

Grovelands Primary School

ADMISSIONS POLICY

This document sets out the Grovelands Primary and Nursery School determined admission arrangements for September 2017.

The published admission numbers for Grovelands Primary School in September 2017 is 90. Parents should complete a Surrey LA Admission form or make an online request for admission via the Surrey County Council website (www.surreycc.gov.uk/admissions). All applications for school admission will be managed in accordance with Surrey's coordinated schemes on primary, secondary and in-year admissions at a date designated by Surrey LA.

Please note, even if your child currently attends one of the Grovelands Nursery classes you will still need to formally apply for a Reception place at Grovelands Primary School.

Places will be offered on the basis of the preferences that are shown on the application form. Parents will be asked to rank up to six preferences and these will be considered under the equal preference system.

Children who have a Statement of Special Educational Needs 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 statement that has named the school.

SCHOOL ADMISSIONS POLICY

If the school is over-subscribed for any year group, applications for entry will be ranked in the following order:

First priority: Looked after children

That is, children who are registered as being in the care of a Local Authority (LA) (for example, fostered or living in a children's home), at the time an application for school is made and children who have left care through adoption, a residence order or special guardianship order.

Places may be allocated under this criteria when places are first offered at a school and the Local Authority may also ask schools to admit over their Published Admissions Number at other times under this criteria.

Second priority: Exceptional arrangements

Occasionally there will be a very small number of children for whom exceptional arrangements will apply. Evidence will be required from a consultant doctor for medical cases or documented evidence from any support services involved for other sensitive family 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.

Places may be allocated under this criteria when places are first offered at a school and the Local Authority may also ask schools to admit over their Published Admissions Number at other times under this criteria.

Third priority: brothers and sisters (siblings) at the school at the time of the child's admission.

After 'exceptional arrangements', places are then offered to siblings who will have an older brother or sister still at the school concerned at the time of the younger sibling's admission. So, a younger sibling will be given priority for admission only if the older sibling will still be at the school in September 2017.

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 or an adoptive or foster sibling living at the same address.

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

The nearest school within the admission arrangements 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.

Fifth priority: Any other applicant

Remaining places will be offered on the basis of proximity 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 school gate for pupils to use. This is calculated using the Admissions and Transport teams Geographical Information System. If there are two applicants from the same block of flats the one with the lowest door number will be given priority.

Within the admission arrangements the child's home address excludes any business, relatives or childminders address and must be the child's normal place of residence. In the case of formal equal shared custody it is the address of the parent who claims Child Benefit for the child. 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. Any offer of a place on the basis of address is conditional on the child being resident at the address provided.

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 schemes 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 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 changes of address.

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 draw lots 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 is 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 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 above and 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 Autumn Term when they will be cancelled. Parents wishing to remain on the waiting list after this date must write to Surrey County Council by the 31st December 2017, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 31st December 2017, parents whose children are not already on the waiting list but who would like them to be must apply for in-year admission through their home Local Authority. Waiting lists for all year groups will be cancelled at the end of each academic year.

Grovelands Nursery School – Nursery Admissions

Applying for a nursery place

If you would like to register for a place at Grovelands, you will need to complete an application form at the school office, you must bring with you originals of your child's birth certificate, a current council tax bill and a recent (not more than 3 months old) utility bill. You can only register your child once they have turned 18 months old.

Nursery places are offered following the same criteria as Surrey County Council admissions. That is:

First Priority – children with exceptional arrangements / special educational needs.

Second Priority – to children who will have siblings attending the school upon entry to the nursery

Third Priority – to children for whom the school is nearest (distance measured in a straight line from the address point of the pupil's house, as set out by Ordnance Survey to the front gate of the school).

The deadline for applying for a September 2017 nursery place will be 31st March 2017.

Before our Admissions Officer can offer a Nursery place, we need to be informed by Surrey County Council of the children coming into our Reception year. Once we have this information we will know the Nursery sibling places we can offer. Surrey County Council's notification does not take place until the middle of April each year, therefore we cannot send out our Nursery offer letters until late April each year, at the earliest.

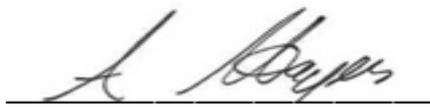
There are 52 places available in the Nursery (1 class of 26 in the morning 8.45 – 11.45 and 1 class of 26 in the afternoon). Letters will be sent out offering 52 places and there will be a timescale for people to accept or decline the place. If places are declined, further letters will be sent out offering those places to the next eligible children. The process will continue until all 52 places are filled. When offering places on the waiting list, we will apply the same criteria as above.

If you accept a place for your child in our Nursery, this does not guarantee admission into the school's Reception year you still have to apply for a Reception place along with other parents who do not have a place in the Nursery.

If you are not offered a place in our Nursery, or are unable to accept a place offered, this does not in any way have a negative impact on your application to the school. Admissions to the primary school are administered by Surrey County Council.

Reviewed by the Governing Body: September 2016

Date of Next Review: September 2017

Signed:  Head of School

Signed:  Executive Head

Signed:  Chair of Governors