



Chandlers Field Primary School

Proposed Admission Policy 2025 - 2026

Ratified by FGB November 2023

Status and Review Cycle: Statutory Annual

This document sets out Chandlers Field Primary School's determined admission arrangements for September 2025.

The Published Admission Number (PAN) for Chandlers Field Primary School for 2025 admission is 60. Applications for admission at the normal intake time in September 2025 will be managed in accordance with Surrey's Co-ordinated Schemes on primary, secondary and in-year admissions. Applicants resident in Surrey should complete a Surrey LA Admission form or make an online request for admission via Surrey County Council's website. Residents of other LAs should make a request via their home LA stating their school preferences.

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 a statement of special educational needs or an education, health and care plan (EHCP) that names Chandlers Field Primary School will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with an EHCP that have named the school.

In line with Surrey's Scheme, Chandlers Field has a single intake into Reception. All children whose dates of birth fall between 1 September 2020 and 31 August 2021 will be eligible to apply for a full-time place in Reception for September 2025. Applicants may 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.

When Chandlers Field Primary School is over-subscribed for any year group, applications for entry will be ranked in the following order:

First Priority: Looked After and Previously Looked After Children

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 an 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).

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.

Second Priority: Exceptional Social/Medical Needs

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.

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at Chandlers Field Primary School. The exceptional social or medical circumstances might relate to either the child or the parent/carer. 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 and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority at Chandlers Field Primary 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 Chandlers Field Primary School above any other.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under a school's exceptional medical criterion would not normally be given for these.

We reserve the right to refer medical evidence to our designated medical officer, where necessary, to assist us in making a decision about medical priority for a school place.

In addition, routine childminding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school.

Third Priority: 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 as part of the same family unit at the same address.

A child will be given sibling priority if they have a sibling on roll and that sibling is still expected to be on roll at the time of the child's admission. This applies at initial allocation of places and when prioritising the waiting list.

Fourth priority: Children of a member of staff

Priority will be given to a child if their parent is a permanent member of staff at the school and meets either or both of the following circumstances: a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, on a full or part time basis; and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

A person will be considered to be a child's parent for the purpose of this criterion if they are living in the same family unit as the child at the same address and are:

- their mother or father:
- any other person who has parental responsibility, such as an adoptive parent, stepparent, a special guardian or person named in a child arrangements order
- any other person who does not have parental responsibility but otherwise has the care of the child, such as a foster carer

For in year applications and for the purpose of maintaining a waiting list, the length of employment will be considered as of the date the application is received or the date a place becomes available, if a place is considered from the waiting list.

Fifth priority: Any other Applicant

Remaining places will be offered on the basis of nearness to Chandlers Field Primary 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.

Tie breaker

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

In the case of multiple births, where children have equal priority for a place, random allocation will 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.

Home Address

Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent or carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents or carers, it will be up to the parent or carers to agree which address to use. Where a child spends their time equally between their parents or carers and they cannot agree on who should make the application, Chandlers Field Primary School will accept an application from the parent or carer who is registered for child benefit. If neither parent is registered for child benefit we will accept the application from the parent or carer whose address is registered with the child's current school or nursery.

Chandlers Field Primary School will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will the school accept a temporary address if it is believed to be used solely or mainly to obtain a school place when an alternative address is still available to that child. All distances will be measured by the computerised Geographical Information System maintained by Surrey's admissions 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 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. Applicants have a responsibility to notify the school of any change of 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.

The Admission of Children outside their Chronological 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 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, the local authority agrees for the child to have a decelerated entry to a community or voluntary controlled 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, the local authority agrees for the child to have an accelerated entry to a community or voluntary controlled school, the application will be processed. If it is not agreed for the child to have an accelerated entry to a community or voluntary controlled 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.

Waiting Lists

Where there are more children 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.

Waiting lists for school will be maintained until the last day of the summer term, when they will be cancelled.

Applicants who wish a child to remain on the waiting list after this date must write to the school by the end of the Summer term, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 27 July 2025, applicants whose children are not already on the waiting list but who wish them to be so must apply for in-year admission through Surrey County Council. Waiting lists for all year groups will be cancelled at the end of each academic year.

Surrey's Co-ordinated Scheme for Admissions

Please refer to Surrey County Council's website <http://www.surreycc.gov.uk/schools-and-learning/schools/school-admissions/school-admissions-consultations> for more detailed information.