



Cleves School
Learning Together

ADMISSION POLICY 2015

Cleves School is a five form entry co-educational Junior Academy. The Governors of Cleves School are responsible for setting the Published Admission Number for entry to Year 3 in September annually – this has been set at 150. Cleves School operates this policy within the Equal Preference Scheme (see notes) and Co-ordinated offer Scheme (see notes) as published by Surrey County Council.

Applications will be accepted without reference to ability or aptitude within the application window as designated by Surrey County Council. Parents should make an application on line or as a hard copy. This form should be returned to the address shown on the form by the appropriate deadline.

If there is any doubt as to the validity of an application Cleves will use a variety of methods to clarify the situation. Any place awarded that is subsequently found to have been secured with false or misleading information will be withdrawn.

Late Applications

Applications received after the published closing date (where it is reasonable that a parent could have submitted an on time application) will not be processed until after places have been offered to all of those meeting the closing date. Should places be available these applications will be considered by the Governing Body and admission criteria applied. If no places are available the supplicant will be offered an alternative placement by Surrey County Council.

Children with a Statement of Special Needs

Are admitted under a separate procedure – please contact your case officer for further information. In accordance with s. 324 Education Act 1996 Children with a Statement of Special Needs will automatically be admitted to a named school.

Offer of places

Places will be offered in accordance with the Co-ordinated offer scheme at a date designated by Surrey County Council.

Oversubscription Criteria

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below:

1. Looked after and previously looked after children – (see definition A)
2. Exceptional Circumstances - Children with serious medical conditions and children with sensitive family circumstances, when it would be detrimental for them to attend any other school. Documentary evidence from a Consultant Doctor or appropriate support services e.g. Social services is required at the time of application setting out why Cleves is the most suitable school and difficulties caused if the child has to attend another school. This information will be assessed by the Governors and specialist advice taken where appropriate. Please note that a letter from a General Practitioner will not normally suffice. All schools support children with the more common medical conditions such as asthma, nut allergies and stress/anxiety related symptoms. Additionally transport and childcare arrangements are not normally considered grounds for priority admission.
3. Sibling – A child will be given sibling priority if they have a sibling attending Cleves school at the time of application. (see definition b for 'sibling')
4. Children of staff – Where the member of staff has been employed for 2 years prior at the time of application. For normal round admissions the date that will be used to assess the length of time that a member of staff has been employed will be the closing date for applications 15 January 2015. For In year applications the date that will be initially used, will be the date that the application is made. Or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Proximity to the school, giving priority to those whose permanent home address (see definition c) is nearest the school. The distance is measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey, to the main pedestrian gate opposite Reception. The address used will be that at the closing date of application unless a change of address for good reason has been accepted by the home local authority.

Waiting List

Children who are not admitted as a result of oversubscription may join the waiting list. **NB: They will not automatically be placed on a waiting list for Cleves School and must contact the Admissions Officer – Mrs Durnan to do so.** The waiting list will be prioritised as documented in the admissions criteria. The waiting list is updated at regular intervals and applicants will be asked if they wish to remain on the waiting list. Failure to respond to the request to stay on the waiting will result in the application being removed. Waiting lists are maintained for all year groups.

Multiple Births

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining 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 the drawing of lots.

Tie Breaker

Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Appeals

The Governors will make arrangements to enable the parent of a child to appeal to an Independent Appeal Panel against any decision by or on behalf of the Governors who refuse the child admission to the School. In making these arrangements, Governors will give full regard to the School Standards and Framework Act 1998.

Transfer/applications at other ages – In year Applications

In year applications must be made directly to Cleves School. Should a place become available for a pupil to join the school at a time other than when transferring from infant school, the Governors will apply in order the principles set out in the oversubscription criteria. The school will establish arrangements for appeals against non-admission. A successful appeal takes over-riding priority.

Notes

- **Equal Preference Scheme** - All applications for Cleves School, whether ranked first, second or third on the Surrey LA preference form, will be considered equally against Cleves School Admission Criteria.
- **Co-ordinated offer scheme** – all offers for Cleves School for entry to Year 3 at main intake time are made by Surrey County Council on a date designated by Surrey County Council

Definitions

- A. **Looked after children and previously looked after children will be considered to be**
- Children who are registered as being in the care of 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 of application for a school is made; and
 - Children who have left care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002, a residence order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989)

- B. **Sibling** - 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 at the same address.
- C. **Permanent home address (1)** - In category 4 for pupils with formal joint custody arrangements, the 'permanent home address' will be the address where the pupil spends the majority of time. If the student lives at two different addresses during the week with adults who have parental responsibility, the address where the child spends the majority of school nights will be used. Proof of such situations will be requested.
- C. **Permanent home address (2)** – For all other applicants 'permanent home address' **does not include** properties secured on short term tenancies in order to gain an advantage when seeking admission to Cleves. It also **does not include** addresses of other family members, friends, childminders or business addresses. If leased/rented by the child's parents/guardians then the written agreement must not be less than twelve months duration at the time of application. The property leased should be that in which the child and his/her family live and which is suitable for family needs. Documentary evidence of ownership or rental/lease agreement may be required together with proof of actual permanent residence at the property concerned

All applicants please note – Governors reserve the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child. In fairness to all applicants Cleves reserved the right to check addresses of all applicants likely to be offered a place.

Reviewed by : Cleves Admission authority

Review date : Annual

Ratified : 25th March 2014