



Admissions Policy

Governor Committee Responsible	Learning and Teaching
Review period	ANNUAL
Policy approved by Governors/Head Teacher	HT
Meeting minute reference	
Status	STATUTORY
Next review	Autumn 2022
Document version number	V1.9
Author	Sarah Elliott
Contributors	Paula English
To be read in conjunction with the following policies:	

Document History	
V1.0	
V1.2	February 2014
V1.3	February 2015
V1.4	January 2016
V1.5	September 2017
V1.6	October 2019
V1.7	November 2020
V1.8	November 2020
V1.9	October 2021

Introduction

The Published Admission Number (PAN) for initial entry to Heather Ridge School will be 60.

This document sets out the school's admission arrangements which are in line with Surrey County Council's arrangements for community and voluntary schools in 2022/23.

Parents who are considering sending their children to our school are invited to make an appointment with the Head so that time will be made available for a visit. Parents are then invited to the school in the term preceding admittance. This gives an opportunity for parents to discuss things collectively and individually, and to meet the Reception Team. They also receive relevant information about school procedures and the early year's curriculum. Parents are also given an opportunity to get information on purchase of uniform items, and on the Breakfast and After School Clubs. This is followed by an opportunity for the children to 'visit' their new class and meet their teachers and friends. During this visit the PTA provides tea for our new parents as well as opportunities to look at the second hand uniform.

Reception children usually start at some time during the first few weeks of the Autumn Term. For the child who is transferring from another school or area, the Head will meet the family and show them round the school and introduce them to their new teacher. This is arranged in advance through the school office.

Admissions for the year 2022/2023

1. Applications for admission at the normal intake will be managed in accordance with Surrey's coordinated schools on primary and secondary admission. Please see Surrey's coordinated schemes via their website. <https://www.surreycc.gov.uk/admissions>
2. Applications for Reception places at schools must be made by 15th January 2022. Places at Surrey Schools will be offered on the basis of the preferences that are shown on the application form.
3. The admission arrangements for 2022/23 for the majority of Surrey's community and voluntary controlled schools are set out in section 5 below.
4. All children will be admitted in September.
5. Applicants for entry in 2022/23 will be ranked in the following order:
 - a. **First Priority: Looked after and previously looked after children**
See section 6 for further information relating to looked and previously looked after children.
 - b. **Second Priority: Exceptional social/medical need**
See section 7 for further information relating to exceptional social/medical need
 - c. **Third Priority: Children who will have a sibling at the school**
After 'exceptional arrangements', places are then offered to siblings. A sibling is a child who will have a brother or sister still at the school concerned at the time of another sibling's admission. So, a sibling will be given priority for admission only if another sibling will still be at the school in September 2022 or he/she has a sibling at an infant/junior school on a shared/adjoining site in September 2022.
A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister

or a step-brother or step-sister, living at the same address, or foster children living at the same address.

d. Fourth Priority: Children for whom the school is nearest to their home address

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 pupils of the appropriate age range, as measured by a straight line.

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 definition of the home address can be found in section 8.

e. 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 official school gate for pupils to use. This is calculated using the admissions team's Geographical Information System.

Where two or more children share a priority for a place, e.g. 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.

6. Looked after and previously looked after Children (LAPLAC)

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

- Children who are registered as being in the care of a local authority or provided with accommodation by the 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 LA 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 0 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.

7. Exceptional social/medical need (ESOMC)

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 ESOMC 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 office for the 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.

Routine child minding arrangements would not normally be considered to be an exceptional social reason for a placement at a particular school.

Surrey County Council reserves the right to refer medical evidence to their designated medical office, where necessary, to assist them in making a decision about medical priority for a school place.

8. Home Address

Within the admission arrangements for community controlled schools the child's home address excludes any business, relatives or childminder's address and must be the child's normal place of residence.

Surrey County Council will not generally accept a temporary address of the main carer of the child still possesses a property that has previously been used as a home address, nor will they accept a temporary address if they 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.

9. 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 the initial intake to each community school will be maintained until the last day of the summer term 2023 when they will be cancelled. Applicants who wish a child to remain on the waiting list after this date must write to Surrey County Council by 20th July 2023, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 20th July 2023, 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.

10. In year admissions

The following applications will be treated as in-year admissions during 2022-23

- Applications for admission to Reception which are received after 1st September 2022
- All other applications for admission to Years 1 to 2

11. Starting school

The community 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 the 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.

12. 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, 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, governors agree for the child to have a decelerated entry to the 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. This must be done in liaison with the Head teacher and Governors. If the application is not agreed for 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 evidence 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.

13. Applications

Applications can be made for this school via the Surrey County Council's website <https://www.surreycc.gov.uk/admissions>

14. Consultation of admission arrangements

Surrey County Council will periodically post consultations regarding admissions for schools. More information about live and closed consultations can be found on the Surrey Says website, [Surrey County Council Consultation Hub - Citizen Space](#).