



## Admission arrangements for Kite Academy Schools- 2019/20

The Published Admission Number for initial entry (Reception class) to Sandringham Infant, Cross Farm Infant, Lakeside Primary, Holly Lodge Primary and Grove Primary in 2019 will be 60, to Mytchett Primary will be 30.

Applications for admission at the normal intake will be managed in accordance with Surrey's coordinated scheme for primary admission. Applications for admission to Reception must be made by 15<sup>th</sup> January 2019.

Children with a statement of special educational needs or an Education, Care and Health Plan that name the school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with a statement or EHCP that have named the school.

Where the school is over-subscribed for any year group, applications for entry in 2019/20 will be ranked in the following order:

1. Looked after and previously looked after children (see Note 1)
2. Exceptional social/medical need (see Note 2)
3. Children of staff at the school (see Note 3)
4. Siblings (See Note 4)
5. Nearest school (see Note 5)
6. Any other children

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.

### Notes

#### Children with a Statement of Special Educational Needs

Children who have a statement of special educational need or Education, Health and Care (EHC) plan and names A Kite Academy Trust School in the statement, will be admitted to the school. These children will count towards the school Published Admissions Number.

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*The Kite Academy Trust is a charitable company limited by guarantee registered in England and Wales Registered Number: 09785186*

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## 1. Looked after and previously looked after children

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 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; and
- children who 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 that care through adoption, a child arrangements 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).

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. Exceptional social/medical need

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at a particular school. The exceptional social or medical circumstances might relate to either the child or the parent/carer. 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 this school above any other.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under the school's exceptional medical criterion would not normally be given for these. 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 Surrey's designated medical officer, where necessary, to assist us in making a decision about medical priority for a school place.

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.

3. Children of staff at the school

a) where the member of staff 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, and/or

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

Please note: *Staff must apply as all other applicants and complete and submit a Supplementary Information Form (appended) directly to the school by the closing date.*

4. 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 as part of the same family unit at the same address.

A child will be given sibling priority in the Primary Schools if they have a sibling who will be at the school at the time of registration.

A child will be given sibling priority for the Infant Schools if they have a sibling who is currently at the school or who has left the Infant School up to 2 years previously of the 1<sup>st</sup> September 2019.

Please note: *In addition to applying as all other applicants if you are applying to an Infant school for sibling priority and your older child left within two years please complete and submit a Supplementary Information Form (appended) directly to the school by the closing date.*

5. Nearest school

The nearest school 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 from the school gate nearest to their address and which has admitted children without regard to faith or boarding in the initial allocation of places in 2015, 2016 and 2017. This will be assessed using the admissions team's Geographical Information System.

6. Home address

The child's home address excludes any business, relative's or childminder's address and must be the child's 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 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.

A temporary address will not generally be accepted if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child. All distances will be measured by the computerised Geographical Information System maintained by Surrey's admissions team.

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 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. Applicants have a responsibility to notify the school and Surrey County Council of any change of address.

7. Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the school will:

- a) allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This will include accepting a Unit postal address or quartering area address for a service child. The school will not refuse a service child a place because the family does not currently live in the area, nor will it reserve blocks of places for these children;
- b) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children.

8. Tie breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year

Where two or more children share a priority for a place, e.g. where two children live equidistant from a school and only one place remains, 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 of appeal and informed about waiting lists.

## 9. Waiting lists

Where there are more children 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 a Kite Academy Trust School will be maintained until the last day of the summer term 2020 when they will be cancelled. Applicants who wish a child to remain on the waiting list after this date must write to the relevant school by end of school term 2020, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 2020 date, applicants whose children are not already on the waiting list but who wish them to be so must apply for in-year admission. Waiting lists for all year groups will be cancelled at the end of each academic year.

## 10. In-year admissions

The following applications will be treated as in-year admissions during 2019/20: applications for admission to Reception which are received after 1 September 2019; all other applications for admission to Years 1 to 6.

Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria for each school.

## 11. Starting school

There is a single intake into Reception. All children whose date of birth falls between 1 September 2014 and 31 August 2015 will be eligible to apply for a full time place in Reception at the school for September 2019. 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. In any of these cases please talk to the Head Teacher early on in the process.

## 12. The admission of children outside of their chronological year group

### Making a decision in the child's best interest

Applicants may 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.

Whilst evidence shows that, statistically speaking, summer born children may perform less well in school tests, this does not mean that all children born in the summer term will struggle at school. Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to delay their child's entry to school, we would recommend that parents visit the schools they are thinking of applying for. The teachers will be able to explain the provision on offer to children in the reception class, how it is tailored to meet the needs of the youngest pupils and how the needs of these pupils will continue to be met as they move up through the school. They may also be able to allay any concerns the parent may have about their child's readiness for school. It is also important to note that, whether they attend a primary school or an early years setting during the academic year following their fourth birthday, children will receive the Early Years Foundation Stage curriculum which is largely based around learning through play.

The Kite Academy Trust agrees that, in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate, and that they should only be educated out of their normal age group in very limited circumstances.

Parental requests require the admission authority to take account of the child's individual needs and abilities and to consider whether these can best be met in reception or year one. It will also involve taking account of the potential impact on the child of being admitted to year one without first having completed the reception year. The views of the head teacher will be an important part of this consideration.

### Application Process

Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

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, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the head teacher, 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.

We expect parents to provide us with information in support of their request – since without it is unlikely that a decision on the basis of the circumstances of the case can be made. This should demonstrate why it would be in the child's interests to be admitted to reception rather than year one. In some cases parents may have professional evidence that it would be appropriate for them to submit, for example, when a child receives support from a speech and language therapist. However, there is no expectation that parents will obtain professional evidence that they do not already have. The Kite Academy Trust will still consider requests that are not accompanied by professional evidence.

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 head teacher, 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 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 any evidence they have to support this.

### 13. Home to school transport

Surrey County Council has a Home to School Transport policy that sets out the circumstances that children might qualify for free home to school transport.

Generally, transport will only be considered if a child is under 8 years old and is travelling more than two miles or is over 8 years old and travelling more than three miles to the nearest school with a place. Transport will not generally be provided to a school that is further away if a child would have been offered a place at a nearer school had it been named as a preference on the application form, although exceptions may apply to secondary aged children whose families are on a low income if they are travelling to one of their three nearest schools and to children whose nearest school is out of County but over the statutory walking distance.

Eligibility to transport is not linked to the admission criteria of a school. Some schools give priority to children who are attending a feeder school, but attending a feeder school does not confer an automatic right to transport to a linked school. In considering admission criteria and school preferences it is important that applicants also consider the home to school transport policy so they might take account of the likelihood of receiving free transport to their preferred school before making their application. A full copy of Surrey's Home to School Transport policy is available on Surrey's website at [www.surreycc.gov.uk](http://www.surreycc.gov.uk) or from the Surrey Schools and Childcare Service on 0300 200 1004.



Cross Farm Infant School, Gresham Way, Frimley Green, Surrey GU16 6LZ  
The Grove Primary School, Chobham Road, Frimley, Surrey, GU16 8PG  
Holly Lodge Primary School, Stratford Road, Ash Vale, Surrey, GU12 5PX  
Lakeside Primary School, Alphington Avenue, Frimley, Surrey, GU16 8LL  
Mytchett Primary School, Hamesmoor Road, Mytchett, Surrey, GU16 6JB  
Sandringham Infant School & Little Badgers Nursery, Sandringham Way,  
Frimley, Surrey, GU16 9YF

## Supplementary Information Form

To be completed for applications under criterion 3  
(Children of Staff)

Applications for entry on a staff basis must be supported by submission of this form which may be obtained from the Admissions Officer. Once completed it must be returned to the Admissions Officer by 15<sup>th</sup> January 2019.

Name of child: Surname: .....

Forenames: .....

Date of Birth: .....

Name of Member of Staff: .....

Address: .....

.....

Tel numbers: Home ..... Mobile .....

E-mail.....

I am a member of staff in accordance with the school's admissions policy:

- \* I have been working at the school for at least two years; or
- \* I meet a skills shortage.

Signature of parent/guardian..... Date.....

Cross Farm Infant School, Gresham Way, Frimley Green, Surrey GU16 6LZ  
Sandringham Infant School & Little Badgers Nursery, Sandringham Way,  
Frimley, Surrey, GU16 9YF



## Supplementary Information Form

To be completed for applications under criterion 4  
(Sibling left Infant school within last 2 years)

Applications for entry on a sibling who left within two years must be supported by submission of this form which may be obtained from the Admissions Officer at Cross Farm or Sandringham School. Once completed it must be returned to the Admissions Officer by 15<sup>th</sup> January 2019.

Name of child: Surname: .....

Forenames: .....

Date of Birth: .....

Name of Sibling who left within last two years: .....

Address: .....

.....

Tel numbers: Home ..... Mobile .....

E-mail.....

\* I have a child who left the school within the last two years of September 2019.

Signature of parent/guardian..... Date.....