

MAYBURY PRIMARY  
SCHOOL

# Admissions Policy For 2021-2022

Updated: Autumn 2019



engage enrich excel academies





## Admissions Policy

### Mission

Our values-based school nurtures curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. Our children learn to become resilient and self-assured in an environment where safety is outstanding. Everyone is challenged and encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain.

### Vision statement

Believe. Achieve. Succeed.

#### 1. Admission from 1st September 2021 – 31st August 2022

Maybury Primary School is a primary school in Woking. The school participates in the Local Authority co-ordinated admissions scheme where an equal preference system operates (for details see [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)). At Maybury Primary the Published Admission Number is 30 at 4yrs+ from Year R – Year 6.

All children applying for a school place in Reception starting in September 2021 who have an Education, Health and Care Plan (EHCP) and names Maybury Primary School will be admitted to the school. These children will count towards the schools' Published Admission Number.

#### 2. Priority for admission arrangements from 2021 will be as follows:

- 1) **Looked after or previously looked after children (see Clause a below)**
- 2) **Medical needs (see Clause b below)**
- 3) **Children of staff at the school (see clause c below)**
- 4) **Children who have a sibling at the school at the time of their admission (see clause d below)**
- 5) **Children for whom the school is the nearest to their home address (see clause e below)**
- 6) **All other Applicants (see clause f below)**

#### 1. The admission arrangements will be as follows:

##### **a. First priority: Looked after or previously looked after children**

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 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 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.

Where a child has previously been in care but left that care through other means, perhaps by being returned to the care of their parent, they will NOT qualify for priority under criterion a, if subsequently, after leaving care, they are made a subject of a child arrangements order or special guardianship order.

#### **b. Second priority: Medical needs**

Occasionally there will be a very small number of children for whom medical circumstances apply which will warrant a placement at a particular school. The medical circumstances might relate to either the child or the parent/carer. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases. 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.

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.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under a school's exceptional medical criterion would not normally be given for these.

#### **c. Third priority: Children of staff at the school**

For admission purposes "Staff at the school" will mean:

Any employee that has been employed at Maybury Primary School for two or more years at the time at which the application for admission to the school is made. For normal round admissions the date will be used to assess the length of service will be the closing date for the applications in January 2021. For in year applications the date that will initially be used is the date the application is made;

and/or

a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage and this has been identified in their letter of appointment.

This excludes all temporary or sub-contracted staff.

Any staff application form needs to be submitted together with a completed Supplementary Information Form and any relevant supporting evidence.

#### **d. Fourth priority: Siblings-Children who have a sibling at the school at time of their admission**

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, ordinarily 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.

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

**e. Fifth priority: Children for whom the school is the nearest to their home address**

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 children of the appropriate age-range, as measured by a straight line from the address point of the child's home address, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the admissions team's Geographical Information System. See section Home Address for further information on the definition of home address.

The nearest school may be inside or outside the county boundary. Under this criterion all Surrey community and voluntary controlled schools will be considered, as will most academies and foundation, trust and voluntary aided schools.

Any child remaining on the waiting list after 1 September 2021 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 be taken in to account.

**Home Address**

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 the 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 from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit we will accept the application from 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 or rents 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 a straight line from the address point of the child's home address, as set by Ordnance Survey, to the school's official entrance in Walton Road which admits local children using the computerised Geographical Information System maintained by Surrey's admissions team.

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.

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

**f. Sixth priority: All other Applicants**

Remaining places will be offered on the basis of nearness to the school measured in a straight line from the address point of the child's home address, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the admissions team's Geographical Information System. See section Home Address for further information on the definition of home address.

**2. Tie breaks & Multiple births**

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 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, each child will be offered a place.

**3. Children of UK Service personnel and other Crown Servants**

UK Service personnel or other Crown servants moving into the area will be considered in advance of the move. If the parents know the address at which they will be living at the time of admission, that address will be used should it be necessary to consider the distance from home to school; if they are awaiting accommodation, the establishment to which the parent is posted will be used for this purpose.

**4. Waiting Lists**

Children of full-time members of staff who do not initially fulfil the two year requirement will have their position on the waiting list reassessed when this requirement is fulfilled.

Waiting lists for the initial intake to each 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 Surrey County Council by 31 July 2022, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 31 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 through Surrey County Council. Waiting lists for all year groups will be cancelled at the end of each academic year.

**5. Starting School**

Maybury Primary School has a single intake into Reception. All children whose date of birth falls between 1 September 2016 and 31 August 2017 will be eligible to apply for a full time place in Reception at a Surrey school 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

**6. 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, 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 Headteacher, the local authority agrees for the child to

have a decelerated entry 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 headteacher, the local authority agrees for the child to have an accelerated entry, the application will be processed. If it is not agreed for the child to have an accelerated entry, 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 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 <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions>

## **7. Late applicants**

Late applicants for the initial intake to Reception will be considered in accordance with Surrey Primary Coordinated Admissions Scheme.

## **8. Appeals**

In accordance with the 1998 Education Act, parents whose children are refused admission to the school may appeal against the decision of the Local Authority and/or the Board of Directors. The appeal should be made in writing within 21 days of the receipt of the letter of refusal. Information on the Appeal Procedure together with an Appeal Form is available from the School's Admissions Officer.

The completed Appeal Form should be sent to:

Surrey Schools Appeals Service  
Room 122  
County Hall  
Penrhyn Road  
Kingston upon Thames  
KT1 2DN

Who will arrange an independent Appeal Hearing.

For information about appeals please follow the link below:

<https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/appeals>

## **9. In Year Applications**

From 1<sup>st</sup> September 2021 in year admissions for Year R - 6 will be administered using the criteria referred to above.

The allocation of any places which may become available during the year will be made by Surrey County Council. A Surrey County Council application should be completed and returned with the relevant evidence required. Where there are more applications than places available, each application will be ranked in accordance to the schools oversubscription criteria.

There are no deadline dates for in year admissions.

## Supplementary Information Form

To be completed for applicants under criterion No.3  
(Children of Staff)

Applications for entry on a staff basis must be supported by submission of this form which may be obtained from the Admissions Officer. Once completed it must be returned to the Admissions Officer by 15<sup>th</sup> January 2021.

Name of Child:            Surname .....

                                         Forename(s).....

                                         Date of Birth.....

Name of member of Staff:.....

Address :

.....

.....

.....

Telephone number:.....

Email: .....

I am a member of staff in accordance with the school's Admissions Policy. I have been a member of staff for more than two years and I am:

- a) an existing member of staff employed in a 'difficult to recruit position'
- or
- b) a teacher who is on the school leadership team
- or
- c) new staff employed to a 'difficult to recruit' position

Signature of Parent.....

Date.....