

UNITY SCHOOLS TRUST
Bishop David Brown School
Admissions Policy 2018-2019

The Local Governing Body for Bishop David Brown School has responsibility for admissions at the school. This policy sets out the admission arrangements for Bishop David Brown School, a member of the Unity Schools Trust. The Published Admission Number for initial entry to Year 7 at Bishop David Brown School in 2018 will be 180.

Bishop David Brown School will participate in the co-ordinated admission arrangements administered by Surrey County Council and an application for admission should be completed by the published closing date in October 2017. Details of application procedures are available on their website.

Children with a statement of special educational needs or an education, health and care plan that name the 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 a statement or education, care and health plan that have named the school.

Where the school is over-subscribed for any year group, applications for entry in 2018/19 will be ranked in the following order:

1. Looked after and previously looked after children (see Note 1)
2. Exceptional social/medical need (see Note 2)
3. Siblings (See Note 3)
4. Children for whom the school is the nearest to their home address (see Notes 4 & 5)
5. Any other children (see Note 5)

If within any criterion 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, with those living nearest given priority. The distance will be measured in a straight line from the address point of the pupil's home, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using Surrey County Council's Geographical Information System.

Notes

1. Looked After and Previously Looked After Children

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 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 this school. The school may be required to admit over its published admission number at other times under this criterion.

2. Exceptional Social/Medical Need

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at Bishop David Brown 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 Bishop David Brown 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 this 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 Bishop David Brown School above any other.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under the school's exceptional medical criterion would not normally be given for these. In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at this school.

We reserve the right to refer medical evidence to an approved professional, where necessary, to assist us in making a decision about medical priority for a school place.

Places may be allocated under this criterion when places are first offered at the school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

3. 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 at the school and that sibling is still expected to be on roll at the school at the time of the child's admission.

4. Nearest School

The nearest school is defined as the school closest to the home address with a published admission number for pupils of the appropriate age-range, as

measured by a straight line and which has admitted children without regard to faith or boarding in the initial allocation of places in 2015, 2016 and 2017.

5. Home Address

The child's home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/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/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school.

A temporary address will not generally be accepted if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child. All distances will be measured using Surrey County Council's Geographical Information System.

The address to be used for the initial allocation of places will be the child's address at the closing date for application. Changes of address may be considered 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.

6. Tie breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year

Where two or more children share a priority for a place, e.g. where two children live equidistant from a school and only one place remains, 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 be used to 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.

7. Waiting Lists

Where there are more children than places available, waiting lists will operate for each year group according to the oversubscription criteria for the 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 the initial intake to the school will be maintained until the last day of the summer term 2019 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 28 July 2019, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 28 July 2019, applicants whose children are not already on the waiting list but who wish them to be so must apply for in-year admission. Waiting lists for all year groups will be cancelled at the end of each academic year.

8. In-Year Admissions

The following applications will be treated as in-year admissions during 2018/19:

- applications for admission to Year 7 which are received after 1 September 2018;
- all other applications for admission to Years 8 to 11.

Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria for each school.

9. The Admission of Children Outside of 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, 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 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.

10. Home to 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 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, although exceptions may apply to secondary aged children whose families are on a low income if they are travelling to one of their three nearest schools and to children whose nearest school is out of County but over the statutory walking distance.

Eligibility to transport is not linked to the admission criteria of this school. In considering admission criteria and school preferences it is important that applicants also consider the home to school transport policy so they might take account of the likelihood of receiving free transport to this school before making their application. 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.

11. Appeals

Any parents whose child is refused admission to the school may, if they so choose, appeal against the decision. This school uses Surrey County Council to manage its appeal process. Please follow the links on our website for details of the appeals process.