



Boxgrove
Primary
School
& Children's Centre

Boxgrove Lane, Guildford, Surrey GU1 2TD

Co-Headteachers:

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Admissions Policy for consultation September 2020

At Boxgrove Primary School we want every child to:

- Love learning
- Find their strengths and talents
- Achieve more than they thought possible

Introduction

Boxgrove is an Academy co-educational school for children aged 4 - 11 years old and is situated on the east side of Guildford. Our Published Admittance Number (PAN) for September 2019 is 90.

Admission Arrangements

Applications for admission at the normal intake (September) will be managed in accordance with Surrey County Council's co-ordinated scheme on primary admission. Please see <http://www.surreycc.gov.uk/learning/schools/school-admissions> for further details regarding applications, processing, late application, offers and post offers. For in-year applications please visit our school website <http://www.boxgrove.surrey.sch.uk/information/admissions>.

Applications for Reception September 2019 intake must be made by 15 January 2019. Places at Boxgrove Primary School 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.

Our admission arrangements for September 2019 are set out below:

STATEMENT OF SPECIAL EDUCATION NEEDS

Children with a Statement of Special Educational Needs/EHCP 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 a statement that has named the school.

Should Boxgrove be oversubscribed for any year group, applications for entry in 2019/2020 will be ranked in the following order:

FIRST PRIORITY

Looked after and previously looked after children. See below for further information relating to looked after and previously looked after children.

SECOND PRIORITY

Exceptional social/medical need, **to include admissions to school of children previously in care outside of England**. See below for further information relating to exceptional social/medical need.

THIRD PRIORITY

Children who will have a sibling at the school at the time of the child's admission. See below for further information relating to siblings.

FOURTH PRIORITY

Children of staff on a permanent GEP contract

FIFTH PRIORITY

Children for whom the school is the nearest to their home address

SIXTH PRIORITY

Any other children.

OVERSUBSCRIPTION/TIE BREAKER

Should oversubscription occur within any of the priorities listed above, then priority will be decided based on nearness to the school measured in a straight line from the address point of the pupil's house, as set by the 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. See below for further information on the definition of home address.

Where two or more children share a priority for a place when using distance as a tie breaker, e.g., where two children live equidistant from the school, Surrey County Council (Reception) Boxgrove (Years 1 – 6) will draw lots 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 each child's ranked position.

LOOKED AFTER AND PREVIOUSLY LOOKED AFTER CHILDREN

Within the admission arrangements 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 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 of 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).
- **children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted, may be considered under this criterion. 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. Evidence will need to be provided to demonstrate that this child was in a state care abroad and left that care as a result of being adopted.**

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.

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.

SIBLINGS

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 Boxgrove Primary School who will still be a pupil at the school when the sibling starts.

CHILDREN OF STAFF ON A PERMANENT GEP CONTRACT

HOME ADDRESS

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. All distances will be measured by the computerised Geographical Information System maintained by Surrey's Admissions and Transport team. 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 Co-ordinated 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 the school/Surrey County Council of any change of address.

WAITING LISTS

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria without regard to the date the application was received or when a child's name was added to the waiting list.

Waiting lists for the initial Reception intake will be maintained until the last day of the Autumn term when they will be cancelled. Parents wishing to remain on the waiting list after this date must write to the Admissions Secretary, Boxgrove Primary School, Boxgrove Lane, Guildford GU1 2TD by 31 December 2019, stating their wish and providing their child's name, date of birth and the name of their child's current school.

After 31 December 2019, parents whose children are not already on the waiting list but who wish them to be so must apply via the schools in-year admission process <http://www.boxgrove.surrey.sch.uk/information/admission-to-boxgrove>.

IN-YEAR ADMISSIONS

The following applications will be treated as in-year admissions:

- applications after 1 September 2019 for admission to Reception
- all applications for admission to Years 1 to 6

Application for in-year applications must be made to Boxgrove in writing and the relevant forms completed. These forms can be found on the Boxgrove Primary School website at www.boxgrove.surrey.sch.uk under School Information, Admissions. Where there are more applications than places available, each application will be ranked in accordance with our published oversubscription criteria above. Applicants placed on the waiting list will remain there for a maximum of two years from the date of application, thereafter they will be removed. A further application will need to be made to reinstate the applicant on the waiting list.

STARTING SCHOOL

All children whose date of birth falls between 1 September 2014 and 31 August 2015 will be eligible to apply for a full time place in Reception at a Surrey school for September 2019. Parents have the right to choose to defer their child's entry to Reception until later in the school year but not beyond the beginning of the term following their 5th birthday, nor beyond the beginning of the final term of the academic year for which entry has been sought.

Parents can choose for their child to start part-time until their child reaches statutory school age.**COMPULSORY SCHOOL AGE**

Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his fifth birthday (or on his fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. The term 'summer born' is used to refer to children born from 1 April to 31 August. These children are not required to start school until a full school year after the point at which they could first have been admitted.

ADMISSION ARRANGEMENTS FOR CHILDREN OUT OF 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 interest 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, the admission authority agrees 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 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, the admission authority agrees for the child to have an accelerated entry to 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.

HOME SCHOOL TRANSPORT

Surrey County Council has a Home to School Transport policy that sets out the circumstances that children might qualify for free home to school transport.

Generally, transport will only be considered if a child is under 8 years old and is travelling more than two miles or is over 8 years old and travelling more than three miles to the nearest school with a place. Transport will not generally be provided to a school that is further away if a child would have been offered a place at a nearer school had it been named as a preference on the application form.

Eligibility to transport is not linked to the admission criteria of a school. A full copy of Surrey's Home to School Transport policy is available on Surrey's website at www.surreycc.gov.uk or from the Surrey Schools and Childcare Service on 0300 200 1004.