



Admission arrangements for Burhill Primary School

February 2021

This document sets out Burhill Primary School's admission arrangements for September 2022

Section 1. - Making an application

The Published Admission Number for Burhill Primary School for 2022 admission is 90. Parents resident in Surrey should make an online request for admission via Surrey County Councils website or complete a Surrey LA Admission form. Residents of other LAs should make a request via their home LA stating their school preferences. Applications for school admission will be managed in accordance with Surrey's coordinated scheme on primary admission.

Places 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 that names the 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 Education Health and Care Plan that name the school.

Section 2. - Oversubscription Criteria

If the school is over-subscribed for any year group, applications for entry in 2022/2023 will be ranked in the following order:

First priority: Looked After Children and previously looked after children

See Section 3 for further information relating to Looked After or previously looked after children.

Second priority: Exceptional social/medical need

See Section 4 for further information relating to exceptional arrangements.

Third priority: Children who will have a sibling at the school at the time of the child's admission. See section 5 for further information relating to sibling arrangements.

Fourth Priority: Priority for children of staff who are employed at the school and who meet one of the following conditions,

a) employed for two or more years at the time at which the application for admission to the school is made, and/or

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

This does not extend to members of the Governing Body. If applying under this criterion you will need to submit the additional SIF form available on the school website www.burhill.surrey.sch.uk

Fifth priority: children based on home to school distance – please see section 6 for further information.

Tie Breaker:

If within any category there are more children than places available, any remaining places will be offered to children who meet that criterion on the basis of proximity of the child's home address to the school. The distance will be 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 admissions team's Geographical Information System. Where two or more children share priority for a place e.g. where two children live equidistance from the school and only one place remains, Governors will draw lots to determine which child should be given priority.

In the case of multiple birth or siblings born in the same academic year, Governors will draw lots to determine which child should be given priority. If only one child is eligible for a place, the remaining sibling(s) will be placed at the top of the waiting list.

Section 3. - Looked after and previously looked after children

Within the admission arrangements Looked After or previously looked after children will receive the top priority for a place. Looked After children will be considered to be children who are in the care of a Local Authority or provided with accommodation by a local authority in accordance with Section 22 of the Children's Act 1989 (for example, fostered or living in a children's home). Previously looked after children will be those who have left care through adoption, a child arrangement 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) but were previously defined as a looked after child or provided with accommodation by the local authority.

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.

Section 4. - Social and medical circumstances

Occasionally there will be a very small number of children for whom exceptional social and medical circumstances will warrant a placement at Burhill Primary School. Evidence from a consultant doctor will be required for medical cases. Documentary evidence from any relevant support services will be required for other sensitive family circumstances. This evidence must confirm the circumstances of the case and should set out why the child should attend Burhill in particular, and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority at Burhill Primary 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 Burhill Primary 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.

Section 5. - Siblings

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 2022. This will apply both at the initial allocation of places and when prioritising from the waitlist. Giving sibling priority has the effect of maximising the opportunity for children in the same family to be educated at the same school.

Section 6. - Home to school distance

Allocation based on home to school distance as measured by a straight line.

Section 7. - Out of chronological year group requests

Applicants may also 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 headteacher, 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, should 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 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.

Section 8. - Home address

Within the admission arrangements the child's home address excludes any business or childminder's address and must be the child's normal place of residence. It also excludes any relative's address unless the child lives at that address as their normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent/carer is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school or nursery.

All distances will be measured by the computerised Geographical Information System maintained by Surrey's Admissions and Transport team. Any offer of a place on the basis of address is conditional on the child being resident at the address provided.

The address to be used for the initial allocation of places to Reception will be the child's address at the closing date for application. Changes of address may be considered in accordance with Surrey's Coordinated Schemes 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 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.

Section 9. - Starting school

There is a single intake into Reception. All children whose date of birth falls between 1 September 2017 and 31 August 2018 are eligible to apply for a full time place in Reception at the school for September 2022. 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.

Section 10. - Waiting Lists

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria above and without regard to the date the application was received or when a child's name was added to the waiting list. The waiting list will be prioritised as documented in the admissions criteria. The waiting list is updated at regular intervals and will be cancelled at the end of each academic year. Parents are asked to advise the school if they wish to be added to the new list at the beginning of each academic year.

Applications after 1 September 2022, for admission to Reception will be considered to be in year applications.

Applications received after the closing date will not be processed until applications that were received on time have been processed.