



## **Admissions Policy September 2017**

As a Foundation school the Governors act as the Admissions Authority for the school and Surrey County Council the co-ordinating Local Authority.

Burpham Primary School is a two form intake school with a Published Admission Number (PAN) of 60, in accordance with the Government's maximum Key Stage 1 class size of 30. This PAN applies to all classes in order to allow sufficient physical space and maximise pupil:teacher ratios.

Children with a Statement of Special Educational Needs or an Education Health and Care Plan that names Burpham Primary 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 of Special Educational Needs or an Education Health and Care Plan that names Burpham Primary School.

The Governors will admit 60 children into the Reception year group. In the event of Governors receiving more applications than there are places available places will be determined in the following order. More information on these criteria can be found later in the policy as indicated.

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

The Local Authority may also ask the school to admit over the Published Admission Number at other times under this criterion.

2. Children with exceptional medical or social circumstances for whom Burpham Primary School is uniquely suitable (see note 1 below);
3. Siblings of children on the school's roll at the time of admission, providing the family remains resident at the same address or for whom Burpham Primary School remains the nearest appropriate school (see note 2 below);
4. Children of parents expressing a preference for Burpham Primary School.

### **Note 1 – Exceptional Medical or Social Circumstances**

In the case of these exceptional circumstances the Governors' Admissions Committee will require formal evidence to establish why Burpham Primary School is more suitable than any other local school. Appropriate documentary evidence from a consultant doctor or from the relevant support services **MUST** be submitted at the time of application. The Governors' Admissions Committee will be unable to consider an application under this criterion if such evidence is not submitted at the time of application. The Governors' Admissions Committee reserves the right to take advice from the Local Authority, support

agencies and medical consultants before making a decision. It should be noted that a letter from a general practitioner alone will not suffice. NB – All schools support children with the more common conditions such as nut allergies, asthma or stress-related symptoms.

### **Note 2 – The ‘Sibling Rule’**

A sibling will be considered to be a brother or sister, half-brother or half-sister, step-brother or step-sister or adoptive brother or adoptive sister or foster sibling, living at the same address.

Criterion 3 is applied to children who have a sibling on roll at the school *at the time of admission*, provided that the family remains at the address stated at the time of admission of the first sibling(s), or lives closer to Burpham Primary School than any other age-appropriate school. The measurement is made using SCC Admission and Transport Team’s Geographical Information System at <http://findaschool.surreycc.gov.uk>.

### **Note 3 – Qualifying Residential Address**

The child’s ‘qualifying residential address’ should be that of at least one parent (defined as natural, adoptive, step or foster parent or other legal guardian) and the child’s principal residence at the time of application, or in cases of shared custody, where he/she lives for the majority of the school week. Proof of residence will be required when the application form is submitted. Parents moving will be required to produce evidence of completion or rental agreement which must be for a minimum of 12 months following the date of application.

### **Tie Breaker**

Where there is over subscription in any category priority will be given to those children who live nearest to Burpham Primary School. The distance is measured in a straight line from the address point of the pupil’s house, as set by Ordnance Survey, to the nearest school gate available for pupils to use. This is calculated using Surrey County Council Admission and Transport Team’s Geographical Information System at <http://findaschool.surreycc.gov.uk> (see note 3 above).

Where two or more children share a priority for a place , e.g. where two children live equidistant from the school and only one place remains, the Governors’ Admissions Committee will draw lots to determine which child should be given priority and this process will be witnessed and recorded.

### **Multiple Births**

Where multiple birth siblings are ranked consecutively and not all can be offered a place at the school, all siblings will be allocated where logistically possible. If this is not possible the Governors’ Admissions Committee will draw lots to determine which child should be given priority and this process will be witnessed and recorded. In this circumstance the other sibling(s) will remain at the top of the waiting list until they can be offered a place, even if another child moves into the area with a higher priority.

### **Late Applications**

Late applications can only be considered when all of the on-time applications have been ranked.

### **Induction to the Reception Class**

We operate a phased induction over the first four weeks of the Autumn Term.

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. Where parents wish, a child can start part time until their child reaches statutory school age.

### **Waiting List**

A waiting list, compiled from specific requests from parents for a place, will be held for each year group for a period of one academic year.

If a place becomes available it will be allocated to the child placed highest in the order of categories listed above and within those criteria by shortest distance. Should parents wish to add their child to the waiting list for the following academic year (after initial application), they must notify the school in writing between 1<sup>st</sup> July and 31<sup>st</sup> August. Previous years applications will not be carried over.

### **Education Out of Chronological Year Group**

Applicants may choose to seek places outside of their child's chronological year group. Decisions will be made on the basis of the circumstances of each case. Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide evidence to support this. More information on educating children out of their chronological year group is available at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

### **In Year Applications**

In year applications must be made to Surrey County Council Admission and Transport Team, and information regarding the process and application form is available at:

<http://new.surreycc.gov.uk/schools-and-learning/schools/school-admissions>

### **In Year Fair Access Protocol**

It may sometimes be necessary for a pupil to be placed by the Local Authority, or a local placement panel acting on behalf of the Local Authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the Local Authority's Primary Fair Access Protocol which is available from the Admissions and Transport Team at Surrey County Council upon request.

### **Appeals**

Parents have a right to appeal if their child is not allocated a place at a school of their choice. Information is available on the Surrey Schools Appeals website at <http://new.surreycc.gov.uk/schools-and-learning/schools/school-admissions/school-admission-appeals> or on 020 8541 9029. The case will be heard by an independent appeals panel who will hear both the parents' case and the schools' case before making a decision

### **Language Development Centre**

*Admission to the Language Development Centre (LDC) is managed by the Local Authority and numbers are independent of the school's PAN. Parents who wish their children to be admitted to the LDC are advised to consult their child's SEN Case Worker and submit an application to the generic SLCN panel, which will consider the application along with others, matching the needs of individual children to settings which will suit them best.*