

Whyteleaf School

Admissions Policy

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Whyteleaf School's determined admission arrangements for September **2021** are as follows:

1. The Published Admission Number for Whyteleaf School in September 2021 is 60.
2. Applications for admission at the normal intake will be managed in accordance with Surrey's coordinated scheme on primary admission. Please see the Surrey County Council website for further details regarding applications, processing, offers, late applications, post-offer and waiting lists.
3. Applications for Reception place must be made by 15 January **2021**. 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** primary preferences and these will be considered under an equal preference system.
4. Children with an education, health and care plan that names Whyteleaf 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 a plan that has named the school.
5. When Whyteleaf School is over-subscribed for any year group, applications for entry in **2021/22** will be ranked in the following order:
 - I. First Priority: Looked after 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
See section 8 for further information relating to siblings.

IV. Fourth priority: Children for whom the school is the nearest to their home address

See Section 9 for further information on the definition of nearest school.

See Section 10 for further information on the definition of home address.

If within this category there are more applicants than places available, any remaining places will be offered to applicants who meet this criterion on the basis of proximity of the child's home address to the school (please see criterion v).

V. 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 Admission and Transport team's Geographical Information System.

See Section 10 for further information on the definition of home address

6. Looked after and previously looked after children

Within the admission arrangements for Whyteleafe School, Looked After Children 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, 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's Act 1989 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 a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

CHANGE NOTICE This provides notice that the GLF Trust Board has agreed a change to the admissions policies of all schools in the Trust for 2021 and 2022 to reflect that children who have been in state care outside of England, and ceased to be in care as a result of being adopted, must now be given the highest priority in oversubscription criteria, alongside looked after children and previously looked after children. This change comes into effect from 1 September 2021 and amends the admissions policies as already published for 2021 and 2022.

7. Exceptional social/medical need

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.

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at this 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 this 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 this 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 this 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 for Whyteleafe 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 sibling priority if they have a sibling at Whyteleafe 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 Whyteleafe School in September 2021.

9. Nearest school

The nearest school within the admission arrangements for Whyteleafe 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 inside or outside the county boundary. Under this criterion we aim to admit local children. This is assessed using the Admission team's Geographical Information System (GIS).

10. Home address

Within the admission arrangements for Whyteleafe School the child's home address excludes any business or childminder's address and must be the child's normal place of residence. It also excludes 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 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 for the parent/carer who is registered for child benefit. If neither parent is registered for child benefit we will accept the application the parent/carer whose address is registered with the child's current school or nursery.

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.

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 Surrey County Council of any change of address.

11. 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, random allocation will be used 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, each child will be offered a place.

12. Waiting lists

Where there are more children than places available, waiting lists will operate for reception according to the oversubscription criteria of Whyteleafe 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 Whyteleafe School will be maintained until the last day of the Summer term 2022 when they will be cancelled. Applicants

who wish a child to remain on the waiting list after this date must write to the school by 23rd July 2022, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 23rd July 2022, applicants whose children are not already on the waiting list but who wish them to be so must apply for in-year admission.

13. In-year admissions

The following applications will be treated as in-year admissions during 2021/22:

- applications for admission to Reception which are received after 1 September 2021;
- all other applications for admission to Years 1 to 6.

Whyteleafe School deals with its own In Year Admissions in accordance with the admissions policy. Please contact Miss Cromwell if you would like to apply for a school place.

14. Deferred Admissions Before Compulsory School Age

Whyteleafe School has a single intake into Reception. All children whose date of birth falls between 1st September 2016 and 31st August 2017 will be eligible to apply for a full-time place in Reception for September 2021. 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.

15. 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,

the local authority agrees for the child to have a decelerated entry to Whyteleafe 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. If, in liaison with the head teacher, the local authority agrees for the child to have an accelerated entry to Whyteleafe School, the application will be processed. If it is not agreed for the child to have an accelerated entry to Whyteleafe School, 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, if they wish, provide what evidence they have 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.

16. 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, although exceptions may apply 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. Some schools give priority to children who are attending a feeder school, but attending a feeder school does not confer an automatic right to transport to a linked 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 and Childcare Service on 0300 200 1004.