

## Determined Admissions Arrangements For Academic Year 2018-19

### **Introduction**

Bushy Hill Junior is a Foundation School and is therefore its own Admissions Authority. The Governing Body is committed to a policy of open admission to the school without any selection or discrimination on the ground of pupils' academic or other abilities.

Bushy Hill School works in collaboration with the Local Authority. Each September the school makes available information that parents will need in order to express a preference of junior school for their children. This information may vary but is mainly contained within the School Prospectus together with details of opportunities for parents to visit the school before they have to state their preferences.

### **The Published Admission Number**

The PAN for the 2018/19 academic year will be 60.

### **Criteria for the Allocation of Places in 2018/19:**

Children with an Education, Health and Care Plan (EHCP) will be allocated to the school before other applicants are considered and the number of places available will be reduced by the number of children with an EHCP that has named the school.

Where there are more applicants than places, then places will be offered to children in the following order of priority:

#### **1. Looked After Children and Previously Looked After Children:**

- 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).

#### **2. Children with Particular Needs**

The Governors will give priority to such children if the application is supported by appropriate evidence (i.e. individual or compelling family circumstances or medical needs). Where such an application is made, the special factors pertaining why attendance at Bushy Hill Junior School is essential must be made known at the time of the original application if they are to be considered.

#### **3. Siblings**

The Governors will give priority to families who already have a child at the school at the time of admission.

(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.)

**4. Children on roll at Merrow C. of E. Infant School**

**5. Children for whom Bushy Hill Junior School is the closest school to their home**

This distance is measured in a straight line from the address point of the pupil's house. All distances will be measured by the computerised Geographical Information System maintained by Surrey's Admissions and Transport team.

**6. Any Other Applicant**

The Governors will allocate all remaining places strictly on the basis of the nearness of the family home to the school. This is calculated using the Admission and Transport Team's Geographical Information System. This ensures that families living nearer to the school are allocated places before families living further away from the school.

**Tiebreaker**

If, because there are too few places left, Governors have to distinguish between families when allocating places within one of the priorities, such places will be allocated strictly on the basis of proximity to the school - distances will be measured by the computerised Geographical Information System maintained by Surrey's Admissions and Transport team.

Whenever there is competition for places between or among applicants who live equidistant from the school, a drawing of lots will be used to determine which applicant is offered a place. In some cases applicants who live in the same block of flats may share the same address point and have the same home to school distance. In such cases applicants will be considered to be living equidistant from the school.

**Multiple Siblings**

Twins, triplets and other multiple births from the same family will all be allowed to attend the school if they have successfully gained one place in the current admission year.

**Applications**

Applications for admission at the start of Year Three for September 2018 must be made on the Surrey LA Common Admissions Form for Primary/Junior Schools – September 2018. Applications can be made online as well as on paper application forms.

**Waiting List**

If, when all places have been allocated, there are families who have applied for but not been offered a place, the Governors will enter the names of the children concerned on a waiting list to be considered under the waiting list criteria above.

**Late Applications**

If an application is received after the closing date and there is a place available, it will be allocated to the family. Late applicants will also be placed on the school's Waiting List and considered under the Waiting List criteria above.

**Confirmation of Places at the School**

The Local Authority will confirm a place at the school has been allocated by writing to parents.

If the school is oversubscribed the Local Authority will confirm the allocation of a place at the school to those meeting the school's admissions criteria up to the PAN as above.

If a family is unsuccessful in gaining a place at Bushy Hill, the family can appeal to the Governing Body against the published Admission Criteria, procedures for which can be obtained from the school office.

### **Admissions 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 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, should 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).