

# **Whyteleafe School** **Admissions Policy** **Aim High • Be Independent • Enjoy Yourself**



## **For Entry to Whyteleafe School from September 2018 onwards**

### **Admission of Pupils**

Whyteleafe School caters for children aged four to eleven. All children are admitted in the September following their 4th birthday on the production by parents of a birth certificate.

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.

Parents can request that their child takes up the place part time until they reach statutory school age.

Children with a statement of special educational needs will be allocated to the school before other applicants are considered and that the number of places available will be reduced by the number of children with a statement that has named the school. This refers to children with an Education Health and Care Plan (EHCP) as well as those with a statement of SEN.

Late applications will be considered in accordance with Surrey's Coordinated Admissions Scheme.

### **Policy and Numbers**

The Published Admission Number for the School is 60 – two classes of up to 30 pupils will be admitted to Reception each year. Children with a Statement which names the School will be admitted as required by Section 324 of the Education Act 1996.

### **Criteria for Admissions**

Where the number of applications for admission exceeds the number of places available, the Governing Body will apply the following criteria in the order set out below to decide which children to admit:

#### **First Priority**

- *Looked after and previously looked after children including those accommodated by the local authority* - 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 arrangement 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).

### **Second Priority**

- *Exceptional social/medical need* - Occasionally there will be a very small number of children for whom exceptional arrangements will apply. These exceptional arrangements may override other admissions priorities. Admission under this criterion will be agreed by the Governing Body. Details about application under exceptional arrangements are taken from the most up to date 'Surrey Guide to Admissions' and are attached as Appendix 1.

### **Third Priority**

- *Siblings* - Children who will have a brother or sister at the school at the time of the sibling's admission. A sibling is 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, living at the same address, or foster children living at the same address.

### **Fourth Priority**

- *Children for whom the school is the nearest to their home* - Currently 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, as measured by a straight line and which admits local children. The nearest school may be either inside or outside the county boundary. 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 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 (<http://findaschool.surreycc.gov.uk>). Any offer of a place on the basis of address is conditional on the child being a resident at the address provided on the closing date of the application process, unless a change of address for good reason has been accepted by Governing Body.

### **Fifth Priority**

- *All other children.*

### **Tie Breaker**

- Should there be oversubscription within any criteria, priority will be awarded to pupils based on their proximity to the school, with those nearest the school prioritised higher. This is calculated using the Admission and Transport team's Geographical Information System <http://findaschool.surreycc.gov.uk>.

Where two or more children share a priority for a place, e.g. where two children live equidistant from a School, the School will draw lots to determine the rank position of each child.

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) will be offered the remaining place(s) by the drawing of lots.

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.

Admission outside of the usual admission schedule

Admission in year will only take place if a space is available and follow the criteria above.

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.

## **Appendix 1**

### 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. 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 Whyteleaf and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority for admission at Whyteleaf and in each case a decision will be made by Governors based on the merits of the case and whether the evidence demonstrates that a placement should be made at Whyteleaf School above any other.

It is important that any exceptional circumstances, as described before, are shown on the application form when you upload or send in supporting evidence. If you do not do this, we cannot consider offering your child a priority placement.