

# **In-Year Admission arrangements Darley Dene Primary School 1 September 2021 – 31 August 2022**

The Published Admission Number for initial entry to Darley Dene Primary School in 2021 is 30.

Applications for admission at the normal intake for Reception will be managed in accordance with Surrey's coordinated scheme for primary admission. Applications for admission to Reception must be made by 15 January 2021.

Children with an education, health and care plan that names the 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 education, health and care plan that names the school.

Where the school is over-subscribed for any year group, applications for entry in 2021/22 will be ranked in the following order:

1. Looked after and previously looked after children (see Note 1)
2. Exceptional social/medical need (see Note 2)
3. Children of a member of staff (see Note 3)
4. Siblings (See Note 4)
5. Children for whom the school is the nearest to their home address (see Notes 5 & 6)
6. Any other children (see Note 6)

If within any category there are more children than places available, any remaining places will be offered to children who meet that criterion on the basis of proximity of the child's home address to the school. The 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 Surrey admissions team's Geographical Information System.

## **Notes**

### **1. Looked after and previously looked after children**

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); and

- (with effect from 1 September 2021) children who appear (to the Trust) 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.

## 2. 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 this 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 this 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 this 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 this school above any other.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under the school's exceptional medical criterion would not normally be given for these. In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at this school.

Places may be allocated under this criterion when places are first offered at the school and the local authority may also ask the school to admit over its published admission number at other times under this criterion.

## 3. Children of a member of staff

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

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

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

A supplementary information form (Appendix 1) must be completed and returned by the application closing date for all applicants wishing to apply under this criterion.

#### 4. Siblings

A "sibling" will include:

a) a full or adopted brother or sister (sharing both parents) regardless of whether they live with the applicant child or not; and/or

b) a half-brother or half-sister (sharing one parent), step-brother or step-sister (one child's parent is married to the other child's parent), foster brother or sister (in the care of the Local Authority as defined above and a child of a co-habiting partner (in a relationship with, and living with, the applicant child's parent) and in all cases where the sibling is and the applicant child are brought up in the same core family unit at the applicant child's home address as defined below. This would include half, step or other siblings who were adopted but do not fall into (a).

For the avoidance of doubt, the children of extended family members (e.g. cousins) or friends will not meet the definition of a "sibling" under this policy, even where they live at the same home address as the applicant child.

The sibling must be on the roll of the school at the time of application, and at the time of admission of the applicant child.

#### 5. Nearest school

For the normal intake to the school, the nearest school will be defined as the school closest to the home address with a published admission number for children of the appropriate age-range, as measured by a straight line. This is calculated using Surrey admissions team's Geographical Information System. The nearest school may be inside or outside the county boundary.

Any child remaining on the waiting list after 1 September 2021 will be considered to be an application for in year admission. After this date, when assessing nearest school, all schools with the appropriate year group will be taken in to account.

#### 6. Home address

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 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 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 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 the school and Surrey County Council of any change of address.

#### 7. 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, e.g. where two children live equidistant from a school, random allocation will be used to determine which child should be given priority.

In the case of multiple births, where children have equal priority for a place, random allocation will be used 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.

#### 8. Waiting lists

Where there are more children than places available, waiting lists will operate for each year group according to the oversubscription criteria for the 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 all year groups will be maintained until the last day of the summer term 2022 when they will be cancelled. Applicants who wish a child to remain on the waiting list after this date must reapply for in-year admission.

#### 9. In-year admissions

Sometimes a parent may need to make an in-year application for a school place if their child needs to join a school outside of the normal admissions round - for example, if you move house and your child can no longer attend their current school.

This is called an in-year application and should be made directly with us. You do not need to do this via Surrey Admissions. Applications are managed by our school and we will offer or decline a place directly with families.

If you would like to apply for a school place for your child at our school, please download and complete our *School Managed Application for in year admission to school (SMA) form* (found at the bottom of the admission page on the school website) and include any supporting documentation that is required.

You can send us your in-year application form in two ways –

- Send the form and documentation *electronically* to [office.darleydene@lumenlearningtrust.co.uk](mailto:office.darleydene@lumenlearningtrust.co.uk)
- Hand deliver your *paper copy* of the form and documentation to the **Admissions Officer, Darley Dene Primary School, Garfield Rd, Addlestone, KT15 2NP.**

The following applications will be treated as in-year admissions during 2021/22:

- applications for admission to Reception which are received after 1 September 2021;
- all other applications for admission to Years 1 to 6.

Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria for the school.

#### 10. Starting school

There is a single intake into Reception. All children whose date of birth falls between 1 September 2016 and 31 August 2017 will be eligible to apply for a full time place in Reception at the school for September 2021. 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.

#### 11. 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, governors agree for the child to have a decelerated entry 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, governors agree for the child to have an accelerated entry, the application will be processed. If it is not agreed for the child to have an accelerated entry, the applicant will be invited to apply again in the following year for the correct cohort

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this. More

information on educating children out of their chronological year group and the process for making such requests is available at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

## 12. 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 and to children whose nearest school is out of County but over the statutory walking distance.

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

### **School admission appeals timetable**

#### **In year or immediate entry appeals**

Appeals resulting from in year admission applications will be heard within 30 school days of the appeal being lodged.

#### **September 2021 entry**

Appeals resulting from year of entry or transfer applications for admission in September 2021 will be heard according to the timetable published on the Surrey County Council Admissions website: [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

NB. Appeals will not start being heard until after the relevant closing date has passed.

Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date.

Appellants will be sent notification of their appeal hearing at least 10 clear school days in advance of the hearing.

Appellants will be sent a copy of the school's case 7 clear working days in advance of the hearing.

If an appellant wishes to submit further evidence which was not included with their initial appeal, they must make sure that it is received no later than 5.00pm on the day preceding three clear working days prior to the appeal hearing date.

Any additional evidence or information received after this date might not be considered at the appeal hearing. The Appeal Panel must decide whether it should be considered taking into account its significance and the effect of a possible need to adjourn the hearing.

**STAFF SUPPLEMENTARY INFORMATION FORM - please see attached Admissions Policy**

**When can my child start school?**

In Surrey your child can start school at the beginning of the school year following their fourth birthday. By law they must be in full time education by the start of the school term following their fifth birthday.

<b>Child's birth date</b>	<b>Can start school from</b>	<b>Can defer entry until</b>	<b>Must legally be in full time education by</b>
1/9/2015 - 31/12/2015	September 2020	January 2021	January 2021
1/1/2016 - 31/3/2016	September 2020	April 2021	April 2021
1/4/2016 - 31/8/2016	September 2020	April 2021	September 2021