



# ADMISSIONS POLICY 2018

**Reviewed by:** Cleves Admission Authority  
**Review date:** Autumn 2018  
**Review cycle:** Annual  
**Ratified by:** Governing Body of Cleves School – 31.1.17

## **Overview**

Cleves School is a co-educational Junior Academy. The Governors of Cleves School are responsible for determining the Admissions Policy and for setting the Published Admission Number (PAN) for entry to Year 3 in September. For September 2018 the PAN will be 180. Cleves School operates its Admissions Policy within the Equal Preference Scheme (see notes) and Co-ordinated offer Scheme (see notes) as published by the Department for Education.

## **Applications**

Applications will be accepted without reference to ability or aptitude within the application window designated by the Department for Education. Parents should make an application on line or as a hard copy and return their application to the address shown on the form by the appropriate deadline, which for entry in September 2018 will be 15 January 2018. If there is any doubt as to the validity of an application Cleves will use a variety of methods to clarify the situation, including checking the addresses of all applicants likely to be offered a place. 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.

## **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 whose applications met the closing date. Should places be available then late applications will be considered by the Governing Body and admission criteria applied. If no places are available, the applicant will be offered an alternative placement by Surrey County Council.

## **Children with a Statement of Special Educational Needs or Education, Health and Care Plan**

These children are offered places under a separate procedure – please contact your case officer for further information.

All children whose Statement of Special Needs or Education, Health and Care Plan (EHCP) names Cleves must be admitted.

## **Applications for 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, 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.

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 as 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 governors agree that there is a case for a child to be admitted out of year and the school is oversubscribed then the child's application will be assessed against the over subscription criteria that apply to all applicants, as set out below. If governors do not agree that the child can have accelerated entry to the school, 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](http://www.surreycc.gov.uk/admissions).

### **Offer of places**

Places will be offered in accordance with the co-ordinated offer scheme at a date designated by the Department for Education. The national offer date is 16 April, other than where this date falls on a weekend or public holiday in which case it will be the next working day.

### **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**

Children who are registered as being in the care of a Local Authority or who are 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; 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(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)

#### **2. Exceptional Circumstances**

These are 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. Children of staff**

Where a member of staff has been employed for 2 years prior to 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 (usually 15 January). For In year applications the date that will be used will be the date that the application is made.

If a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage, then their child will qualify for a place immediately.

**4. Sibling**

A child will be given sibling priority if they have a sibling attending Cleves school at their start date. (See definition b for 'sibling')

**5. Children attending Oatlands and Manby Lodge Infant Schools at the time of application.**

**6. All other applicants, giving priority to those whose permanent home address (see definitions B and C below) is nearest the school.**

The distance is measured in a straight line from pupil's address, as set by Surrey County Council Admission and Transport team's geographical information system, 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 Cleves' governors.

**We are now giving notice that, all other things being equal, we intend to consult again to give feeder schools higher priority than siblings for September 2021.**

**Waiting Lists**

Children who are not admitted as a result of oversubscription may apply to join the waiting list. NB: They will not automatically be placed on a waiting list for Cleves School and must contact the Admissions Officer. The waiting list will be prioritised as documented in the oversubscription criteria.

The school's admissions officer will contact parents whose children are on the waiting list (except year 2 parents) at the end of each academic year to ask if they wish their child to remain on the waiting list for the following year. Year 2 parents' children will remain on the waiting list for Year 3.

**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 then

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 each child's ranked position.

### **Tie Breaker – Oversubscription Criteria**

In the case of a tie-break situation in oversubscription categories priority will be awarded to those whose permanent home address is nearest the school. The distance is measured in a straight line from the pupil's address to the main pedestrian gate opposite Reception. Calculations are made by using Surrey County Council Admission and Transport team's geographical information system. If a situation arises where two or more pupils still share priority for a place, e.g. where they live equidistant from the school, random allocation will be used as a tie-break to decide who has the higher priority for admission.

### **Appeals**

Governors will make arrangements to enable a child's parents to appeal to an Independent Appeal Panel against any decision to refuse a child admission to the school. In making these arrangements, Governors will give full regard to the School Standards and Framework Act 1998. A successful appeal takes priority over other criteria.

### **Transfer/applications at other ages – In year Applications**

In year applications must be made via Surrey County Council. Should a place become available for a pupil to join the school at a time other than when transferring from infant school, Governors will apply the oversubscription criteria listed above.

### **Additional Notes**

Equal Preference Scheme - all applications for Cleves School will be considered equally against Cleves' School's admission criteria regardless of the rank on Surrey County Council LA Common Application Form.

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. 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.
- B. Permanent home address (1) – For children with formal joint custody arrangements, the 'permanent home address' will be the address where the pupil spends the majority of time. If the child 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, child-minders 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.