



## **Merstham Primary School**

### **Admissions arrangements for September 2018/2019**

Merstham Primary School has adopted Surrey County Council's determined admission arrangements for Community and Voluntary Controlled schools for September 2018/2019.

These are given below, and further information is available on the Surrey County Council website at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)

1. The Published Admission Numbers for Merstham Primary School for 2018 admission is 30
2. Applications for admission at the normal intake will be managed in accordance with Surrey's coordinated scheme on primary admission. Please see Surrey's coordinated scheme on the Surrey County Council website for further details regarding applications, processing, offers, late applications, post-offer and waiting lists.
3. Applications for Reception places must be made by 15 January 2018. 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. Children with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHP) that names Merstham 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 that has named the school.
5. When Merstham Primary School is over-subscribed for any year group, applications for entry in 2018/2019 will be ranked in the following order:

#### **First priority: looked after and previously looked after children**

Within the admission arrangements for Merstham Primary School, 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 or provided with accommodation by a local authority in accordance with section 22 of the Children Act 1989 (a), eg 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 the 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's 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 priority: 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. 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.

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 or 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 either a Statement of Special Educational Needs or 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 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 would not normally be considered to be an exceptional social reason for placement at a particular school.

We reserve the right to refer medical evidence to our designated medical officer, where necessary, to assist in making a decision about medical priority for a school place.

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 priority: children who have a sibling at the school**

For Merstham Primary School, this criterion will only apply for children who will have a sibling at the school 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, 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 the time of the child's admission.



#### **Fourth priority: children for whom the school is the nearest to their home address**

All community and voluntary controlled schools will be considered in the assessment of the nearest school. A list of the academies and foundation, trust and voluntary aided schools in Surrey that will be considered in the assessment of the nearest school and the out of county schools that will not be considered in the assessment of the nearest school can be seen at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

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

For the normal intake to a school, the nearest school will be 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 has admitted children without regard to faith or boarding in the initial allocation of places in 2014, 2015 and 2016. An exception to this would be:

- where a faith school has changed its admission arrangements and that change has meant that they would be expected to offer places to children who do not demonstrate a commitment to faith in the future.
- where a new school has opened or an existing school has opened a new phase of education since 2014, and that school does not admit all children with regard to faith.

The nearest school may be inside or outside the county boundary. Under this criterion all Surrey Community and Voluntary Controlled schools will be considered. A list of all the academies and foundation, trust and voluntary aided schools in Surrey that will be considered in the assessment of the nearest school and the out of county schools that will not be considered in the assessment of the nearest school, can be seen at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

From 1<sup>st</sup> September 2018 any applicant remaining on the waiting list will be considered to be an application for in year admission. After this date, when assessing the nearest school, schools with the appropriate year group will also be taken into account.

#### **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 school gate for pupils to use. This is calculated using the Admissions and Transport Teams' Geographical Information System.

Where two or more children share a priority for a place, eg where two children live equidistant from a school and only one place remains, Surrey County Council will use random allocation to determine which child should be given priority (see section B).



## **Additional Information**

### **A. Home Address**

Within the admission arrangements for Merstham Primary School, the child's home address excludes any business, relative's or child minder's address and must be the child's normal place of residence. Where the child is the subject to a child arrangements order and that order stipulates 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 equal time between their parents/carers, it will be up to the parents to agree on 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 nursery.

We will generally not 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 accept a temporary address if we believe it has been used solely or to mainly 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 the family have just moved to the area. The address used for waiting lists, after the initial allocation, will be the child's current address. Any offer of 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.

### **B. 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, eg 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 have equal priority for a place, Surrey County Council will draw lots to determine which child should be given priority. If after the allocation of one or more places can be offered but there are not sufficient places for them all, whenever 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) ranked the highest will retain their offer and the applicant will be advised of their right and informed about the waiting list.



### **C. Waiting List**

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 list.

Waiting lists for the initial intake into Merstham Primary School will be maintained until the last day of the summer term 2019 when they will be cancelled. Parents wishing to remain on the waiting list after this date must write to Surrey County Council by 26<sup>th</sup> July 2019, stating their wish and providing their children's name, date of birth and the name of their child's current school. After 26<sup>th</sup> July 2019, applicants 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.

### **D. In-year admissions**

The following applications will be treated as in-year admissions during 2018/19:

- Applications for admission to Reception which are received after 1 September 2018
- All other applications for admission to years 1, 2, 3, 4, 5 & 6

Applications to Merstham Primary School 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.

### **E. Starting school**

Merstham Primary School has a single entry into Reception. All children whose date of birth falls between 1 September 2013 and 31<sup>st</sup> August 2014 will be eligible to apply for a full-time place in Reception at a Surrey school for September 2018. Applicants can defer their child's entry to reception until later in the year, but this will not be agreed beyond the beginning of the term after the child's fifth birthday, not 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.

### **F. The admission of children outside 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 interest of the child concerned.

- Applicants who are applying for their child to have a decelerated entry for school, i.e. to start later than other children in their chronological year group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the head teacher, the local authority agrees for the child to have a decelerated entry into Merstham Primary 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 in their chronological year 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



head teacher, the local authority agrees for the child to have an accelerated entry to Merstham Primary School, the application will be processed. If it is not agreed for the child to have an accelerated entry to Merstham Primary 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 at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

#### **G. Home to school transport**

Surrey County Council has a Home to School transport policy that sets out the circumstances that children may 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.

Eligibility to transport is not linked to the admissions criteria of a school. In considering admission criteria and school preferences it is important applicants also consider the home to school transport policy so that 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](http://www.surreycc.gov.uk) or from the Surrey Schools and Childcare Service on 0300 200 1004.

#### **H. 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 (Surrey County Council) reserves the right to withdraw any offer of a place, even if the child has already started at the school.