

LOSELEY FIELDS PRIMARY SCHOOL ADMISSIONS POLICY FOR SEPTEMBER 2010

In Surrey most children will be able to start school in September at the beginning of the school year in which they become five. Some will start school full time whilst others will start school part time. We offer the option of a FULL TIME place from September for all reception class pupils. However, we rely very much upon a parent's knowledge of their child and we offer a flexible arrangement whereby a child may start part time and then progress to full time when the parent feels they are ready.

Government legislation states that as our school offers places in the reception class to parents before their children are of compulsory school age, parents may request that their child's entry be deferred until later in the same school year. In effect this means that a school place would be held for your child during the school year but a parent would not be able to defer entry beyond the beginning of the term after their child's fifth birthday, nor beyond the academic year for which the original application was accepted.

A school must admit up to its Published Admission Number (PAN). The PAN for September 2010 is 30 at Reception and 60 at Year 3. Applications for admission are obtained from the Local Authority (LA) and completed forms should be returned directly to them. The following criteria have been agreed to allocate places when this school is oversubscribed (in priority order):

First Priority: Looked After Children

Children who are registered as being in the care of a Local Authority (for example, fostered or living in a children's home).

Second Priority: Exceptional Arrangements

Occasionally there will be a very small number of children for whom exceptional arrangements will apply. These exceptional arrangements may override other admissions priorities. We may also be asked to admit in excess of our published admission number at other times under this category which will include medical grounds and other sensitive, individual and compelling family circumstances. In the event that your child has a serious medical condition or disability then the application should include supporting evidence from a registered health professional other than your own GP giving the reasons why our school is the most suitable and the difficulties that would be caused if they had to attend another school. On receipt of this evidence consideration would then be given to the application. The LA may also ask schools to admit over their PAN at other times under this category.

Third Priority: Siblings

After “Exceptional Arrangements” places are then offered to siblings. A sibling is a child who will have a brother or sister (that is another child of the same parents, whether living at the same address or not) or a half brother or half sister or a step-brother or step-sister living at the same address or foster children living at the same address, still attending the school at the time of the other sibling’s admission.

Fourth Priority: 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, as measured by a straight line. The distance is measured from the address point of the pupil’s house, as set by Ordnance Survey, to the nearest school gate available for pupils to use. Parents should note that if they apply for free transport different criteria apply and the distance from home to school will be measured using a different route.

Fifth Priority: Any other applicant

If there are more applications than places available in this criteria then places will be offered on proximity to the school as measured by a straight line. The distance is measured from the address point of the pupil’s house, as set by Ordnance Survey, to the nearest school gate available for pupils to use.

Waiting Lists

For those pupils who do not obtain their preference the school will operate a waiting list for the period of one academic year only. Waiting list places will, therefore, be allocated using the above priority criteria.

Children with Statements of Special Educational Needs

We are required by Section 324 of the Education Act 1996 to admit to the school a child with a statement of special educational needs that names the school. This is not an oversubscription criteria. We **must** admit such children whether we have a place or not.

Any parents whose child is refused admission to the School may, if they so choose, ask the Appeals Committee to review their case. The Appeals Committee comprises a member of Loseley Fields’ Governing Body, a Governor from another school and an Independent Member.

Some children will be allocated places by Surrey County Council’s Special Educational Needs panels for The River Centre, a specialist centre for children with learning and language difficulties, based at the school.