



Admissions Policy 2025-2026

Date: February 2024

Last reviewed on: February 2024

Next review due: Spring 2025

Source Surrey template

Burstow Primary School is an inclusive school, welcoming children from all backgrounds and abilities.

PLACES AVAILABLE

The Governing Body is responsible for the admission of pupils to the school. The published admission number is 60 pupils for entry in the reception year. The school will accordingly admit up to 60 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

The Governing Body is required to abide by the maximum limits for infant classes (5-, 6- and 7-year-olds) of 30 pupils per class.

The Governing Body is required to admit a child with an Education, Health and Care Plan (EHCP) which names the school.

OVER-SUBSCRIPTION CRITERIA

If there are more than 60 applicants, after the admission of any children with an Education, Health and Care Plan which names this school, places will be allocated according to the criteria set out below. These are stated in order of priority:

1. Looked after children or previously looked after children, including children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (see note A).
2. Children with an exceptional and professionally supported medical or social need for a place at this school (see note B).
3. Children of a member of staff (see note C)
4. Children who will have brothers and/or sisters, living at the same address, in the school at the date of admission (see note D).
5. Any other applicant.

In the event of over-subscription in any of the above criteria, distance will be used to determine between applicants. In the event that two or more applicants live the same distance from the school, priority will be determined by drawing lots (see note E).

Notes:

- A Looked after children are children who are in the care of a local authority, or being provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, (e.g. fostered or living in a children's home), at the time an application for the 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 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; and children who appear to the Governing Body to have been in state care outside of England and ceased to be in state care as a result of being adopted. The Governors will require written confirmation that the child is looked after, or previously looked after.

- B This must be supported by written evidence at the time of application, eg, from a specialist health professional, social worker or other care professional. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.
- C Priority will be given to a child if their parent is a permanent member of staff at the school and meets either or both of the following circumstances:
- a) 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, on a full or part time basis: and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- A person will be considered to be a child's parent for the purpose of this criterion if they are living in the same family unit as the child at the same address and are:
- Their mother or father
 - Any other person who has parental responsibility, such as an adoptive parent, step-parent, a special guardian or person named in a child arrangements order
 - Any other person who does not have parental responsibility but otherwise has the care of the child, such as a foster carer.

For applications made as part of a normal intake, the length of employment will be considered as of the closing date for applications. For in year applications and for the purpose of maintaining a waiting list, the length of employment will be considered as of the date the application is received or the date a place becomes available, if a place is considered from the waiting list.

A supplementary information form (available from the Admissions Officer) must be completed and returned by the closing date for all applicants wishing to apply under this criterion.

- D Qualifying siblings are brothers and sisters, half-brothers and -sisters, step-brothers and -sisters, foster and adopted brothers and sisters who share the same home.
- E Distance is measured in a straight line using the local authority's computerised mapping system (this measurement will be from the address point of the pupil's house, as set by Ordnance Survey to the school's gates outside the Headteacher's office). The child's home will be their normal place of residence. In the case of formal equal shared custody, it will be up to the parents/carers to agree which address to use. In other cases it is where the child spends most of the time.
- In some cases, applicants who live in the same block of flats may share the same address point. In such cases, applicants will be considered to live equidistant from the school. Where it is necessary to distinguish between identical distances by drawing lots, the procedure will be independently verified.

Waiting List

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria without regard to the date the application was received or when a child's name was added to the waiting list. Waiting lists of the Reception intake will be maintained until the last day of the Autumn term when they will be cancelled. After December 2025, parents 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 the academic year.

Appeals

If parents and carers wish to appeal against a decision to refuse entry, they can do so by writing to the Clerk to the Governors at the school address.

Special Educational Needs

Parents of pupils who have an Education, Health and Care Plan (EHCP) are required to apply for school places separately through their home local authority from whom advice is available. If a child with an EHCP is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced.

Deferred entry to reception class/part-time entry

The School admits children to the reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (i.e. when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Parents/carers may also arrange for their child to start part-time until their child reaches compulsory school age. Parent/carers wishing to defer entry for their child and/or arrange for them to attend part-time must contact the headteacher at the earliest opportunity to discuss the arrangements.

Admission outside the normal age group

Parents/carers may request a place outside their child's chronological year group. They must provide information to support their request. This may include medical or other professional evidence if appropriate. The request should be submitted with an application for the child's chronological year group at the usual time. The Governors' decision will be based on the circumstances of the case and will be made in the child's best interests. Such requests should be discussed with the Headteacher at an early stage.

More information is available here:

[Surrey County Council - Guidance on the education of children out of their chronological age group](#)

In Year Admissions

Parents wishing to apply during the school year for a place for their child should first contact Surrey Admissions. A Surrey In-Year Transfer form should then be completed and returned to Surrey's Admission Team. This form is available direct from Surrey via their website:

[Surrey County Council - In-year admissions](#)

Places which become available in any year group outside the annual admission process, will be filled in accordance with this policy.

Fair Access

The School is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take

priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.

Further information can be found here:
[Surrey County Council - School Admissions](#)

Caroline Johnstone in the school office can help with any queries regarding this policy, please contact her on 01342 842010.

Supplementary Information Form - Children of Staff

Applicants who wish to be considered for priority under **Criterion 3 - Children of Staff at this school** must complete this form, **in addition to the local authority application form**.

This supplementary information form must be returned to the school's Admissions Officer by 15 January

Please complete all boxes in CAPITAL LETTERS

1. Child's details

| Question | Answer |
|-------------------------------|--------|
| Surname | |
| Forename | |
| Date of Birth (dd/mm/yyyy) | |

2. Parent/Guardian's details

| Question | Answer |
|---|--------|
| Surname | |
| Forename | |
| Date employment commenced at Burstow Primary School | |
| Address | |
| Postcode | |
| Telephone (Home) | |
| Telephone (Mobile) | |
| Email | |

Declaration

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

Delete as appropriate:

- I 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, on a full or part time basis: and/or*
- *I have been recruited to fill a vacant post for which there is a demonstrable skill shortage*

| Question | Answer |
|--|--------|
| <i>Signature of parent/guardian:</i> | |
| <i>Date:</i> | |