

# **ADMISSIONS POLICY 2024-2025**



## **Academic Year 1st September 2024 - 31<sup>st</sup> August 2025**

This document sets out the determined admission arrangements for New Haw Community School ("The School") for 1<sup>st</sup> September 2024 – 31<sup>st</sup> August 2025.

The school participates in the local authority co-ordinated admissions scheme where an equal preference system operates (for details see LA website).

The current Published Admission Number (PAN) is 90 children into Year 3.

Children with an EHCP, **which names New Haw Community School**, will be admitted. The number of places available for other children will be reduced by the number of children with an EHCP which names the school.

Priority for admission arrangements will be as follows:

### **First Priority: 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 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 left care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002), a child arrangements order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989).
- Children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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

### **Second Priority: Exceptional social/medical need**

Occasionally there will be a very small number of children for whom exceptional arrangements apply which will warrant a placement at a particular school. Supporting evidence from a professional will be required such as a doctor and/or consultant for medical cases or 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 the school and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority and in each case a decision will be made by the Governing body of New Haw Community School 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.

### **Third Priority: Children attending The Grange Community Infant School**

Pupils who are currently in year 2 at The Grange Community Infant School will be admitted under this priority.

### **Fourth Priority: Siblings not admitted under 3 above**

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 New Haw Community School or The Grange Community School, and the sibling is still expected to be on roll at either school at the time of the child's admission. This will apply both at the initial allocation of places and also when prioritising the waiting list. Giving siblings priority has the effect of maximising the opportunity for children in the same family to be educated at the same school or at a school on a shared or adjoining site.

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.

### **Fifth Priority: Children of Staff**

Priority will be given to the children of staff where the member of staff **has been employed at the school for at least two years** at the time at which the application for admission to the school is made.

### **Sixth 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.

Where two or more children share a priority for a place, e.g. where two children live equidistant from a school, New Haw Community School will draw lots to determine which child should be given priority.

### **Home Address**

Within the admission arrangements for community and voluntary controlled schools 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. 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 system maintained by Surrey School Admissions.

### **Waiting lists**

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria for each school 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 the school by 31<sup>st</sup> December 2024, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 31<sup>st</sup> December 2024, parents whose children are not already on the waiting list but who wish them to be so must apply for in-year admission. Waiting lists for all year groups will be cancelled at the end of each academic year.

In-year admissions for Years 3-6 will be administered using the criteria above.

### **Appeals**

If a place is not offered at the school there is a right to appeal to an independent panel. Contact is through the Surrey Schools Appeals Service. To request an appeal form please contact Surrey Schools Appeals Service [www.surreycc.gov.uk/appeals](http://www.surreycc.gov.uk/appeals) or telephone 020 8541 8092.

### **Out of Chronological Year Admissions**

Applicants may choose to seek a place outside of their child's chronological (correct) year group.

Whilst there is no statutory barrier to children being admitted or educated outside of their chronological year group, if such an application is made, it is for the school's admissions authority to decide whether to agree to such a request. Any such decision will take into consideration the circumstances of the case and what is considered to be in the best interests of the child.

Any such applications 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 [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)

## Supplementary information form for applicants applying under the criterion for Children of Staff at New Haw Community School

Applicants who wish to be considered for priority under the criterion for Children of Staff at a community or voluntary controlled school must complete this form, **in addition to the local authority application form**, by:

- Applications for Year 3 in September 2024 – **15 January 2024**

### 1. Child's details:

Surname: .....

Forename: .....

Date of Birth: .....

### 2. Parent/Guardian's details:

Surname: .....

Forename: .....

Name of school where employed: .....

Date employment commenced: .....

Address: .....

.....Post Code: .....

Tel number: Home .....

Mobile .....

E-mail: .....

### Declaration

I am a permanent member of staff in accordance with the local authority's admissions policy:

\* I have been employed at the school for two or more years (as at the closing date for applications); and/or

\* I have been recruited to a post at the school for which there is a demonstrable skills shortage

Signature of parent/guardian: .....

Date: .....

**Once completed this form must be emailed to [office@new-haw.surrey.sch.uk](mailto:office@new-haw.surrey.sch.uk)  
If you can't email it, please post it to the Admissions Officer at the school address.**