



MAIN SCHOOL ADMISSIONS POLICY 2019/2020

Last reviewed: Spring 2020

This policy relates to the Main School Only with published Admissions Arrangements at the Appendix.

Long Ditton Infant and Nursery School (LDINS) is a two-form entry school catering for children from Nursery up to the end of Year 2. We welcome children of all backgrounds and abilities and, strive to create a safe, happy environment that enables every child to achieve their full potential by developing creativity and, most importantly, a lifelong love of learning.

The Governors of LDINS are the Admissions Authority for the school and have determined the following admissions criteria in consultation with staff, parents, other local schools, the Local Authority (LA) and the wider community of Long Ditton. Please note this admissions policy relates to the school only; for information on nursery admissions please see the separate Nursery Admissions Policy.

LDINS will admit up to 60 children at the age of four and five (Reception) each year in accordance with the published admission number (PAN) for the school.

If the number of applicants for admission into the school exceeds 60 the following criteria will be applied in the order set out below.

Admissions Criteria

1. Children looked after and previously children looked after

Defined as children under the age of 18 years 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
- 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 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).

A letter from Children's Services confirming the child's status must be submitted at the time of application.

Places will be allocated under this criterion when first offers are made. The Local Authority may also ask schools to admit over their Published Admission Number at other times under this criterion.

2. Exceptional social/medical need

Occasionally there will be children for whom exceptional social or medical circumstances warrant placement at a particular school.

In these cases, supporting evidence from a professional working with the child and/or the child's family is required. Examples of professionals may include consultant doctors, social workers, health visitors, housing officers, the police or probation officers.

The supporting evidence must confirm the circumstances of the case, 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, the governors will assess all the evidence and reserve the right to consult a specialist if required.

Places will be allocated under this criterion when first offers are made and the Local Authority may also ask schools to admit over their Published Admission Number at other times under this criterion.

3. Children who have a sibling at the school at the time of the child's admission

Siblings may include a brother/sister, half-brother/sister, step-brother/sister, adoptive brother/sister or foster children living in the same family home.

Please note: this does not include the nursery, which has a separate admissions policy.

4. Children who have a sibling at Long Ditton St Mary's Junior School at the time of admission - Siblings may include a brother/sister, half-brother/sister, step-brother/sister, adoptive brother/sister or foster children living in the same family home.

Please note: this does not include the nursery, which has a separate admissions policy.

5. Children of staff at Long Ditton Infant and Nursery School

Staff must have been employed at the school for a minimum of 2 years continuously at the time the application for admission is made.

This may include step children, adoptive children, foster children living in the same family home as the member of staff.

6. Children for whom the school is the nearest to their home address

This is measured in a straight line using Surrey school admission team's geographical information system (GIS).

7. Any other children, prioritised according to the distance they live from the school.

See point 6 for measurement calculations.

Notes

If the school is oversubscribed within any category, priority will be given to those living nearest to the school. Measurements will be calculated as outlined in point 6.

A child's home is considered to be a residential property that is the child's only or main residence (not an address at which the child may sometimes stay or sleep) at the closing date for applications. In the cases of shared custody, this should be where the child lives for the majority of the school week.

The nearest school will be the school closest to the home address that has a PAN to admit pupils of the appropriate age range and which admits local children. **The nearest school may be either inside or outside the county boundary.**

Where two or more children share priority for a place, the school will draw lots to determine which child should be given priority.

All applications for LDINS, whether ranked first, second or third or fourth on the Surrey County Council (SCC) preference form will be considered equally against the school's admissions criteria. The SCC preference form can be completed online (<https://www.surreycc.gov.uk/schools-and-learning/schools/school-admissions/primary-junior-and-infant-applications/primary-infant-and-junior-school-admissions>) or as a hard copy and must be returned as instructed. The offer of a place is made by SCC.

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

Requests for in year admissions should be made to Surrey County Council. The allocation of any place which may become available during the year will be made on the basis of the current oversubscription criteria. If a place cannot be offered, parents should contact the SCC Admissions Team.

Applicants applying for a place after the Local Authority deadline has passed will be added to the waiting list (see below). These can only be considered when all of the on-time applications have been ranked.

A waiting list will be kept until the end of the academic year for which the application was made. The above admissions criteria (1-7) will be applied to determine the order in which children on the waiting list should be admitted, taking no account of the length of time a child has spent on the list.

Applicants may choose to seek places outside of their child's chronological year group. Decisions will be made by the Headteacher/Deferred Admissions Panel on the basis of the circumstances of each case. Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide any evidence they may have to support this.

In accordance with s. 324 Education Act 1996, LDINS will automatically admit a child with a statement of Special Educational Needs provided the school agrees it is the most suitable place for the child. In accordance with s. 27 Children and Families Act 2014, LDINS will automatically admit a child with a statement of Special Educational Needs provided the school agrees it is the most suitable place for the child.

Parents whose application for a place at the school has been unsuccessful have the right of appeal against the Council's decision not to offer a place. Appeals are dealt with by Surrey Schools Appeals Service (surrey.schoolappeals@surreycc.gov.uk).

Governors reserve the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child.

