This document sets out Yattendon School’s determined admission arrangements for September 2020.

The school will have a published admissions number based on capacity and in consultation with Surrey County Council. Our current PAN is 90.

Applications for admission to year 3 will be managed in accordance with Surrey’s coordinated schemes on primary admission.

Applications for Reception and Junior schools must be made by 15th January 2020. Places at Surrey primary schools will be offered on the basis of the preferences that are shown on the application form. Parents will be asked to rank up to four preferences and these will be considered under an equal preference system.

Children with an Education, Health and Care Plan (EHCP) that 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 the number of applications exceed the agreed number of places for any given year the following criteria will be applied in this priority order:

First priority: Looked after and previously looked after children:

‘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).

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.

**Second Priority: 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 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 this school and the Local Authority may also ask schools to admit over their Published Admission Number at other times under this criterion.

**Third Priority: Siblings**

Children who have a sibling, who will be in attendance at the school at the time of their application, and who continues to be educated in the school the following September. 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.

This will apply both at the initial allocation of places and also when prioritising the waiting list. Giving sibling priority has the effect of maximising the opportunity for children in the same family to be educated at the same school.

**Fourth Priority: Children attending Horley Infant School not admitted under Priority 3.**

**Fifth Priority: Applicants for whom the school is the nearest to their home address.**
Sixth Priority: Any other children

When a category is oversubscribed by applicants, priority will be given to those living closest to the school as measured in a straight line, from the address point of the pupil’s house, as set by Ordnance Survey, to the nearest school gate available for pupils to use. This is calculated using the Surrey Admission and Transport Team’s Geographical Information System.

Tie Breaker

Where two or more children share a priority for a place, e.g. where two children live equidistant from the school, the school 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 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(ren) a place the child(ren) to be offered the last remaining place(s) will be determined by their rank position.

Nearest school:
The nearest school within the admission arrangements for Yattendon 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.

Home Address:
Within the admission arrangements for Yattendon School 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. 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 Year 3 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 and Yattendon School of any change of address.

Applications for a Place Outside a Child’s Chronological Year

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 teacher, governors agree 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 teacher, governors agree 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 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 www.surreycc.gov.uk/admissions.

Parents of children not accepted using the above criteria will be notified of their right of appeal.

SUPPLEMENTARY NOTES

Parents can view the Primary School Admissions booklet with information on all Surrey Schools at the Surrey County Council website: www.surreycc.gov.uk/admissions

Distances of addresses to our school are determined using the Surrey Admission and Transport Team’s Geographical Information System. http://findaschool.surreycc.gov.uk/

Waiting Lists and Late Applications –

Where there are more applicants than places available, waiting lists will operate for each year group without regard to the date the application was received or when a child’s name was added to the waiting list.

Upon written request, your child’s name will be put on the waiting list if Yattendon is a higher-ranked preference than the school you are offered. We will hold these lists until the end of the summer term of the following year. If you want your child’s name to stay on the waiting lists in subsequent years you must let us know, again in writing. Vacancies from the list will be filled in accordance with the school’s admissions criteria.
No matter how long your child’s name has been on the waiting list, their position on it may change if a child having a higher priority is subsequently added to the list.

It is important that you return your form by the closing date determined by Surrey County Council’s coordinated admissions criteria. Applications received after this date will be considered after a decision has been made regarding all applications received by the due date. If you fill in a form after the closing date, please send it to the Admissions and Transport Team, Quadrant Court, 35 Guildford Road, Woking GU22 7QQ.

**Appeals**
To lodge an appeal, parents should write to the clerk to the governing body at the school address.
FRAUDULENT APPLICATION FOR ADMISSION POLICY

This document should be read as an appendix to the school Admission Policy

- If a school place is obtained by fraudulent means (e.g. making an untrue statement as to normal permanent place of residence of the child) the offer of a school place will usually be withdrawn.

- Where doubt is expressed documentary evidence will be required as evidence of residence such as utility bills, council tax documents, bank statements or tenancy agreements which should be recent. Evidence that this is also the residence of the child and not just the parents may also be requested.

- The school will investigate any allegations of fraud which are made.