



# Godalming Junior School

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If you have any concerns you should contact our Designated Safeguard Leads, Adam Samson, Jonathan Poole or Karen Sutton*

## **ADMISSIONS POLICY**

**This policy was reviewed: Spring 2020**

**This policy will be reviewed next: Spring 2021**

**This policy will be reviewed by: The Resources Committee**

The governing body is the admission authority for this school. To find up to date information about the school's admission arrangements and details on how to apply, either as part of the normal intake or during the school year, please go to:

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

If the number of applications received is greater than 60, the school is said to be oversubscribed, and the number of admissions has to be limited. Children with an education, health and care plan that names the school will be allocated a place before other children are considered. In this way, the number of children with an education, health and care plan that names the school will reduce the number of places available. Surrey LEA will therefore use the following priorities when offering places at this School:

### **1. Looked After Children and Previously Looked After Children (CLA)**

A 'Looked After Child' is a child who is in care of the Local Authority or who is being provided with accommodation by such an authority in accordance with section 22 of the Children Act 1989. A 'previously looked after child' is a child who was in the care of the Local Authority or provided with accommodation by a Local Authority and who left that care through adoption, Child Arrangement Order or Special Guardianship Order. Confirmation of the child's status must be provided by a letter from the Children's Services Department submitted with the application.

### **2. Exceptional Arrangements (social or medical need)**

Medical and other reasons (children with a disability). For an application in this category, written evidence must be provided from a relevant professional (e.g. medical consultant or social worker), setting out *why* a specific medical condition or social need makes it essential that the child attends the school rather than any other. In addition, there will be admitted under this criterion, children who were previously in state care outside England and have ceased to be in state care as a result of being adopted.

### **3. Brothers and Sisters (siblings)**

A sibling is a child who will have an older brother or sister still at Godalming Junior School at the time of the younger sibling's admission. (So, a younger sibling will be given priority for admission only if the older sibling will still be attending the school in September.)

#### 4. Children of Staff (see note below)

The school will admit a child of a member of staff of the school under this criterion provided that:

- i) the member of staff (defined below) has been employed at the school for two or more years at the time at which the application for admission to the school is made  
**or**
- ii) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

For the purposes of satisfying this criterion, a member of staff is defined as a member of the school's full time staff or a part-time member in a particular role. A panel from the Governors will determine whether the member of staff meets the requirements of this criterion.

For a child to be considered under this category, the school must receive from the relevant member of staff on or before the closing date for applications a completed and signed Supplementary Information Form verified by the Headteacher and Chair of Governors. This form can be found on the school's website or can be obtained from the school office.

5. Children for whom the school is the nearest to their home. The nearest school is defined as the school closest to their home address admitting pupils of the appropriate age range. The distance is 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 Admissions and Transport Team's Geographical Information System. Surrey Admissions carry this out on the schools behalf.

*Parents should note that if they apply for free transport different criteria apply.*

#### 6. Any other applicant

If this school is over-subscribed within any category, the LEA will offer places according to the criterion and distance measured in a straight line from the permanent home address, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using Surrey admissions team's Geographical Information System.

Where two or more children share a priority for a place, e.g. where two children live equidistant from a school, random allocation will be used to determine which child should be given priority.

In the case of multiple births, where children have equal priority for a place, random allocation will be used to determine which child should be given priority. If after the allocation, one or more places can be offered but there are not sufficient places for all 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) ranked the highest will retain their offer and the applicant will be advised of their right to appeal and informed about the waiting lists.

#### 7. In year admissions

For any in-year admissions please see the Surrey County Council website by following this link: <http://new.surreycc.gov.uk/schools-and-learning/schools/school-admissions/in-year-admissions>

#### Waiting List

An applicant for Year 3 not initially offered a place at the school will be placed on a waiting list, if the school is so requested, following the initial allocation of places. The Local Authority, who do this on the school's behalf maintains the waiting list.

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

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of their circumstances of each case, what is in the best interests of the child concerned and should be considered as a last resort.

Applicants who are applying for their child to have 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, governors agree for the child to have 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, governors agree for the child to have accelerated entry, the applicant will be invited to apply again 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](http://www.surreycc.gov.uk/admissions).

