

CLEVES SCHOOL



Cleves School  
Learning Together

# ADMISSION ARRANGEMENTS 2025

**Reviewed by:** Cleves Admission Authority

**Date of review:** November 2023

**Review cycle:** Annual

**Agreed by:** The Board of Trustees of Cleves School

## **Overview**

Cleves School is a co-educational Junior Academy. The Trustees of Cleves School as the Admissions Authority are responsible for determining the Admission Arrangements and for setting the Published Admission Number (PAN) for entry to Year 3 in September. For September 2025 the PAN will be 180. Cleves School operates its Admission Arrangements within the Equal Preference Scheme and Co-ordinated Admissions Scheme (see notes) as published by the Department for Education. Trustees will give full regard to the Schools Admissions Code 2021, the School Standards and Framework Act 1998 and the Equality Act 2010.

## **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 2025 will be 15 January 2025.

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. Trustees 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 all on-time applications have been processed. Should places be available then late applications will be considered by the Admissions Authority and admission criteria applied.

## **In-Year Applications**

Parents can apply for a place at Cleves at any time by following the process set out on the school's web site. Applications will be considered by the Admissions Authority against the school's admission criteria and parents will be notified of the result in writing within 15 school days of receipt.

## **Children with an Education, Health and Care Plan**

All children whose Education, Health and Care Plan (EHCP) names Cleves must be admitted. These children are offered places under a separate procedure – parents should contact their case officer for further information.

## **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 based on the circumstances of each case, what is in the best interests of the child concerned and the evidence provided by the parents to support their request.

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, attaching their request and any supporting evidence. This will be considered by trustees when determining the allocation of places after the closing date. If, in liaison with the headteacher, trustees 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, trustees agree for the child to have an accelerated entry to the school, the application will be processed. If trustees 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 trustees 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:

[https://www.surreycc.gov.uk/\\_data/assets/pdf\\_file/0018/12582/FINAL-Children-out-of-chronological-year-guidance-26092022.pdf](https://www.surreycc.gov.uk/_data/assets/pdf_file/0018/12582/FINAL-Children-out-of-chronological-year-guidance-26092022.pdf) and at [Summer-born-children: school-admission - GOV.UK](#)

The right to appeal only applies against the refusal of a place and does not apply if a place is offered but not in the preferred age group. Parents wishing to make a complaint about the decision may do so through the school's complaints procedure, which is available on the web site.

### **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**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear to Trustees from evidence provided to have been in state care outside of England and ceased to be in state care as a result of being adopted or in special guardianship. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) 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 Trustees, 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 any member of staff has been employed at Cleves 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. Staff applying under this criterion will be required to complete a Supplementary Information Form.

If a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage, then their child will be ranked under this criterion immediately.

### **4. Feeder Schools**

Children attending Oatlands and Manby Lodge Infant Schools

### **5. Sibling**

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

### **6. Any other applicants**

If the number of children who qualify under any criterion is greater than the number of places remaining available at the school, any remaining places will be offered to children who meet the criterion on the basis of proximity to the School. The distance is measured in a straight line from pupil's permanent home address (see definitions in B below), 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' trustees.

### **Waiting Lists**

Where there are more applicants than places available, waiting lists will operate for each year group prioritised as set out in the oversubscription criteria, without regard to the date the application was received or when a child's name was added to the list. Thus, a child added to the list may be placed above others already on it if they meet a higher criterion. Children who are not admitted as a result of oversubscription will not automatically be placed on a waiting list for Cleves School and parents must contact the Admissions Officer to apply to join the list.

All waiting lists will be cancelled at the end of each academic year and parents must re-apply for in-year admission if they wish their child's name to remain on the list for the following year.

In addition, the waiting list for the initial intake to year 3 will be maintained until the 31<sup>st</sup> December 2025. After this date parents wishing their children to remain on the list must re-apply for in-year admission and feeder school status will no longer apply.

### **Multiple Births or siblings born in the same academic year**

In the case of multiple births or siblings born in the same academic year, 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 the child(ren) to be offered the last remaining place(s) will be determined by their 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 main entrance of the child's home 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, which will be supervised by someone independent of the school, will be used as a tiebreak to decide who has the higher priority for admission.

### **Appeals**

Trustees 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. 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, Trustees will apply the oversubscription criteria listed above.

### **Definitions**

- A. Sibling - A sibling will be considered to be:
  - a brother or sister with the same parents, whether living at the same address or not;
  - a half-brother or half-sister or a step-brother or step-sister living as part of the same family unit at the same home address (*see definitions of permanent home address in B below*);
  - an adopted or fostered brother or sister living as part of the same family unit at the same home address Monday to Friday (*see definitions of permanent home address in B below*);
- 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 (i.e. Sunday to Thursday nights) will be used. Proof of such situations will be requested.

Permanent home address (2) – For all other children '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 any business, friends, or child-minders and must be the child's normal place of

residence. It also excludes any relative's address unless the child lives at that address as their normal place of residence. If the property is leased/rented by the child's parents/guardians then the written agreement must not ordinarily be less than twelve months duration at the time of application, although consideration will be given to a request to consider a shorter tenancy term of not less than six months. Documentary evidence of ownership or rental/lease agreement may be required together with proof of actual permanent residence at the property concerned.

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.

- C. Address of UK service personnel and Crown servants - Trustees will accept an address in advance of moving into the area subject to satisfactory evidence being provided.
- D. State care - A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Trustees will require evidence to demonstrate a child was in state care outside of England prior to being adopted and ceased to be in state care as a result of being adopted or in special guardianship.

### **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's Common Application Form.

Co-ordinated Offer Scheme – all offers for Cleves School for entry to Year 3 at the main intake are made by Surrey County Council on the primary National Offer Day.

Fair Access Protocol – Cleves School will participate in Surrey County Council's Fair Access Protocol for the placement of vulnerable and hard-to-place children.