



## ADMISSIONS POLICY FOR ACADEMIC YEAR 2012-13

### **Introduction**

Send Church of England First School is an inclusive school and welcomes all children regardless of ability or faith. As a foundation school, the governing body is the admission authority. The governors are committed to ensuring that admissions to the school reflect both the diversity and cohesion of the community that the school exists to serve.

### **Admission Number**

Governors will admit up to 58 children into the Reception Year Group. (Published Admissions Number)

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. However, at Send First School all children are admitted in September, at the beginning of the Academic Year in which they become five. *Parents do have the right to defer entry – please speak to the Head teacher upon confirmation of admission place.*

If there are more applicants than available places, oversubscription criteria will be applied in the following order:

#### **1. First priority: Looked After Children**

A child who is in the care of the Local Authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. A letter from the Children's Services Department confirming the child's status must be submitted at the time of application.

#### **2. Second priority: exceptional arrangements**

Occasionally there will be a very small number of children for whom exceptional arrangements will apply. A child needing exceptional arrangements is one who has a serious medical, physical or psychological condition or if there are sensitive family circumstances which make it *essential* that the child attends the preferred school rather than any other. Appropriate documentary evidence from a consultant doctor or from the relevant support services must be submitted *at the time of application*. Governors will assess such evidence or consult a specialist if required. These exceptional arrangements may override other admissions priorities and the governors may apply them when they first offer places. The LA may also ask schools to admit over their Published Admission Number at other times under this category.

**NB.** All schools support children with the more common medical conditions such as asthma, nut allergies and stress-related symptoms.

#### **3. Third priority: brothers and sisters (siblings)**

After 'exceptional arrangements', places are then offered to siblings. A sibling is a child who will have a brother or sister still at Send Church of England First School at the time of another sibling's admission. So, a sibling will be given priority for admission only if another sibling will still be at the school in September 2012.

If the sibling already at the school unexpectedly leaves the school after an offer has been made to a younger or older child, the offer of a place will not be withdrawn on these grounds.

A sibling is 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 in the family unit at the same address.

**4. Fourth priority: residents within the Civil Parish of Send**

After siblings, places are then offered to children who live in the Civil Parish of Send, as defined by the Local Authority. Proof of residency may be required.

Please note that the boundary of the Civil Parish is similar to but not identical with the ecclesiastical (church) parish boundary.

This policy includes an indicative map and a list of roads and properties in the Parish of Send. The headteacher and governors can advise applicants about the detailed line of the parish boundary and the addresses in the area it contains.

The home address as at the closing date for applications is used when allocating places. However, if contracts are exchanged on a new family home by the closing date, and as long as the applicant is able to offer proof of such exchange, the governors, as the Admissions Authority, will take account of the new address.

Any parents intending to move, for example into the Send area, **must** provide proof of permanent residency i.e. evidence of exchange of contracts, or a rental agreement that must operate for a minimum period of 12 months.

**5. Fifth priority: children for whom the school is the nearest to their home**

After residents of the parish of Send, places are then offered to children for whom Send Church of England First School is the school that is nearest to their home. Currently 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 the Surrey County Council Admission and Transport team's Geographical Information System.

**6. Sixth priority: children attending the Nursery of Send Church of England First School**

Children attending the Nursery are not guaranteed a place in the School but if places are still available they are offered to nursery children before they are offered more widely. *(N.B. Nursery parents are still required to complete an LA admission form.)*

**7. Seventh priority: any other applicant**

If there is oversubscription in any of the above criteria priority will next be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by ordnance survey to the nearest school gate for pupils to use. This is calculated using the Surrey County Council Admission and Transport team's Geographical Information System.

If there are two applicants from the same block of flats the applicant with the lowest door number and/or letter will be given priority.

In the case of multiple births where only one place remains the parents will be asked to decide which child will be offered a place. (The remaining siblings will be placed at the top of the waiting list.)

Where a child lives with parents with shared responsibility, each for part of a week, the 'home' address will be determined as the place where the child resides for most of the week.

## Admissions in recent years

	Sept 2008	Sep 2009	Sep 2010
Looked After Children	0	0	0
Exceptional Circumstances	0	0	1
Siblings	16	14	9
Residents of Send*	0*	0*	0*
Nearest to home	24	22	20
Nursery Children	9	10	15
Other Applicants	9	6	10
Total	58	52	55

\*No priority was given to residents of the Civil Parish of Send for admission in 2008, 2009 or 2010. Children from outside the parish of Send have always been admitted in these years.

### Waiting lists

As the admission authority, the governing body maintains a waiting list for at least one term in the academic year of admission. Children will be ranked in the same order as the published oversubscription criteria. In accordance with the School Admissions Code (SAC) priority will not be given to children based on the date either their application was received or their name was added to the list. For example, if a child moves to the Send area outside the normal admissions round and has higher priority against the published oversubscription criteria, they will be ranked above those with lower priority already on the list, subject to the requirements of the following:

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol (see SAC paragraphs 3.43 to 3.47), must take precedence over those on a waiting list.

As soon as school places become vacant, they must be filled from the waiting list, even if this is before admission appeals have been heard unless an exception applies (see SAC paragraph 2.18). Placing a child's name on a waiting list does not affect an applicant's right of appeal against an unsuccessful application.

### Appeals

If your child is not offered a place at Send Church of England First School you have the right of appeal to an Independent Appeals panel. Appeals are administered according to the mandatory requirements of the School Admission Appeals Code. Details of the appeals process are available from the school office.

### Withdrawing offers of places

Once an offer of a school place has been made it is only reasonable for the governing body as admission authority to withdraw that offer in very limited circumstances. These may include when a parent has failed to respond to an offer within a reasonable time or the governors offered the place on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim to residence) which effectively denied a place to another child; or where a place was offered under co-ordination by the local authority, not the admission authority, in error. If a parent has not responded to the offer of a place within a reasonable time, the governors will remind the parent of the need to respond within a further seven days and point out that the place may be withdrawn if they do not.

The governors will not withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child had been at the school will be taken into account, for example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term. Where a place is withdrawn on the basis of misleading information, the application will be considered afresh, and a right of appeal offered if a place is refused.

## Addresses in the Parish of Send

The following roads and postcodes are believed by the governing body to be in the Civil Parish of Send:

Amberley Close,	Send, Woking	GU23 7BX
Beech Drive,	Ripley, Woking	GU23 6LG
Birch Close,	Send, Woking	GU23 7BZ
Birnam Close,	Ripley, Woking	GU23 6JH
Boughton Hall Avenue,	Send, Woking	GU23 7DD, 7DE, 7DF
Bramble Way,	Send, Woking	GU23 6LL
Briar Road,	Send, Woking	GU23 7AN
Broadmead Road,	Send, Woking	GU23 7AA, 7AB, 7AD
Broadmeads,	Send, Woking	GU23 7AD
Burnt Common Close,	Ripley, Woking	GU23 6HH
Burnt Common Lane,	Ripley, Woking	GU23 6HD
Bush Lane,	Send, Woking	GU23 7HP
Cartbridge Close,	Send, Woking	GU23 7EW
Chestnut Close,	Ripley, Woking	GU23 6LJ
Church Lane,	Send, Woking	GU23 7JL
Clandon Road,	Send, Woking	GU23 7LA
Danesfield,	Ripley, Woking	GU23 6LS
Elm Close,	Ripley, Woking	GU23 6LE
Farm Lane,	Send, Woking	GU23 7AT
Fieldway,	Ripley, Woking	GU23 6HJ
Green Drive,	Ripley, Woking	GU23 6JU
Greyfriars Road,	Ripley, Woking	GU23 6JD
Hawthorn Road,	Ripley, Woking	GU23 6LH
Hazel Drive,	Ripley, Woking	GU23 6LQ
Heath Drive,	Send, Woking	GU23 7EP
Kevan Drive,	Send Woking	GU23 7BU
Linden Way,	Send Woking	GU23 6LN, LP, LW
London Road,	Send, Woking	GU23 7JU, 7JX
Manor Road,	Ripley, Woking	GU23 6JW
Maple Road,	Ripley, Woking	GU23 6JY, 6JZ
Mays Grove,	Send, Woking	GU23 7DN
Maysfield Road,	Send, Woking	GU23 7DL
Meadow Drive,	Ripley, Woking	GU23 6JL
Oaks Way,	Ripley, Woking	GU23 6LT
Orchard Way,	Send, Woking	GU23 7HS
The Pathway,	Send, Woking	GU23 7DA
Portsmouth Road,	Ripley, Woking	GU23 6HA
Polesden Lane,	Ripley, Woking	GU23 6JX
Potters Lane,	Send, Woking	GU23 7AE, 7AF, 7AG, 7AH, 7AJ, 7AL, 7AQ, 7AW, 7DZ, 7JH, 7JJ, 7JS, 7JT
Sandfields,	Send, Woking	GU23 7AY, 7AZ
Sandy Lane,	Send, Woking	GU23 7AP, 7AR, 7AS
Sanger Drive,	Send, Woking	GU23 7EB
Send Barns Lane,	Send, Woking	GU23 7BP, 7BS, 7BT, 7BY
Send Close,	Send, Woking	GU23 7EL
Send Hill,	Send, Woking	GU23 7AU, 7HR, 7HT, 7HW
Send Marsh Green,	Ripley, Woking	GU23 6LA, 6LP, 6JS
Send Marsh Road	Send, Woking	GU23 7DG, 7DH, 7DJ, 7DW, 7DQ
Send Marsh Road,	Ripley, Woking	GU23 6JB, 6JJ, 6JN, 6JP, 6JQ, 6JR*, 6JT
Send Road,	Send, Woking	GU23 7DY, 7EN, 7ET, 7EU, 7EY, 7EZ, 7HN
Stringhams Copse,	Ripley, Woking	GU23 6JE, 6JF
Tannery Lane,	Send, Woking	GU23 7ED, 7EE, 7EF*, 7EQ*, 7ES
Tuckey Grove,	Ripley, Woking	GU23 6JG
Vicarage Lane,	Send, Woking	GU23 7JN
Walnut Tree Place,	Send, Woking	GU23 7HL
Wharf Lane,	Send, Woking	GU23 7EJ
Willow Drive,	Ripley, Woking	GU23 6LF
Winds Ridge,	Send, Woking	GU23 7HU
Woodhill,	Send, Woking	GU23 7JN, 7JP, 7JR, 7JW
Woodhill Court	Send, Woking	GU23 7JR
Woodlands	Send, Woking	GU23 7LD
Worsfold Close	Send, Woking	GU23 7JQ

The governors welcome corrections and additions to this indicative list.

\* Even though they share the same postcodes as addresses in the parish of Send, please note that the following properties are in the parish of Ripley:

Send Marsh Road, Ripley GU23 6JR:  
Tannery Lane, Send GU23 7EF:  
Tannery Lane, Send GU23 7EQ:

Oaksbridge, Brookbank, Brookside, Brookfield  
The Haven, By the Wey, Staddle-Stones, Waters Edge  
Daphne Cottage, Watermeadow Cottage

## Parish of Send – Boundary Map

The civil parish of Send covers the area defined by the Local Authority and administered by Send Parish Council. The boundary of the civil parish of Send is similar but not identical to the ecclesiastical (church) parish boundary.

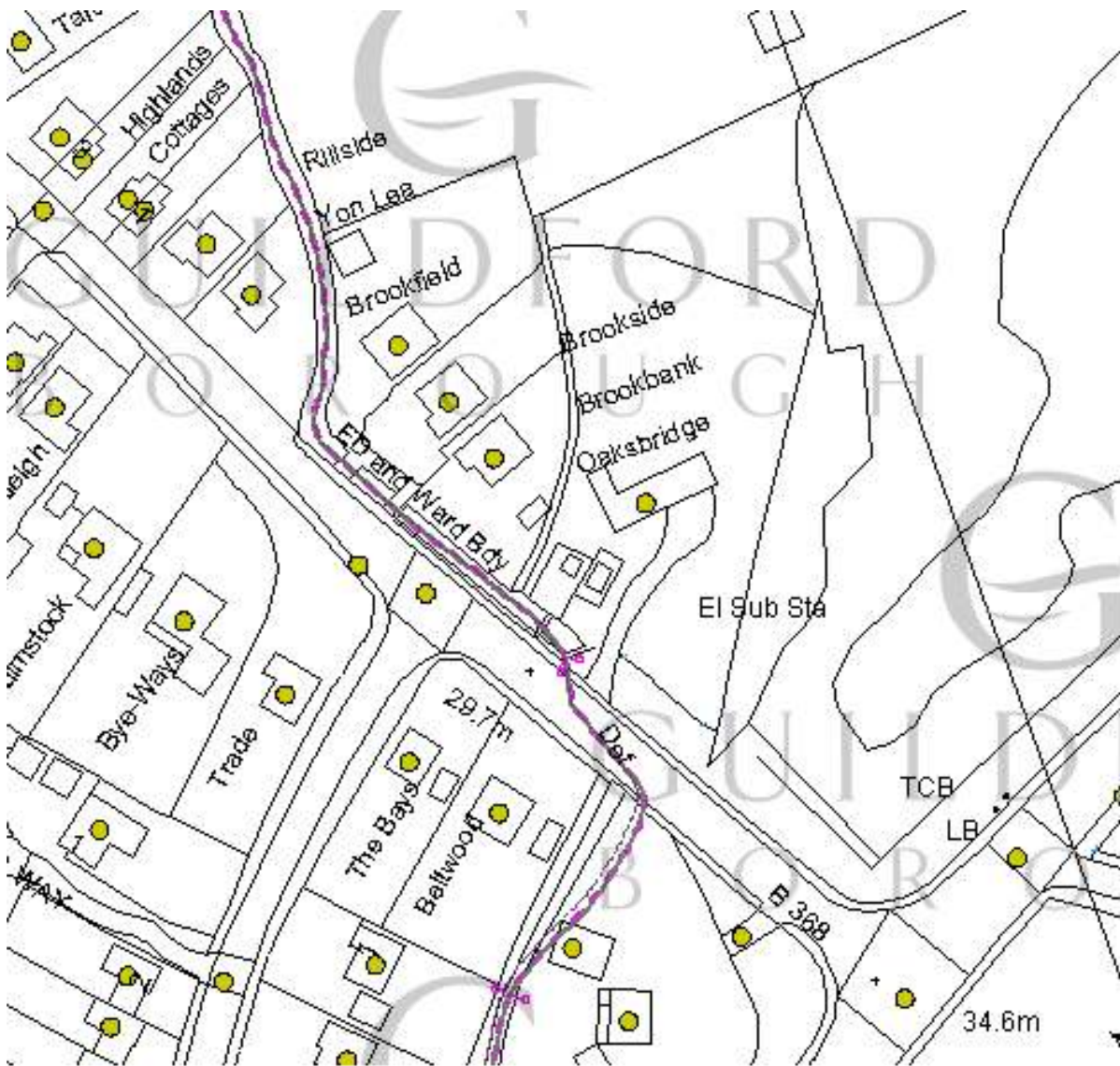
This map is only indicative of where the line of the parish boundary runs. The boundary is indicated with a black line. The break in the line around the words Send Marsh is for purposes of mapping clarity and is not representative of the actual boundary.

The headteacher and governors can advise applicants about the detailed line of the boundary and the addresses within the area it contains.

SEND CHURCH OF ENGLAND FIRST SCHOOL is marked with a blue circle.



## Send Marsh Road-Portsmouth Road Junction Map



Map showing the boundary between the parish of Send (to the left) and the parish of Ripley (to the right) in the vicinity of the junction between Send Marsh Road and Portsmouth Road. The boundary (shown in purple) follows the line of the Clandon Stream.

The properties shown on the map named Brookfield, Brookside, Brookbank and Oaksbridge are in the parish of Ripley, although they share the same postcode GU23 6JR with the nearby Send parish properties of Yon Lea, Rillside and Highlands Cottages.

The properties here named Beltwood and The Bays (GU23 6JR) are in the Parish of Send.