



SYTHWOOD

PRIMARY & NURSERY SCHOOL

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Consultation - Admissions Policy 2022/23

SYTHWOOD PRIMARY AND NURSERY SCHOOL

At Sythwood Primary & Nursery School we adhere to the principle that every child matters and that all children have the right to enjoy and achieve to the best of their ability in a safe, happy and secure learning environment which encourages them to grow as global citizens. We believe that a strong partnership with parents encourages children to reach their full potential.

Introduction

Sythwood Primary & Nursery School is an Academy co-educational school for children aged 4 - 11 years old and is situated in Woking with a Nursery which takes children from the age of 2.

For entry into Reception during the 2022/23 academic year, Sythwood Primary & Nursery School is consulting to reduce our published admission number (PAN) to 60. We are also consulting to replace the nearest school criterion with home to school distance.

Rationale for PAN Reduction

The number of Reception children joining Sythwood in 2020 is currently 62. Surrey County Council's most recent projections suggest an over-supply of Reception places which leads us to conclude that we are unlikely to be in a position where we will reach PAN in the foreseeable future. Therefore, the most cost-effective option for the school at this stage is to reduce our PAN to 60 and run two classes rather than three.

The school is committed to reviewing the PAN, and discussing the possibility of bulge classes if necessary with Surrey County Council if there is the demand.

Rationale for removing "nearest school" criterion

In light of recent guidance issued by Surrey County Council, we have reviewed the criterion regarding nearest school and propose to remove it and replace it with home to school distance.

Admission Arrangements

Applications for admission at the normal intake (September) will be managed in accordance with Surrey County Council's co-ordinated scheme on primary admission. Please see <http://new.surreycc.gov.uk/schools-and-learning/schools/school-admissions> for an application form and further details. For in year applications please contact the school office on 01483 770063.

Applications for Reception September 2022 intake must be made by 15 January 2022. Parents will be asked to rank up to four preferences and these will be considered under an equal preference system. Places at Sythwood Primary School will be offered on the basis of the oversubscription criteria listed below. Applications received after 15 January 2022 may be considered as late and will be considered in accordance with Surrey's Coordinated Admission Scheme.

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, should 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 of School, the admission authority agrees for the child to have a decelerated entry to the 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 of School, the admission authority agrees for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply in the following year for the correct year group. More information on educating children out of their chronological year group is available at www.surreycc.gov.uk/admissions.

Applications to our Nursery should be made direct to the school. Please call in at the main office or call 01483 770063.

Our admissions arrangements for 2022/23 are set out below:

EDUCATION, HEALTH AND CARE PLAN (EHCP)

Children whose EHCP names a 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 have named the school. Should Sythwood be oversubscribed for any year group, applications for entry in 2022/23 will be ranked in the following order:

FIRST PRIORITY: Looked after and previously looked after children. See below for further information relating to looked after and previously looked after children.

SECOND PRIORITY: Exceptional social/medical need. See below for further information relating to exceptional social/medical need.

THIRD PRIORITY: Children who will have a sibling at the school at the time of the child's admission. See below for further information relating to siblings.

FOURTH PRIORITY: Children of staff who are employed at the school for more than two years or who meet a skills shortage.

FIFTH PRIORITY: Distance from the child's home address to school (see below for the definition of child's home address in this context).

SIXTH PRIORITY: Any other children.

TIE BREAKER

If there is oversubscription within any criterion, then applicants will be prioritised on the basis of distance 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 Surrey County Council Admission and Transport team's Geographical Information System. See below for further information on the definition of home address. Where two children live equidistant from the school and only one place remains, lots will be drawn 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 the rank position of each child.

1. LOOKED AFTER AND PREVIOUSLY LOOKED AFTER CHILDREN

Within the admission arrangements 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).

2. 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 a particular school and why no other school could meet the child's needs.

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.

Providing evidence does not guarantee that a child will be given priority at a particular 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 one particular 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.

3. 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 Sythwood Primary & Nursery School who will still be a pupil at the school when the sibling starts.

4. STAFF

Children of all staff (teaching and support) who have been employed at the school for more than two years, or who meet a skills shortage.

5. HOME ADDRESS

Within the admission arrangements 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. Distances from home address to the school 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 Co-ordinated 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 school/Surrey County Council of any change of address.

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 will be maintained until the end of the academic year for which entry has been sought.

Parents wishing to remain on the waiting list in 2023/24 must apply via the school's in-year admissions process which is maintained by Surrey County Council.

IN-YEAR ADMISSIONS

All applications for admission to year Reception, from the start of the 2022/23 academic year in September, and for years 1-6 will be treated as in-year admissions.

Application for in-year applications must be made to Surrey County Council (either through their website or by phoning 0300 200 1004). Where there are more applications than places available, each application will be ranked in accordance with our published oversubscription criteria above.

STARTING SCHOOL

There is a single intake into Reception. All children whose date of birth falls between 1 September 2017 and 31 August 2018 will be eligible to apply for a full time place in Reception at the school for September 2022. 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.

HOME 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 a school. 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.

Consultation Responses

Consultation responses should be made in writing and sent to info@sythwood.surrey.sch.uk by no later than 12 noon on **Friday 27th November 2020**.

Responses will then be considered and the admissions arrangements determined by no later than 28th February 2021.