



**OAKFIELD JUNIOR SCHOOL**

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**ADMISSION CRITERIA FOR COMMUNITY AND  
VOLUNTARY CONTROLLED SCHOOLS - SEPTEMBER 2019/20**  
**Please refer to Surrey County Council Admissions Policies**

<http://new.surreycc.gov.uk/schools-and-learning/schools/school-admissions/school-admissions-policies-and-reports>

This policy complies with the Schools Admissions Code Ref: DFE-00728-2014.

**Admission criteria for community and voluntary controlled schools in Surrey**

The admission criteria for the majority of Surrey's community and voluntary controlled schools are set out below. Where a community or voluntary controlled school's admission criteria are different, the criteria are listed separately after the list of schools.

Some own admission authority schools may also follow Surrey's arrangements for community and voluntary controlled schools.

1. Looked after and previously looked after children.
2. Exceptional social/medical need.
3. Children who will have a sibling at the school or at an infant/junior school which operates shared sibling priority, at the time of the child's admission.
4. Children for whom the school is the nearest to their home address as measured by straight line – the nearest school will be the school closest to the home address what has a Published Admission Number 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.
5. Any other children, prioritised according to the distance they live from the school.

Unless otherwise stated, distance will be used when any category is oversubscribed and will be measured by straight line from the address point of the pupil's home to the nearest official school gate for pupils to use. Where two or more children share priority for a place, Surrey County Council will use random allocation to determine which child should be given priority.

**1) First priority: Looked after and previously looked after children**

Within the admission arrangements for all Community and Voluntary Controlled schools 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 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 in

accordance with Section 22 of the Children Act 1989 (a) and who have left care through adoption, a residence 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).

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.

## **2) 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 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.

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.

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. Some mainstream schools have units attached which provide specialist provision for children with an education, health and care plan which names the school. The facilities in these units are not normally available to children in the mainstream school and as such priority under a school's exceptional social or medical criterion would not normally be agreed for a mainstream place on the basis of a specialist unit being attached to the school.

In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school.

We reserve the right to refer medical evidence to our designated medical officer, where necessary to assist us in making a decision about medical priority for a school place

## **3) Third priority: Children who will have a sibling at the school at the time of the child's 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, living at the same address.

A child will be given sibling priority if they have a sibling at the school concerned at the time of the child's admission. For the initial intake to the school a child will be given priority for admission only if their sibling will still be at the school in September 2019 or he/she will have a sibling at an infant/junior school on a shared/adjoining site in September 2019. 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 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 (please see criterion 4).

**4) Fourth priority: Children for whom the school is the nearest to their home address**

The nearest school within the admission arrangements for Community and Voluntary Controlled schools 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. Under this criterion all Surrey Community and Voluntary Controlled schools are considered to admit local children.

Within the admission arrangements for Community and Voluntary Controlled schools 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 and Year 7 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 of any change of address.

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.

**5) Fifth 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. This is calculated using the Admission and Transport team's Geographical Information System.

Where two or more children share a priority for a place, eg where two children live

equidistant from a school and only one place remains, Surrey County Council use random allocation 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 random allocation.

### **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 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 to each Community and Voluntary Controlled school 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 Surrey County Council by 31 December 2019, 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 2019 parents 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.

<http://new.surreycc.gov.uk/schools-and-learning/schools/school-admissions/school-admissions-policies-and-reports>