

Oatlands School



Admissions Policy

Date of last review: Summer 2024

Date of next review: Summer 2025

Overview

Oatlands School is a co-educational infant school. The Governors of Oatlands School are responsible for determining the Admissions Policy and for setting the Published Admission Number (PAN) for entry to Reception in September. For September 2025 the PAN will be 90.

This document is written with reference to Admission arrangements for Surrey County Council (SCC) community and voluntary controlled schools 2025/26. It is reviewed annually to reflect any SCC amendments to admission arrangements.

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

Starting School

The community and voluntary controlled infant and primary schools in Surrey have a single intake into Reception. All children whose date of birth falls between **1 September 2020 and 31 August 2021** will be eligible to apply for a full-time place in Reception at a Surrey school for September 2025.

Applicants can 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.

However, Oatlands School Governors would wish parents to accept and follow current school policy on the admission of children and start full time from the September following their fourth birthday. Allowances can be made for individual pupils where parents and the Head Teacher agree that a part time education would support a child's settling into school.

Applications

Applications will be accepted without reference to ability or aptitude within the application window designated by the Department for Education. Parents should make an application on line or as a hard copy and return their application to the address shown on the form by the appropriate deadline, which for entry in September 2025 will be 15th January 2025.

Applicants will be asked to rank up to four Reception preferences and these will be considered under an equal preference system.

Late Applications

Applications received after the published closing date (where it is reasonable that a parent could have submitted an on-time application) will not be processed until after places have been offered to all of those whose applications met the closing date. Should places be available then late applications will be considered by Surrey County Council and admission criteria applied. If no places are available, the applicant will be offered an alternative placement by Surrey County Council and added to our waiting list.

Children with an Education, Health and Care Plan (EHCP)

Children with an EHCP that names a 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 has named the school.

Applications for 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, 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 on

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

Offer of places

Places will be offered in accordance with the co-ordinated offer scheme at a date designated by the Department for Education. The national offer date is around 16th April, other than where this date falls on a weekend or public holiday in which case it will be the next working day.

- **If you live in Surrey and applied online** you will be emailed the outcome of your application in the evening around 16th April. You can also log into your account to see the outcome, from the same evening.
- **If you have opted to receive notifications from the eAdmissions website (Android devices only) or if you have downloaded the mobile app 'ParentComms'** you will also receive a notification in the evening around 16th April telling you the school your child has been allocated.
- **If you live in Surrey and applied on paper** Surrey County Council will write to you around 16 April letting you know the outcome of your application.
- **If you live outside Surrey**, your local authority will let you know the outcome of your application, even if you have applied for Surrey schools.

Oversubscription Criteria

When a community or voluntary controlled school is over-subscribed for any year group, applications for entry in 2025/26 will be ranked in the following order:

First Criterion: Looked after and previously looked after children

Within the admission arrangements for all community and voluntary controlled schools, 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 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).
- children who appear (to the local authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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

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 Criterion: Exceptional Social/Medical Needs

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at a particular school. The exceptional social or medical circumstances might relate to either the child or the parent/carer.

A supplementary information form (Appendix 6) should be completed and returned by the application closing date for all applicants wishing to apply under this criterion.

Supporting evidence from a professional is also required such as a doctor and/or consultant for medical cases or a social worker, health professional, 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.

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. Some mainstream schools have units attached which provide specialist provision for children with an education, health and care plan which names the school. The facilities in these units are not normally available to children in the mainstream school and as such priority under a school's exceptional social or medical criterion would not normally be agreed for a mainstream place on the basis of a specialist unit being attached to the school.

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

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.

Third criterion: Children of a member of staff

If their parent is a permanent member of staff at the school and meets either or both of the following circumstances they can apply under this criterion:

- 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; and/or
- b) 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, step-parent, 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.

A supplementary information form should be completed and returned by the application closing date for all applicants wishing to apply under this criterion.

For applications made as part of a normal intake, the length of employment will be considered as of the closing date for applications. 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.

Fourth Criterion: Sibling

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

If a sibling leaves the school concerned after the application but before the national offer day, the applicant must let the School Admissions team know as this may affect the child's sibling priority. We reserve the right to withdraw an offer of a place that has been made on the basis of sibling priority if information comes to light that the applicant had claimed that priority in the knowledge that the child's sibling would have left the school or linked school by the time of the child's admission; or if the applicant failed to tell us of a change that took place prior to the national offer day that would affect the child's sibling priority.

A mainstream child will also be given sibling priority for a school if they have a sibling with a final EHCP that names the same school, as long as the sibling with the EHCP is expected to start at the school before or on the same date as the mainstream child. Applicants will have to declare the details of any child whose EHCP names the school in order to be considered for sibling priority.

Fifth criterion: Any other children

Remaining places will be offered to children for whom the school is the nearest to their home address, giving priority to those whose permanent home address is nearest to the school.

Within the admission arrangements for community and voluntary controlled schools, the child's home address excludes any business or childminder's address and must be the child's normal place of residence. It also excludes any relative's address unless the child lives at that address as their normal place of residence.

Where the child is subject to a child arrangement 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/carer 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.

We will not generally accept a temporary address if the main carer of the child still possesses or rents 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 School Admissions team.

The address to be used for the initial allocation of places to Reception, Year 3 and Year 7 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 Surrey County Council of any change of address.

Parents can view Surrey's School map to see their home to school distances at <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/about-map/find-a-school>.

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

Unless stipulated otherwise, if within any criterion there are more children than places available, any remaining places will be offered to children who meet the criterion on the basis of proximity of the child's home address to the school, with children living nearest receiving the greater priority. Distance will be measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the nearest official school gate for pupils to use. This is calculated using the School Admissions team's Geographical Information System.

Where two or more children share priority for a place, e.g. where two children live equidistant from a school, Surrey County Council will determine which child should be given priority by using a computer generated number that is assigned randomly to each applicant by Surrey's Admissions system, with the child assigned the lower number receiving the higher priority.

In the case of multiple births, where children have equal priority for a place, Surrey County Council will use random allocation 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, each child will be offered a place as they become available.

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 each year group at each community and voluntary controlled school will be maintained until the last day of the summer term **2026** when they will be cancelled.

Applicants who wish a child to remain on the waiting list for the **2026/27** academic year must complete a Continuing Interest form through Surrey County Council between **1 July and 31 August 2026**. Fully completed forms received during July 2026 will be used to reform the waiting list during August **2026**. Applications received between **1 August and 31 August** will be added to the waiting list as soon as they have been processed. If a Continuing Interest form is not received by **31 August 2026**, the applicant will be required to submit a new in year application.

Appeals

All parents have the right to appeal against any decision made by or on behalf of an admission authority as to the school your child attends under legislation produced by the Department for Education (DfE). You have the right of appeal if you have parental responsibility, whether or not you are the natural parent or if you care for a child who lives with you. It does not have to be the same person who submitted the application form.

If you do wish to appeal, you will need to complete an appeal form stating why you want your child to attend that school. You can appeal for a place at more than one school, but you cannot appeal for a school you did not name on your application form.

Your appeal must be made in writing and you must explain the reasons why you are lodging an appeal. If you submit an appeal form without setting out your grounds of appeal, it will be returned to you as you will not have lodged your appeal correctly. Therefore, it is very important for you to state clearly your reasons for lodging your appeal.

Normally you will need to submit your appeal by a certain date. Appeal timetables for community and voluntary controlled schools will be published on the Surrey County Council Website. The timetables for all other schools should be published on the school website. For September entry appeals, no appeals can be heard until after the specified closing date. We will aim to hear September entry appeals within 40 school days of the closing date.

If you wish to make an appeal for immediate entry you will need to lodge your appeal as soon as possible. We will aim to hear your appeal within 30 school days from the date your appeal is lodged.

Please note that appeals are not heard during any of the school holidays. For example if you lodge an appeal close to the end of the summer term in July, it may not be possible to hear the appeal until after the start of the new school year in September.

It is very important to submit your appeal by the specified date as failure to do so could delay your appeal hearing.

Further information is available at: <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/appeals>

Transfer/applications at other ages – In year Applications

Applications for admission to Reception which are received after **1 September 2025** will be treated as in-year admissions during **2025/26**.

Applications for Surrey's community and voluntary controlled schools must be made to the local authority on Surrey's common application form. Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria for each school.