

BANSTEAD INFANT SCHOOL ADMISSION ARRANGEMENTS FOR SEPTEMBER 2018



Oaks Schools, which includes Banstead Infant School, have generally adopted Surrey County Council's determined admission arrangements for Community and Voluntary Controlled schools for September **2018**. Details are given below, together with the specific arrangements for Banstead Infant School. Further information is available on the Surrey County Council website at <http://new.surreycc.gov.uk/schools-and-learning/schools/school-admissions>

1. The Published Admission Number (PAN) for Banstead Infant School for 2018 is 90
2. Applications for admission at the normal intake will be managed in accordance with Surrey's coordinated schemes on primary admission, which can be seen on the Surrey County Council website. This gives further details regarding applications, processing, offers, late applications, post-offer arrangements and waiting lists.
3. Applications for an Infant School place must be made by 15 January 2018. 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 Year R 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 (EHCP) that names Banstead Infant 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 a statement that has named the school.
5. The specific admission arrangements for Banstead Infant School for 2018/19 are set out below. When Banstead Infant School is over-subscribed for any year group, applications for entry in 2018/19 will be ranked in the following order:
 - i) First priority: looked after children and previously looked after children**
See section 6 for further information relating to looked after and previously looked after children.
 - ii) Second priority: Exceptional social/medical need**
See Section 7 for further information relating to exceptional social/medical need.
 - iii) Third priority: Children who will have a sibling at the school or at Banstead Junior School at the time of the child's admission**
Banstead Infant School and Banstead Community Junior School will operate a shared sibling priority. See Section 8 for further information relating to siblings.
 - iv) Fourth priority: children of staff currently employed at Banstead Infant School**
Children of staff at Banstead Infant School who have a permanent contract of employment with the Oaks Academy Trust and whose normal place of work is Banstead Infant School. The employment contract must have been in place for at least two years at the time at which the application to Banstead Infant School is made.

Staff that are recruited to fill a vacant post for which there is a particular skill shortage can also apply for a place for their child under this category.

v) Fifth priority children for whom the school is the nearest to their home address

See sections 9 and 10 for further information on the definitions of nearest school and home address.

vi) Sixth Priority: Any other children**Tie Breaker**

If within any criterion there are more children than places available, any remaining places will be offered to children on the basis of nearness to the school measured in a straight line from the address point of the child's home, as set by Ordnance Survey, to the nearest official school gate for pupils to use. This is calculated using Surrey's Admissions team's Geographical Information System. See section 10 for further information on the definition of home address.

Where two or more children share priority for a place, e.g. where two children live equidistant from a school and only one place remains, lots will be drawn to determine which child will receive priority.

6. Looked-After and previously looked-after children

Within the admission arrangements for Banstead Infant 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), 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(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 at Banstead Infant School and the local authority may also ask Banstead Infant School to admit over their published admission number at other times under this criterion.

7. 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 Banstead Infant School. 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 Banstead Infant 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 Banstead Infant 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 Banstead Infant School above any other.

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.

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

For the initial intake to Banstead Infant School, a child will be given sibling priority for admission if their sibling is attending either Banstead Infant School or Banstead Junior School and that sibling is still expected to be on roll at either school at the time of the child's admission.

At the initial allocation when an applicant is applying for a Reception place and the child has a sibling currently attending Year 2 but who will have left by the time the younger child starts, the Reception applicant will be considered under the sibling criterion as part of the initial allocation. This is because, due to the feeder link to Banstead Junior School, the younger child will still be expected to have a sibling at either Banstead Infant School or Banstead Junior School at the time of their admission.

9 Nearest 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. Exceptions 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 in future, to children who do not demonstrate a commitment to faith; and
- 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. Further details are available on the Surrey County Council website referred to above.

From 1 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 nearest school, all schools with the appropriate year group will also be taken in to account.

10.Home address

The child's home address excludes any business, relative's or childminder'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 parent/carers to agree which address to use. In other cases it is where the child spends most of the time. 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 Surrey County Council of any change of address.

11. Oversubscription, tie breakers, and the admission of twins, triplets, other multiple births or siblings born in the same academic year

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to school as set out in vi) above.

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, the school 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, 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, 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) ranked the highest will retain their offer and the applicant will be advised of their right of appeal and informed about waiting lists.

12 Applications for Reception, Waiting Lists and In Year Places

a) Applications All applications for reception school places in September should be made via the Local Authority. The contact details for Surrey County Council are www.surreycc.gov.uk/admissions. Applications under criterion iv) above should be accompanied by an application form available from the school.

Applications to Banstead Infant School for any other time (in year applications) or for any other year groups should be made direct to the school. The contact details are at the top of this information. Waiting lists are held at the school.

b) Waiting lists Where there are more children than places available, waiting lists will operate for each year group according to the oversubscription criteria for Banstead Infant 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 Banstead Infant School will be maintained until the last day of the Summer term 2019 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 27 July 2019 stating their wish and providing their child's name, date of birth and the name of their child's current school. After 27 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 Banstead Infant School. Waiting lists for all year groups will be cancelled at the end of each academic year.

c) 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.

13 Starting School

Banstead Infant School have a single intake into Reception. All children whose date of birth falls between 1 September 2013 and 31 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 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.

If Applicants wish, their child can start part time until their child reaches statutory school age.

14 The admission of children outside of their chronological year group

Applicants may choose to seek places outside of child's chronological year group. Decisions will be 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, if they wish, provide evidence to support this. More information on educating children out of their chronological year group is available at www.surreycc.gov.uk/admissions.