



## TRUMPS GREEN INFANT SCHOOL ADMISSION POLICY SEPTEMBER 2022/23

**Trumps Green Infant School is committed to safeguarding, child protection and promoting the welfare of children and young people. We expect all members of the school community including staff, parents, carers, volunteers and governors to demonstrably share this commitment.**

- ◆ Trumps Green Infant School will admit pupils up to the published admission number (60). When there are more applications than places available, the LEA's School Admission Policy is implemented.
- ◆ Starting school - The community and voluntary controlled infant and primary schools in Surrey have a single intake into Reception. All children whose date of birth falls between 1 September 2017 and 31 August 2018 will be eligible to apply for a full time place in Reception at a Surrey school for September 2022. Applicants can defer their child's entry to Reception until later in the school year, but this will not be agreed beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the academic year for which the offer was made. Applicants may also arrange for their child to start part time until their child reaches statutory school age.
- ◆ 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
- ◆ 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.
- ◆ 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 2022. Places at Surrey schools will be offered on the basis of the preferences that are shown on the application form. Applicants will be asked to rank up to four Reception or Year 3 preferences and these will be considered under an equal preference system.
- ◆ Admission criteria for September 2022 - When a community or voluntary controlled school is over-subscribed for any year group, applications for entry in 2022/23 will be ranked in the following order:

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

Within the admission arrangements for all community and voluntary controlled schools, looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children will be considered to be:

- children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, e.g. fostered or living in a children's home, at the time an application for a school is made; and

• children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989). Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

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

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at a particular school. The exceptional social or medical circumstances might relate to either the child or the parent/carer. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs. In addition, children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted, will be considered under this criterion. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted. Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other. Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under a school's exceptional medical criterion would not normally be given for these. Some mainstream schools have units attached which provide specialist provision for children with an education, health and care plan which names the school. The facilities in these units are not normally available to children in the mainstream school and as such priority under a school's exceptional social or medical criterion would not normally be agreed for a mainstream place on the basis of a specialist unit being attached to the school. In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school. Places may be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

### **Third criterion: Children of a member of staff**

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

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

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

### **Fourth criterion: Children who will have a sibling at the school or at an infant/ junior school which will operate shared sibling priority for admission at the time of the child's admission.**

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half sister or a step-brother or step-sister or an adoptive or foster sibling, ordinarily living as part of the same family unit at the same address. A child will be given sibling priority if they have a sibling on roll at the school concerned and that sibling is still expected to be on roll at that school at the time of the child's admission. For the initial intake to an infant/junior school, a child will also be given sibling priority for admission if their sibling is attending an infant/junior school which operates shared sibling priority with the school and that sibling is still expected to be on roll at either school at the time of the child's admission. 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. 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 2022. 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.

#### **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.

#### 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 excludes any relative's address unless the child lives at that address as their normal place of residence.
- Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time.
- For other children, the address to be used will be the address where the child lives the majority of the time.
- In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent/carer is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school or nursery.
- We will not generally accept a temporary address if the main carer of the child still possesses or rents a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.
- All distances will be measured by the computerised Geographical Information System maintained by Surrey's admissions team.
- The address to be used for the initial allocation of places to Reception and Year 3 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.

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

- Unless stipulated otherwise, if within any criterion there are more children than places available, any remaining places will be offered to children who meet the criterion on the basis of proximity of the child's home address to the school, with children living nearest receiving the greater priority.
- Distance will be measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the nearest official school gate for pupils to use. This is calculated using the admissions team's Geographical Information System.

- Where two or more children share priority for a place, e.g. where two children live equidistant from a school, Surrey County Council will use random allocation to determine which child should be given priority.
- In the case of multiple births, where children have equal priority for a place, Surrey County Council will use random allocation to determine which child should be given priority.
- If after the allocation one or more places can be offered but there are not sufficient places for all of them, each child will be offered a place.

### **Waiting Lists**

Where there are more children than places available, waiting lists will operate for each year group according to the oversubscription criteria for each school without regard to the date the application was received or when a child's name was added to the waiting list. Waiting lists for each year group at each community and voluntary controlled school will be maintained until 31 July 2023 when they will be cancelled. Applicants who wish a child to go on the waiting list for the 2023/24 academic year must reapply for in-year admission through Surrey County Council. Fully completed applications received during July 2023 will be used to reform the waiting list during August 2023. Applications received after the end of July 2023 will be added to the waiting list as soon as they have been processed

### **Equality Statement**

In accordance with our Equality Policy we will promote equality across the full range of protected characteristics and ensure that all pupils have equal access to all opportunities offered by the school.

**At Trumps Green Infant School we aim to work with parents to meet the needs of each child so that all the children will have a happy start to their school life.**

