

**PEASLAKE FREE SCHOOL  
POLICY DOCUMENT**

**POLICY NO: 11**

**ADMISSIONS POLICY - ARRANGEMENTS FOR 2018/2019**

**Rationale**

Peaslake Free School is an infant school, which provides free education for children from the ages of rising five to seven who live in Peaslake and the surrounding villages. The main principle of admission to Peaslake School is to maintain the character of the school as a school serving the local community, though children from elsewhere will be welcomed where there is sufficient capacity. It is an inclusive school which welcomes children from all backgrounds, racial groups and abilities. The school operates admissions in compliance with the Schools Admissions Code (December 2014) and the Schools Admissions Appeals Code (2012). The responsibility for ensuring compliance with the Code lies with the governing body of Peaslake Free School. We became a formal part of the LA admissions process for September 2014 onwards, on gaining final approval to become a Free School.

**School Capacity**

The school has an overall capacity of 33 children. It has an agreed admissions number of eleven pupils into Reception Class. Due to the fact that the Year One age group is divided into two groups for classroom purposes, the balance of numbers across two year groups can create opportunities to flex the number upwards in a given year by 1-2 children. Such movements will not constitute a change to our PAN, which is set at 11. There is a clear and separate admissions process for the Free School from the nursery that exists in the same building.

**Normal Admissions Round**

Parents should make their applications to join the school by 15<sup>th</sup> January immediately prior to the intended academic year of entry. An offer will be made by 17<sup>th</sup> April at the latest. Once an offer has been made it will not be withdrawn unless it was made on the basis of misleading information, and the offer will be considered afresh with the correct information. Parents of children below compulsory school age who are offered a place can choose to take up the place part-time or opt for deferred entry during the school year. The application process is identical and all applicants are considered equally.

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 choose to seek places outside of their child's chronological 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

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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 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 headteacher, governors agree for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an 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)

### **Admission Criteria**

If the school is undersubscribed, any parent that applies will be offered a place. If the school is oversubscribed, after the admission of pupils with a statement of special education needs (SEN), as well as children with an Education Health and Care Plan (EHCP), where the school is named in the statement, priority will be given to children who meet the criteria set out below in order:

#### Criterion 1 - Looked After and Previously Looked After children

Looked after and previously looked after children are defined as follows:

- children who are registered as being 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), 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 in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangement 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).

#### Criterion 2 – Siblings

Children who have siblings in the school at the time of admission. This includes step siblings, foster siblings, adopted siblings, and other children living permanently at the same address.

#### Criterion 3 – All other children

### **Tie Break**

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Where there is a need for a decision to be made within a priority area, distance (measured as outlined in the criteria above) will be the key factor, with priority being given to those living closest to the school.

In all cases the home address will be considered to be that in which the child spends the most days during the school week.

In the event of two applicants being equidistant a lottery will be used to decide the priority.

In the case of multiple births, where children are to be ranked consecutively in their order of priority for a place, lots will be drawn 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, 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) ranked the highest will retain their offer and the applicant will be advised of their right of appeal and informed about waiting lists.

### **Late Applications**

Late applications will be considered in accordance with Surrey's Coordinated Admission Scheme.

### **Waiting List**

Where the school has had to refuse a place, a waiting list of those applicants will be kept, ranked in accordance with the oversubscription priorities set out above. If a place becomes available it will be offered to the applicant at the top of the list. The names on the list will be retained for at least the first term of the year of the academic year of admission. Those applying for admission outside the normal admission time – e.g. moving into the area in the course of the school year – will be considered in the same way as those applying for entry at the normal time.

### **Appeals Process**

An Independent Appeals Panel has been formed from members of the local community. They will consider the merits of any appeals raised by parents concerning the application of the school's admissions policy and make appropriate judgments. The judgment of this Appeals panel will be considered final. The overall admissions process can be referred by the Secretary of State to the Schools Adjudicator.

### **Annual Review**

The admissions policy is subject to annual review by the School Governing Body. Any changes to the admissions policy will be the subject of public consultation and any public consultation will take place before March 1 of the year before the updated arrangements will apply. All changes will be published on the school website. The school prospectus will reflect the latest policy in full.

### **Application Procedures**

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Applications must be made through Surrey County Council admissions process. Prospective parents wishing to apply to the school may make an appointment to visit by ringing the school office. Tel: 01306 730411.

**Policy Ratified by the Governors: March 16<sup>th</sup> 2016 (and format modified in July 12<sup>th</sup> 2016)**

**Review date: December 2016**