



The Orchard Vision: *Inspiring Success*
Values: *Determination, Courage, Respect*

The Orchard Admissions Policy 2024

This document sets out The Orchard Infant School's determined admission arrangements for September 2024

Section 1.

The Published Admission Number for The Orchard Infant School for 2024 admission is 90. Parents resident in Surrey should complete a Surrey LA Admission form or make an online request for admission via Surrey County Councils website. Residents of other LAs should make a request via their home LA stating their school preferences. Applications for school admission will be managed in accordance with Surrey's coordinated schemes on primary, secondary and in-year admission at a date designated by Surrey LA.

Places will be offered on the basis of the preferences that are shown on the application form. Parents will be asked to rank up to four preferences and these will be considered under an equal preference system.

Children with an Education, Health and Care Plan that names a school 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 the above that have named the school.

Section 2

If the school is over-subscribed for any year group, applications for entry in 2024/2025 will be ranked in the following order:

First priority: Looked After Children and previously looked after children

See **Section 3** for further information relating to Looked After or previously looked after children.

Second priority: Exceptional social/medical need

See **Section 4** for further information relating to exceptional arrangements.

Third priority: Children who will have a sibling on roll at The Orchard School or St. Lawrence CofE Junior School, East Molesey, on the date of application. See **Section 6** for further information relating to sibling arrangements.

Fourth Priority: Priority for children of staff (maximum number 4), this will only be permitted if the member of staff is employed at the school.

- a) for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a skill shortage.

This does not extend to members of the Governing Body. If applying under this criterion you will need to submit the additional SIF form available on the school website www.orchard.surrey.sch.uk

Fifth priority: any other applicant

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 school gate for pupils to use. This is calculated using the School Admissions team's Geographical Information System. See **Section 7** for more information on home address.

Tie Breaker:

If within any category there are more children than places available, any remaining places will be offered to children who meet that criterion on the basis of proximity of the child's home address to the school. The distance will be 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 admissions team's Geographical Information System. Where two or more children share priority for a place e.g. where two children live equidistance from a school, Governors will draw lots to determine which child should be given priority.

In the case of multiple births or siblings born in the same academic year, Governors will determine priority by the drawing of lots. If after the allocation one or more places can be offered but there are not sufficient places for all of them, the child(ren) ranked highest will retain their offer. The remaining sibling(s) will be placed at the top of the waiting list and the applicant will be advised of their right of appeal.

Section 3

Within the admission arrangements Looked After or previously looked after children will receive the top priority for a place. Looked After or previously looked after children will be considered to be:

- children who are in the care of a Local Authority or provided with accommodation by a local authority in accordance with Section 22 of the Children's Act 1989 (for example, fostered or living in a children's home).
- children who have left 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) but were previously defined as a looked after child or provided with accommodation by the local authority.
- children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted

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.

Section 4

Occasionally there will be a very small number of children for whom **exceptional social and medical circumstances** will warrant a placement at The Orchard School. Evidence from a consultant doctor will be required for medical cases. Documentary evidence from any relevant support services will be required for other sensitive family circumstances. This evidence must confirm the circumstances of the case and should 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 The Orchard 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.

Section 5

Applicants may also 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 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.

Section 6

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 who is on roll at The Orchard or St Lawrence C of E Junior School, East Molesey, on the date of application. This will apply both at the initial allocation of places and when prioritising from the waitlist. Giving sibling priority has the effect of maximising the opportunity for children in the same family to be educated at the same school.

Section 7

Any offer of a place on the basis of address is conditional on the child being resident at the address provided. The address to be used for the initial allocation of places to Reception will 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 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.

Section 8

There is a single intake into Reception. All children whose date of birth falls between 1 September 2019 and 31 August 2020 are eligible to apply for a full-time place in Reception at the school for September 2024. 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 also arrange for their child to start part time until their child reaches statutory school age.

Section 9 - Waiting Lists

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria above and 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 prioritised as documented in the admissions criteria. The waiting list is updated at regular intervals and will be cancelled at the end of each academic year. Parents are asked to advise the school if they wish to be added to the new list at the beginning of each academic year.

Applications after 1 September 2024, for all existing year groups should be made on the in-year application form. Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria for the school.

Late applications will be considered in accordance with Surrey's coordinated admission scheme.