



# The Horsell Village School

## Admissions Policy

### Academic Year September 2020-21

This document sets out the determined admission arrangements for The Horsell Village School for September 2020.

1. The Horsell Village School will admit children up to its Published Admission Number (PAN) of 90 children per year into the Reception Year.
2. Applications for admission at the normal intake will be processed in accordance with Surrey's coordinated schemes on primary and secondary admission. Please see further guidance at [Surrey County Council - Admission arrangements and outcomes](#)
3. Applications for the School must be made by 15<sup>th</sup> January 2020. 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. The admission arrangements for The Horsell Village School for September 2020 are set out in section 6 below.
5. Children with a Statement of Special Educational Needs or an Education Health and Care plan (EHCP) that names the 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 an EHCP that has named the School.
6. If the School is over-subscribed for any year group, applications for entry in 2020 will be ranked in the following order:

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

See Section 7 for further information relating to looked after and previously looked after children.

**Second priority: Exceptional social/medical need**

See Section 8 for further information relating to exceptional social/medical need.

**Third priority: Siblings currently attending The Horsell Village School**

See Section 9 for further information relating to siblings.

**Fourth priority Children of teachers at the School**

See Section 10 for further information relating to children of teachers employed by The Horsell Village School.

**Fifth priority: Children for whom the school is the nearest to their home address**

See Section 11 for further information on the definition of nearest school. See Section 13 for further information on the definition of home address.

**Sixth priority: Siblings who previously attended The Horsell Village School**

See section 12 for further information relating to siblings.

**Seventh priority: Any other applicant**

If oversubscription occurs within any of the above priorities then priority 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 Admission and Transport Team's Geographical Information System. See Section 13 for further information on the definition of home address.

**7. Looked after and previously looked after children**

Within the admission arrangements, looked after and previously looked after children will receive top priority for a place. If your child meets one of the following definitions, you should indicate this on your application and include supporting evidence from the child's social worker:

- 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), e.g. fostered or living in a children's home, at the time an application for a school is made;
- children who have left care through adoption 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).

Places will be allocated under this criterion when places are first offered. The Local Authority may also ask the School to admit over their Published Admission Number at other times under this criterion.

## **8. 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 the School and why no other school could meet the child's needs. If you are applying for exceptional priority for a school that is not your nearest, you must explain why the nearer school cannot meet your child's needs. Providing evidence does not guarantee that a child will be given priority and in each case a decision will be made by the Governing Body of The Horsell Village School 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.

Evidence to support applications under exceptional medical or social criteria must be provided with your form by **15<sup>th</sup> January 2020**.

Evidence received after that date may be considered only if it could not reasonably have been provided by 15<sup>th</sup> January 2020 but will not be accepted beyond 10<sup>th</sup> February 2020. Any evidence received after 10<sup>th</sup> February 2020 will not be considered until after the initial allocation of places.

**Children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted, may 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 may be allocated under this criterion when places are first offered. The Local Authority may also ask the School to admit over their Published Admission Number at other times under this criterion.

## **9. 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 at the same address.

A child will be given sibling priority if they have a sibling at The Horsell Village School at the time of the child's admission. For the initial intake to the School a child will be given priority for admission only if their sibling will still be at The Horsell Village School in September 2020. Giving sibling priority has the effect of maximising the opportunity for children in the same family to be educated at the same school.

## **10. Children of teachers at the school**

Priority will be given to children of:

- a. teachers employed at the school for two or more years who are on the school leadership team; **or**
- b. teaching staff employed to a 'difficult to recruit' position'

Children of members of teaching staff who don't initially fulfil the two-year requirement will have their position on the waiting list re-assessed when this requirement is fulfilled.

(where a 'difficult to recruit position' will be determined by the School's Governing Body and their decision will be final.)

For normal round admissions the date that will be used to assess this will be the closing date for applications (15th January 2020). For in-year applications the date that will be used will be the date the application is made or the date a place becomes available, whichever the latter.

There is a supplementary form to complete in this category, please contact the school's admissions officer for details.

### **11. Nearest School**

The nearest school is defined as the school closest to the home address with a published admission number for pupils of the appropriate age-range. This will be measured in a straight line from the address point of the pupil's home, as set by Ordnance Survey, to the main school gate (i.e. the entrance gates to the car park) for pupils to use.

### **12: Siblings who previously attended The Horsell Village School**

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 at the same address.

A child will be given priority if they have siblings who previously attended The Horsell Village School and:

- are still of primary school age (up to, and including, Year 6)

and

- the family are still living at the same address from which the previous sibling gained admission to The Horsell Village School

### **13. Home Address**

Within the School's admission arrangements, the child's home address excludes any business, relative or child minder's address and must be the child's normal place of residence. In the case of formal equal shared custody, it will be up to the parents to agree which address to use. In other cases, it is where the child spends most of the time.

All distances will be measured by the computerised Geographical Information System maintained by Surrey's Admissions and Transport 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. Parents have a responsibility to notify The Horsell Village School and Surrey County Council of any change of address.

#### **14. 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, e.g. where two children live equidistant from a school, The Horsell Village School will draw lots at the initial time of ranking to determine which child should be given priority.

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever 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) to be offered the last remaining place(s) will be determined by their initial ranked position.

#### **15. Waiting lists**

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria 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 will be maintained until the last day of the Summer term when they will be cancelled. Parents wishing to remain on the waiting list after this date must contact the School by 31<sup>st</sup> August 2021, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 31<sup>st</sup> August 2021, parents whose children are not already on the waiting list but who wish them to be so must apply via Surrey County Council using form IYA-SCCCMA. Waiting lists for all year groups will be cancelled at the end of each academic year.

#### **16. In-year admissions**

The following applications will be treated as in-year admissions:

- applications after 1 September 2020, for admission to Reception
- all applications for admission to Years 1 and 2

Applications must be made to the The Horsell Village School 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 the School.

#### **17. Starting school**

The Horsell Village School has a single intake into Reception. All children whose date of birth falls between 1<sup>st</sup> September 2015 and 31<sup>st</sup> August 2016 will be eligible to apply for a full time place in Reception for September 2020.

Parents can choose to 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 in the academic year for which the application was made.

Applicants are offered a part time place for their child until they reach statutory school age. The term 'part-time' refers to a 'mornings only' timetable.

#### **18. 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.

Eligibility to transport is not linked to the admission criteria of the 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](http://www.surreycc.gov.uk) or from the Surrey Schools and Childcare Service on 0300 200 1004.

## **19. Late applications**

Late applications for the initial intake to Reception will be considered in accordance with Surrey's Primary Coordinated Admissions Scheme.

## **20. Out of Chronological age group applications.**

Please contact the school for appendix to this section and more information

Applicants may choose to seek places outside of their child's chronological year group. Decisions will be made on the basis of the circumstances of each case. 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, if they wish. More information on educating children out of their chronological year group is available at

[https://www.surreycc.gov.uk/\\_data/assets/pdf\\_file/0018/12582/FINAL-Children-out-of-chronological-year-2018-19-V3.pdf](https://www.surreycc.gov.uk/_data/assets/pdf_file/0018/12582/FINAL-Children-out-of-chronological-year-2018-19-V3.pdf)