



Inspiring Everyone to Learn

Admissions Policy 2019/20

This document sets out the determined admission arrangements for The Hermitage School for September 2019:

The Governing Body of The Hermitage School is the Admission Authority and all decisions about admissions are made by the Admissions Committee of the Governing Body. The admissions process is administered by Surrey Local Authority on behalf of the Governing Body in accordance with the Surrey Co-ordinated Admissions Scheme. The LA Common Application Form should be completed.

The Hermitage School will admit children up to its Published Admission Number (PAN) of 90 children per year into the Year 3 (this figure does not include the children attending the Orchard Centre).

Statements of Special Educational Need

Pupils with a Statement of Special Educational Need or an Education, Health and Care plan will be allocated a place before other applicants are considered. In this way, the number of places available will be reduced by the number of children with a statement that has named the School.

The admission arrangements for The Hermitage School for September 2019 are set out below.

i) First priority: Looked after and previously looked after children

Within the admissions arrangements for The Hermitage Academy, 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 registered as being in the care or provided with accommodation 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 an 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 Child Arrangement 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).

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.

ii) Second priority: Exceptional social/medical need

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement at a particular school. 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 a particular 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 a particular 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 one particular school above any other.

Places may 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.

iii) Third priority: Children attending The Oaktree Infant School

iv) Fourth priority: Siblings not admitted under 3 above

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.

A child will be given sibling priority if they have a sibling at the school at the time of the child's admission. For the initial intake to the school a child will be given priority for admission only if their sibling will still be at the school in September 2019. This will apply both at the initial allocation of places and also when prioritising the waiting list. Giving sibling priority has the effect of maximising the opportunity for children in the same family to be educated at the same school or at a school on a shared or adjoining site.

v) Fifth Priority: Any other children

Remaining places will be offered on the basis of nearness to the school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

Within the admission arrangements the child's home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. In the case of

formal equal shared custody, it will be up to the parents to agree which address to use. In other cases, it is where the child spends most of the time.

The address to be used for the initial allocation of places should 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. Parents have a responsibility to notify Surrey County Council of any change of address.

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

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 their rank position.

Waiting lists

Where there are more applicants 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.

The waiting list will be held for one year and administered strictly in accordance with the above criteria, taking no account of the length of time that a child has spent on the list. Thereafter parents should make an in-year application to the school.

Late applications

Late applications for the initial intake to Year 3 will be considered in accordance with Surrey's Primary Coordinated Admissions Scheme.

Admission of children outside their normal age 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 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

For further details regarding applications, processing, offers, late applications, post-offer and waiting lists, see <http://new.surreycc.gov.uk/schools-and-learning/schools/school-admissions>.