



# Sayes Court School

## ADMISSIONS ARRANGEMENTS 2022/2023

Sayes Court School is part of the Multi Academy Trust – Bourne Education Trust (BET) that serves the local community and welcomes children of all abilities, cultural and ethnic backgrounds, and faiths.

All applications for admission to the school will be dealt with by the Governors equally and fairly in accordance with the published admissions criteria and the School Admissions Code.

**Admission** – It is intended that children will be admitted to the school at the beginning of the school year in which they are five years old. Parents have the right to choose to defer until later in the school year (*see note 6*) and also for their child to start on a full or part-time basis until reaching statutory school age.

**How to apply** - To apply for a place at the school an application form should be completed. This may be done online at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions) or a paper form may be requested from Surrey's Contact Centre on 0300 200 1015. It is important that forms are returned or submitted online by the closing date, which is 15<sup>th</sup> January 2022. Consideration of late applications will be in accordance with the Home Local Authority's co-ordinated admission scheme. Please note that a supplementary form is required to be handed into the School's Admissions Officer by 15<sup>th</sup> January 2022 if the application falls under criteria 4 below.

**Over-subscription** – The published admissions number for the school is 30. Where applications for admission exceed the number of places available, Governors will offer places in accordance with the following admissions criteria, which will be applied in the order set out:

1. Looked after and previously looked after children (*see note 1*);
2. Children with documented severe medical or social needs (*see note 2*);
3. Children who will at the time of admission have one or more siblings at the school (*see note 3*);
4. Children of teaching staff at Sayes Court Primary School (*see note 4*)



## 5. All other applicants.

**Tie Breaker** - In the case of children who appear to have equal entitlement of admission the Governors will offer the place to the child who lives nearest the school, measured in a straight line from the address point of the child's permanent address, as set by Ordnance Survey, to the main entrance of the school. This is calculated using Surrey's Admission Team's Geographical Information System (*see note 5*). Where two children live equidistant from the School, Governors will draw lots to determine which child should be given priority.

The Governing Body must offer a place to a child who has an Education, Health and Care Plan which names the School, alongside those with Statements of SEN.

**Waiting lists** - A waiting list will be held for each year group throughout each year, and children will be admitted from the list in accordance with the published admissions criteria applicable at the time of entry, without regard to the date of entry on to the waiting list.

**Appeals** – The Governors will make arrangements to enable the parent of a child to appeal to an independent appeal panel against any decision made by the Governors regarding admissions. Information about the procedure may be obtained from the School office.

**Review of Admissions Arrangements** - The Governors reviewed and Minuted these admission arrangements on Wednesday 7<sup>th</sup> October 2020.

## NOTES

**1. Looked after children** – 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; or
- 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).



- Children who appear to Surrey County Council to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

**2. Medical or social needs** - Where a child has a serious medical condition, disability or social need this should be shown on the application form. 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, probation officer or the police for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend Sayes Court School and why no other school could meet his/her needs. Providing evidence does not guarantee that a child will be given priority and in each case a decision will be made by Governors on the merits of the case based on the evidence submitted.

**3. Sibling** – A sibling, including an adopted 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 at the same address.

In the case of multiple births, where children are ranked consecutively in their order of priority for a place, and there are insufficient vacancies for each 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) to be offered the last remaining place(s) will be determined by their rank position.

**4. Staff** – Children of School staff who have 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 where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**5. Home address** - The child's home address is his/her permanent address. In cases of shared custody, the address will be where the child spends the majority of the School week. Proof of address will be required.

**6. Deferred entry** – 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.



**7. Request for a school place out of the normal age group** – Requests will be considered individually by the Governing Body. The decision to offer or decline a place will depend on the interests of the child requesting the place. Professional advisors may be consulted to provide information to enable the Governors to reach a decision.

- 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 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 the applicant will be invited to apply again in the following year for the correct cohort

**8. Withdrawal of an offer of a place** – governors may withdraw an offer of a place if it was offered in error, was not accepted within a reasonable period of time or was obtained through a fraudulent or intentionally misleading application.