



## **Admissions policy**

### **Introduction**

- ◆ **THIS DOCUMENT IS** a statement of the aims, principles and strategies for admissions at Send C of E First School.
- ◆ **IT WAS DEVELOPED** through a process of consultation with teaching and non-teaching staff.
- ◆ **IT HAS BEEN TAKEN FOR APPROVAL** to the Governors in November 2007
- ◆ **THIS POLICY WILL BE REVIEWED** in November 2008.

**Governors of Send C. of E. First School will admit 58 children in each year.**

Children must be in school by law, at the beginning of the term following their fifth birthday. The school terms begin in September, January and April.

At Send First School all children are admitted in September, at the beginning of the Academic Year in which they become five.

58 places will be offered for each Reception (Foundation Stage) year group. These places will be allocated, without reference to ability, aptitude, race, gender or disability (in compliance with Equal Opportunities legislation), according to the following criteria-

1. Children in the care of the Local Authority (looked after children - see note 1 and 6 below)
2. Children for whom there are Exceptional arrangements (see note 2 below)
3. Siblings of the children on the school's roll at the time of admission, providing the family remains resident at the same address or for whom Send C. of E. First school remains the nearest appropriate school (see note 3)
4. Children for whom Send C of E First School is the nearest school to their home address. (see note 4 and 5 below)

5. Children attending Send C of E First School Nursery.
6. Other children, with priority given to those who live nearest to Send C. of E. First School as measured by the length of a straight line between the qualifying residential address and the school i.e. 'as the crow flies'- (see note 4 and 5 below)

*Note 1 - Pupils who are in the care of the Local Authority (looked after children) and whose needs would be most effectively met at Send C. of E. First School (placed by the Local Authority).*

*Note 2- Exceptional Arrangements*

*There may be occasions when specific needs of a child may apply. These are:*

- *Pupils who have a serious medical condition, supported by substantive medical evidence from a consultant specialist doctor. This must be disclosed at the time of application and the Admissions Authority may consult with its own medical advisors.*
- *Priority placement will be agreed only if the placement is considered as 'essential' (placed by the Governors' Admissions Committee)*

*Note 3- The 'Sibling Rule'*

*This is applied to children who have a sibling on roll at the school, provided that the family remains at the address stated at the time of admission of the older siblings or lives closer to Send C. of E. First School than any other appropriate age related school. This measurement is made between the qualifying residential address on the application and the nearest schools, measured by the length of a straight line. Siblings (including twins, triplets or children from other multiple births) of children who will be at Send C of E First School at the time of entry will be given priority in this criterion. For the purposes of this Admissions Policy the term "sibling" includes those adopted or others such as stepchildren or fostered brothers and sisters living permanently in the household.*

*Note 4 - Proximity to the school*

*The distance is measured from the school gate to where the applicant's garden path adjoins the public pathway. This is measured as a straight line. It is for the Admissions Panel to assure itself that the measurements have been made in an accurate and consistent manner.*

*Note 5 - Qualifying residential address*

*The child's 'qualifying residential address' should be that of at least one parent or legal guardian and the child's principal residence at the time of admission. Proof of residence will be required when the application form is submitted.*

*Parents moving into the area will be required to produce evidence of exchange of contracts or rental agreement which must be for a minimum of 12 months following the date of admission.*

*Note 6- Children admitted under Criteria 1 (Looked after children) and Criteria 2 (Exceptional arrangements) are admitted to the school on the basis of their individual needs at the time of the application. No child under these criteria secures sibling rights for subsequent siblings. Each subsequent child will be considered as an individual and individual circumstances will be considered at the time of application.*

### **Oversubscription**

Should the number of applicants exceed the number of places available; parents will be invited to place their child's name on the Register of Applications. This list is maintained and updated on a regular basis. If a place becomes available subsequently, the Governors Admissions Committee will apply the criteria above to the entire list for that year, regardless of the length of time that any child has been on the list.

In the event of the number of applications in any one criteria exceeding the numbers available, the Governors ' Admissions Committee will offer places on the basis of proximity to the school, as described in notes 4 and 5 above.

### **Right of Appeal**

If your child is not offered a place at our school you have the right of appeal to an impartial Appeal Committee set up by the Governors.

### **Withdrawal of Offers**

The governing body reserves the right to withdraw the offer of place where a parent/guardian has made a fraudulent or intentionally misleading application which denied a place to another child who would otherwise have been offered a place or when a parent has failed to respond to an offer within a reasonable time. If a parent has not responded to the offer of a place within a reasonable time (such as 21 days), the admission authority **must** remind the parent of the need to respond and point out that the place may be withdrawn if they do not.

The Local Authority is responsible for Home to School transport (free if this is your nearest school and we are two or more miles distant from your home) and for children with a "Statement of Special Educational Needs". Any maintained school named in a Statement will be required to admit the pupil. For further details on either of these issues, contact Surrey County Council Contact Centre on 08456 009009.

