission**
4. **Siblings who live within the catchment area (see ANNEX 9 for map)**
5. **Other children who live within the catchment area**
6. **Siblings who live outside the catchment area**
7. **Other children who live outside the catchment area**

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

i) Waverley

i) Farnham Heath End School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children attending a named partner school. In alphabetical order these are:
 - Hale Primary School
 - Potter's Gate CofE Primary School
 - St Michael's CofE Junior School (Hampshire)
 - William Cobbett Junior School
5. Children for whom the school is the nearest to their home address
6. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

ii) Hale Primary School at 7+:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children attending one of the following named partner schools. In alphabetical order these are:
 - Folly Hill Infant School
 - Weybourne Infant School
5. Children for whom the school is the nearest to their home address
6. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

iii) Shottermill Junior School:

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

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

iv) William Cobbett Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Siblings
4. Children attending a named partner school. In alphabetical order these are:
 - Badshot Lea Village Infant School
 - Folly Hill Infant School
 - Weybourne Infant School
5. Children for whom the school is the nearest to their home address
6. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

j) Woking

i) The Hermitage Junior School:

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

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

ii) Knaphill Junior School:

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

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

iii) West Byfleet Junior School:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Children attending West Byfleet Infant School
4. Siblings not admitted under 3 above

5. Any other children

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

9. Looked after and previously looked after children

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

- children who are registered as being in the care of a Local Authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
- children who have left care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002), a residence order (in accordance with Section 8 of the Children Act 1989) 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 will apply which will warrant a placement at a particular school. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs.

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

Places may be allocated under this criterion when places are first offered at a school and the Local Authority may also ask schools to admit over their Published Admission Number at other times under this criterion.

11. Siblings for Community and Voluntary Controlled schools

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

A child will be given sibling priority if they have a sibling at the school concerned at

the time of the child's admission. For the initial intake to the school a child will be given priority for admission only if their sibling will still be at the school in September **2014** or he/she will have a sibling at an infant/junior school on a shared/adjoining site in September **2014**. See ANNEX 2 for schools that will be treated as being on adjoining or shared sites 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 on a shared or adjoining site.

At the initial allocation, when a parent is applying for a Reception place at an Infant school that has **both a feeder and sibling link** to a Junior school and that 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 Reception applicant 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:

Banstead Infant and Banstead Community Junior

Crawley Ridge Infant and Crawley Ridge Junior

Earlswood Infant and Earlswood Junior

The Grange Community Infant and New Haw Community Junior

Knaphill Lower and Knaphill Junior

Lightwater Village Infant and Hammond Community Junior

Ottershaw Infant and Ottershaw Junior

Shottermill Infant and Shottermill Junior

The Oaktree Infant and The Hermitage Junior

Trumps Green Infant and St Ann's Heath Junior

Walsh Memorial CofE Infant and Walsh CofE Junior

Warren Mead Infant and Warren Mead Junior

West Byfleet Infant and West Byfleet Junior

Weybourne Infant and William Cobbett Junior

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

Eastwick Infant and Eastwick Junior

The Mead Infant and Auriol Junior

Meath Green Infant and Meath Green Junior

Merrow CofE Infant and Bushy Hill Junior (Foundation)

Wallace Fields Infant and Wallace Fields Junior'

Where a sibling is in Year 11 or Year 12 at a school that has a sixth form at the time of an application for a younger child to start year 7 in September **2014**, they will be deemed as being in the school at the time of admission, unless the parent has specifically expressed that they will not be continuing in to the following academic year.

12. Nearest School

The nearest school within the admission arrangements for Community and Voluntary Controlled schools is defined as the school closest to the home address with a published admission number for pupils of the appropriate age-range, as measured by a straight line and which admits local children. The nearest school may be inside or outside the county boundary. Under this criterion all Surrey Community and Voluntary Controlled schools are considered to admit local children. A list of the Academies and Foundation, Trust and Voluntary Aided schools that are considered to admit local children and the out of county schools that will not be considered to admit local Surrey children can be seen at ANNEX 3.

13. Home Address

Within the admission arrangements for Community and Voluntary Controlled schools the child's home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. In the case of formal equal shared custody **it will be up to the parents to agree which address to use**. In other cases it is where the child spends most of the time. All distances will be measured by the computerised Geographical Information System maintained by Surrey's Admissions and Transport 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. Parents have a responsibility to notify Surrey County Council of any change of address.

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

Where two or more children share a priority for a place when using distance as a tie breaker, e.g. where two children live equidistant from a school and only one place remains, Surrey County Council will draw lots to determine which child should be given priority.

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) to be offered the last remaining place(s) will be determined by the drawing of lots.

15. Waiting lists

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

Waiting lists for the initial intake to each Community and Voluntary Controlled school will be maintained until the last day of the Autumn term when they will be cancelled.

Parents wishing to remain on the waiting list after this date must write to Surrey County Council by 31 December **2014**, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 31 December **2014**, parents whose children are not already on the waiting list but who wish them to be so must apply for in-year admission through Surrey County Council. Waiting lists for all year groups will be cancelled at the end of each academic year.

16. In-year admissions

The following applications will be treated as in-year admissions:

- applications after 1 September 2014, for admission to Reception
- applications after 1 September 2014, for admission to Year 3
- applications after 1 September 2014, for admission to Year 7
- all applications for admission to Years 1 to 6 and 8 to 11
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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 **2009** and 31 August **2010** will be eligible to apply for a full time place in Reception at a Surrey school for September **2014**. Parents may request to 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 academic year for which the original application was accepted. Parents may also request for their child to start part time until their child reaches statutory school age.

18. Nursery admissions

A child will be eligible for admission to a nursery class in a Community or Voluntary Controlled school or nursery in the term after they turn 3 years old, although admission will be subject to an application being made and places being available. Each nursery class within Community and Voluntary Controlled infant and primary schools operate one or two part-time sessions of up to 3 hours a day, depending on the school. This means that children might normally attend in the morning or afternoon, although if the school is offering the place more flexibly this could be over a longer period. Children attending a nursery in a Community or Voluntary Controlled infant or primary school would normally either attend for 5 morning or 5 afternoon sessions per week. Schools which offer part-time sessions of less than 3 hours a day should review their session length each year.

The Local Authority has delegated the admissions of nursery children to the Governing Body of Community and Voluntary Controlled schools. Parents wishing to apply for a place must complete the application form and submit it directly to the school that they wish to apply for when their child is two years old or in accordance with the dates set by the school, if different.

When a nursery in a Community or Voluntary Controlled infant or primary school is

over-subscribed for any year group, applications for entry in **2014/2015** will be ranked according to the following criteria:

- a) Looked after and previously looked after children
- b) Where there is a social or medical need for a place at that school
- c) Where a child is expected to 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 **2014** to 31 August **2015** (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 **2014** to 31 August **2015** (these children will be able to stay on in nursery for another year in **2015/16** as they will not be due to start Reception until September **2016**)

Where any category is oversubscribed, applicants 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.

Each school will endeavour to inform parents of the outcome of their application by letter, at least one term before admission. If a parent is offered a place they must confirm acceptance directly with the school by the date stipulated in their offer letter.

The final decision with regard to admission and the allocation of morning or afternoon sessions rests with the Governing Body of the school.

Where a school is oversubscribed it will maintain a waiting list in criteria order.

Admission to a school's nursery does not guarantee admission to the Reception class at that school. Applications for Reception must be made on a separate application and be submitted by the statutory deadline in order to be considered.

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

19. Sixth Form Admissions

The following Community and Voluntary Controlled schools have sixth forms:

- The Ashcombe School
- Therfield School
- Oxted School

Internal Students

Each school will welcome applications from internal students who will have attended year 11 of the school during the **2013/14** academic year.

External Students

Each school will also accept applications for entry to the sixth form from external applicants. The Published Admission Number for external applicants for entry to

Year 12 in September **2014** will be 15 for each school, but more places may be available subject to the take up by internal applicants. Acceptance onto a programme of subjects/courses is subject to a student having achieved the entry requirements. Students should refer to each school's Sixth Form Prospectus for the individual subject requirements. Individual subjects may be limited in the number of students they can accommodate.

Should applications from suitably qualified external students exceed the number of places available, the following oversubscription criteria will apply:

1. Looked after and previously looked after children
2. Exceptional social/medical need
3. Other applicants on the basis of nearness to the school, measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey, to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

20. Home to School Transport

Surrey County Council has a Home to School Transport policy that sets out the circumstances that children might qualify for free home to school transport.

Generally, transport will only be considered if a child is under 8 years old and is travelling more than two miles or is over 8 years old and travelling more than three miles to the nearest school with a place. Transport will not generally be provided to a school that is further away if a child would have been offered a place at a nearer school had it been named as a preference on the application form, although exceptions may apply to secondary aged children whose families are on a low income if they are travelling to one of their three nearest schools.

Eligibility to transport is not linked to the admission criteria of a school. Some schools give priority to children who are attending a feeder school, but attending a feeder school does not confer an automatic right to transport to a linked school. In considering admission criteria and school preferences it is important that applicants also consider the home to school transport policy so they might take account of the likelihood of receiving free transport to their preferred school before making their application. A full copy of Surrey's Home to School Transport policy is available on Surrey's website at www.surreycc.gov.uk or from the Surrey Schools and Childcare Service on 0300 200 1004.

Surrey will be carrying out a review of the home to school transport policy ahead of the 2015 /16 academic year.