

Admission Arrangements for 2023/2024

Greensand Multi-Academy Trust is the admission authority for Holmesdale Community Infant School. The Published Admission Number for initial entry into Holmesdale Community Infant School in September 2023 is 90.

Applications for admission at the normal intake will be managed in accordance with Surrey's coordinated scheme for primary admission. Applications for Reception must be made by: **Sunday 15th January 2023**. 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 preferences and these will be considered under an equal preference system.

Where Holmesdale Community Infant School is over-subscribed for any year group, applications for entry in 2023/2024 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. Any other children.

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.

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 (a), e.g. fostered or living in a children's home, at the time an application for a school is made;
- 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); and
- 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.

- 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 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 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 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 within 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, 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) must be completed and returned by the application closing date for all applicants wishing to apply under this criterion.

4. Siblings

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 and that sibling is still expected to be on roll at the school at the time of the child's admission.

5. Home address

The child's home address excludes any business or childminder's address, or 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.

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.

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.

6. 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 the school, random allocation will be used to determine which child should be given priority.

Any child from a multiple birth will be offered a place if one child has already been offered a place and the subsequent child(ren) are ranked consecutively.

7. 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.

8. In-year admissions

The following applications will be treated as in-year admissions during 2023/2024:

- applications for admission to Reception which are received after 1 September 2023;
- all other applications for admission to Years 1 and 2.

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

9. Starting School

Greensand schools have a single intake into Reception. All children whose date of birth falls between 1 September 2018 and 31 August 2018 will be eligible to apply for a full time place in Reception at school for September 2023. 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. Arrangements for individual children must be made in consultation with the Headteacher of the individual school prior to the start date.

10. 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 Trust agrees 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, the Trust agrees 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 is available at: www.surreycc.gov.uk/admissions.

The process for making such requests to Greensand Schools can be found in the Admission Arrangements section of the Greensand Multi-Academy Trust website and individual school websites.

11. Nursery admissions

Applicants wishing to apply for a place must complete the application form and submit it directly to the school in accordance with the dates set by the school.

The school will operate a nursery during term time only and will offer sessions totalling 15 or limited sessions for 30 hours a week. Parents are able to pay for additional 15 hours or use their free entitlement if eligible.

The school will identify which sessions constitute the child's universal entitlement and which are their extended entitlement.

Places for three year olds

All children will be eligible to be considered for admission to a nursery class in the term after they turn three years old, although admission will be subject to an application being made and places being available. The nursery reserves the right to limit the intake of three year old admissions.

When the nursery is over-subscribed for a three year old place, applications for entry in 2023/2024 will be ranked according to the following criteria, which will be applied in the first instance to children wishing to take up the free early years' provision:

- a) Looked after and previously looked after children.
- b) Exceptional social/medical need.
- c) Children who will 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 2023 to 31 August 2024 (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 2023 to 31 August 2024 (these children will be able to stay on in nursery for another year in 2024/2025 as they will not be due to start Reception until September 2025).

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 to the nearest official school gate for pupils to use.

Procedures for admission

The school will endeavour to inform applicants of the outcome of their application by letter, at least one term before admission. A school will only allocate nursery sessions once it has determined that a place can be offered in accordance with the admission criteria. If an applicant 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 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.

The school may allow parents to pay for extended nursery provision, beyond 30 hours. However, such requests will only be considered once all applications have been processed.

12. 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 reserves the right to withdraw any offer of a place, even if the child has already started at the school.

13. 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 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. 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 & Childcare Service on: 0300 200 1004.

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