



The Howard Partnership Trust



Oxted School

Admission Arrangements for September 2020 entry

The school will admit students without reference to aptitude or ability from the locality and other areas to a level at which we can provide a quality of education for all. The current Published Admission Number (PAN) is 335.

We operate Surrey's equal preference system and parents will be given the opportunity to state six ranked school preferences. Applications must be made by 31 October 2019. Where the number of applications exceeds the PAN, the following prioritised criteria will apply in strict accordance with the school's Admission Arrangements.

Children with an Education, Health and Care Plan (EHCP) will be allocated a place before the admission arrangements below are applied; in this way, the number of places available will be reduced by the number of children with an EHCP that have named the school.

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

1. First priority: 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 (see Note 1 for further information relating to looked after and previously looked after children).

2. Second priority: Exceptional social/medical need

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply (see Note 2).

3. Third priority: Brothers and sisters (siblings)

A sibling is a child who will have a brother or sister at the school at the time of the sibling's admission. This would apply both at the initial allocation of places and also when prioritising the waiting list (see Note 3).

4. Fourth priority*: Children who both live in the catchment area and who attend one of the following feeder schools:-

- Bletchingley Village Primary
- Crockham Hill CofE Primary (Kent)
- Dormansland Primary
- Godstone Village
- Holland Junior
- Lingfield Primary
- St John's CofE Primary
- St Mary's CofE Junior
- St Stephen's CofE Primary
- Tatsfield Primary
- Woodlea School

5. Fifth priority: Those children who live in the catchment area but do not attend one of the feeder schools named in 4 above (see Note 4)

6. Sixth priority: Any other children for whom Oxted is the nearest school

7. Seventh priority: Any other applicant (see Note 5)

**Criterion 4 will only apply until 31 August 2020 at which time the child will have left the feeder school.*

If there is oversubscription within **criteria 1 to 5**, priority will be given to children who live furthest from their nearest alternative school, measured in a straight line from the address point of the student's home address, as set by Ordnance Survey, to the nearest school gate for students to use. This is calculated using the Surrey Admission Team's Geographical Information System.

If there is oversubscription within **criteria 6 and 7**, priority will be given to children according to the distance from their permanent home address to the school, as measured in a straight line from the address point of the student's home address, as set by Ordnance Survey, to the nearest school gate for students to use. This is calculated using the Surrey Admission Team's Geographical Information System. Those children living the shortest distance from the school will take priority over those living the furthest distance from the school.

NOTES

Note 1: Looked after children and previously looked after children

Looked after and 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 Act 1989, 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 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.

Note 2: 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 this 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 this school and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority. In each case a decision will be made based on the merits of that case and whether the evidence demonstrates that a placement should be made at this 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 will not normally be considered to be an exceptional social reason for placement at this school.

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

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. 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.

Note 3: Siblings

A sibling will be considered to be a brother or sister, a half-brother or half-sister, 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 at the school at the time of the child's admission. For the initial intake to the school, this means that a child will be given priority for admission only if their sibling will still be at the school in September 2020. This will apply both at the initial allocation of places and also when prioritising the waiting list.

Where a sibling is in Year 11 or Year 12 at the time of an application for a younger child to start Year 7 in September 2020, they will be deemed as being in the school at the time of admission unless the parent/carer has specifically expressed that they will not be continuing to the following academic year.

Note 4: 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. In the case of formal equal shared custody, it will be up to the parent/carer to agree which address to use; in other cases, it is where the child spends most of the time. 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 or nursery.

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 by the computerised Geographical Information System maintained by Surrey's Admission Team.

The address to be used for the initial allocation of places to Year 7 will be the child's home 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 and Surrey County Council of any change of address.

Note 5: 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 the 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 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, the school will offer a place to each child of the multiple birth, where they have equal priority for a place.

Note 6: Waiting lists

Where there are more children than places available, waiting lists will operate for each year group according to the admissions 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 intake will be maintained until the last day of the Summer term 2021 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 29 July 2021 stating their wish and providing their child's name, date of birth and the name of their child's current school. After 29 July 2021, 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.

Note 7: In-year admissions

The following applications will be treated as in-year admissions during 2020/21:-

- Applications for admission to Year 7 which are received after 1 September 2020
- All applications for admission to Years 8 to 11

Applications must be made and where there are more applications than places available, each applicant will be ranked in accordance with the published oversubscription criteria for the school.

Note 8: The admission of children outside of their chronological year group

If the school receives a specific request to educate a child out of their chronological year group, whilst there is currently no statutory duty to agree to such a request, consideration will be given, and a decision will be made, taking into account the reasons provided, any evidence which the parents may wish to give, the views of the Head and consideration of what is in the best interests of the child.

- 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 Head, The Trust agrees for the child to have a decelerated entry to the school, they 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 Head, The Trust agrees 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, they 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 any evidence they have to support this. More information on educating children out of their chronological year group is available at www.surreycc.gov.uk/admissions.

Note 9: Sixth Form Admissions

Internal students

Oxted School welcomes applications from internal students who have attended Year 11 of the school during the 2019/20 academic year. Acceptance onto a programme of subjects/courses is subject to a student having achieved the entry requirements set by the school.

External students

Oxted School also accepts applications for entry to the sixth form from external applicants. The Published Admission Number for external applicants for entry to Year 12 in September 2020 will be 15 but more places may be available subject to the take up by internal applicants. Acceptance onto a programme of subjects/courses is subject to a student having achieved the entry requirements, which will be the same as those for internal applicants. Students should refer to the school's Sixth Form prospectus for the individual subject requirements. Individual subjects may be limited in the number of students they can accommodate.

Should applications from suitably qualified external students exceed the number of places available, the following oversubscription criteria will apply:-

1. First priority: Looked after and previously looked after children

2. Second priority: Exceptional social/medical need

3. Third priority: Any other applicant on the basis of nearness to the school measured in a straight line from the address point of the student's home address, as set by Ordnance Survey, to the nearest official school gate for students to use. This is calculated using the Surrey Admission Team's Geographical Information System.

Note 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 to Oxted School if a child is travelling more than three miles and it is 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 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 a school and attending a feeder school does not confer an automatic right to transport to Oxted 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 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.

Please refer to the SCC Admissions website:

<https://www.surreycc.gov.uk/schools-and-learning/schools/admissions>

Or contact the School's Admissions Officer for advice and guidance through the process.