



Admission Arrangements for Hatchlands Primary School – 2024-2025

The Published Admission Number for initial entry to Hatchlands Primary School in 2024 is 60 at Reception. Applications for admission at the normal intake for Reception will be managed in accordance with Surrey's co-ordinated scheme for primary admission. Applications for admission to Reception must be made by 15th January 2024.

Children with an education, health and care plan (EHCP) that names 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 an education, health and care plan that names the school.

Where the school is over-subscribed for Reception applications for entry in 2024/2025, and for Years 1, 2, 3, 4, 5 & 6 in year transfers after 1st September 2024, they will be ranked in the following order:

- a) Looked after and previously looked after children (see Note 1)
- b) Exceptional social / medical need (see Note 2)
- c) Children of a member of staff (see note 3)
- d) Siblings (see Note 4)
- e) Home to school distance (see note 5)

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 child's home address, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using Surrey admissions team's Geographical Information System.

Notes

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 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, 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 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 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. 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

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 this 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 this 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 this 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 this school.

Places may be allocated under this criterion when places are first offered at the school and the local authority may also ask the school to admit over its published admission number at other times under this criterion.

3. Children of a member of staff

Priority will be given to a child if their parent is a permanent member of staff at this school and meets either or both of the following circumstances:

- 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
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

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 the place become available, if a place is considered from the waiting list.

A supplementary information form must be completed and returned by the application closing date for all applicants wishing to apply under this criterion.

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 if they have a sibling on roll at the school and that sibling is still expected to be on roll at the school at the time of the child's admission.

5. Home to school distance

This is measured from the child's home address to the nearest gate of the school.

6. Home address

The child's home address excludes any business or childminder's address and must be the child's normal place of residence. It also excludes any relatives address unless the child lives at that address as their 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.

We will not generally accept a temporary address if the main carer of the child still possesses or rents 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. Tie breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year

Unless stipulated otherwise, if within any criterion there are more children than places available, any remaining places will be offered to children who met the criterion on the basis of proximity of the child's home address to the school, with children living nearest receiving the greater priority. Distance will be measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the

nearest official school gate for pupils to use. This is calculated using the admission team's Geographical Information System.

Where two or more children share a priority for a place, e.g. where two children live equidistant from a school, Surrey County Council will use random allocation to determine which child should be given priority.

In the case of multiple births, where children have equal priority for a place, Surrey County Council will use random allocation 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, each child will be offered a place.

8. 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 each year group will be maintained until 31st July 2025 when they will be cancelled. Applicants who wish a child to remain on the waiting list for 2025/2026 academic year must re-apply for in-year admission through Surrey County Council. Fully completed applications received during July 2025 will be used to reform the waiting list during August 2025. Applications received after the end of July 2025 will be added to the waiting list as soon as they have been processed.

9. In-year admissions

The following applications will be treated as in-year admissions during 2024/ 2025:

- applications for admission to Reception which are received after 1 September 2024;
- all other applications for admission to Year 1, 2, 3, 4, 5 or 6

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

10. Starting school

There is a single intake into Reception. All children whose date of birth falls between 1 September 2019 and 31 August 2020 will be eligible to apply for a full time place in Reception at the school for September 2024. 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.

11. The admission of children outside of their chronological year group

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.

- 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, should 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, Local Committee Members agree for the child to have a decelerated entry 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, 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, Local Committee Members agree for the child to have an accelerated entry, 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 what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at www.surreycc.gov.uk/admissions

12. 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.

Eligibility to transport is not linked to the admission criteria of a school. In considering eligibility for home to school transport, the local authority will take account of all state funded schools, including free schools and academies.

Applicants should note that the opening of a new school or the permanent relocation of an existing school might change which school is assessed to be the nearest to an address when compared to assessments made in previous years. If for any reason a school educates children on a temporary site, the assessment of nearest school for the purpose of home to school transport eligibility will disregard the temporary site and will instead use the intended permanent site of the school, or if that has not yet been determined, the current main site of the school. Where a school is operating on a temporary site and that school's permanent / current site is deemed to be a child's nearest qualifying school, the home to school walking distance will be measured to the school's temporary site to determine if the child lives over the statutory walking distance and is eligible for transport assistance. Eligibility will be reassessed at the point a child ceases to be educated at the temporary site.

A full copy of Surrey's Home to School Transport policy is available on Surrey's website at www.surreycc.gov.uk or from the Surrey Schools and Childcare Service on 0300 200 1004.

Lodging an Appeal

All parents have the right to appeal against any decision made by or on behalf of an admission authority as to the school your child attends under legislation produced by the Department for Education (DfE). You have the right of appeal if you have parental responsibility, whether or not you are the natural parent or if you care for a child who lives with you. It does not have to be the same person who submitted the application form.

If you do wish to appeal, you will need to complete an appeal form stating why you want your child to attend that school. You can appeal for a place at more than one school, but you cannot appeal for a school you did not name on your application form.

Your appeal must be made in writing and you must explain the reasons why you are lodging an appeal. If you submit an appeal form without setting out your grounds of appeal, it will be returned to you as you will not have lodged your appeal correctly. Therefore, it is very important for you to state clearly your reasons for lodging your appeal.

Normally you will need to submit your appeal by a certain date. Appeal timetables for community and voluntary controlled schools will be published on the Surrey County Council Website. The timetables for all other schools should be published on the school website. For September entry appeals, no appeals can be heard until after the specified closing date. We will aim to hear September entry appeals within 40 school days of the closing date.

If you wish to make an appeal for immediate entry you will need to lodge your appeal as soon as possible. We will aim to hear your appeal within 30 school days from the date your appeal is lodged.

Please note that appeals are not heard during any of the school holidays. For example if you lodge an appeal close to the end of the summer term in July, it may not be possible to hear the appeal until after the start of the new school year in September.

It is very important to submit your appeal by the specified date as failure to do so could delay your appeal hearing.

<https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/appeals>