

# Godstone Primary and Nursery School



## Admissions Policy (Reception and In Year) 2026/27

**REVIEW DATE:** December 2024

**REVIEWED BY:** Governing Body

**NEXT REVIEW:** November 2025

**WRITTEN BY:** Mandie Edwards and Liz Hellier

Headteacher:

Nick Usher

Chair of Governors:

Liam McGivern

## **Reception Year Admissions**

### **Application**

The Governing Body is responsible for the admission of pupils.

Application forms are available from the Local Authority (LA) and must be returned to the Local Authority not the school. Online applications can be made via [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions). Parents/carers of children with an Education, Health and Care Plan which names Godstone Primary and Nursery School will receive a personalised admissions pack from the Local Authority.

The school must admit these children, unless the LA directs otherwise, and their place will be allocated before all other applicants.

Children who attend the nursery class at Godstone Primary and Nursery School do not have automatic transfer to Reception and will be considered equally with all other applicants.

Admission to Reception is from the September of the academic year in which a child will become five. Parents whose children are below compulsory school age may choose for their child to attend part/full time until the term after their child turns 5 years old and can also defer their entry up to the start of the term after their child turns 5 years old, but only within the same academic year. Please contact the school if this is something you are considering.

The timetable for Admissions is the same as that of the Local Authority.

### **Pupil Admission Numbers**

The published admission number is 30 and there is one class per year group from Reception to Year 6 as determined by the capacity assessment for the school. The Governing Body has a duty to comply with statutory regulations which require infant class sizes to be a maximum of 30 children; it has been determined that Reception, Year One and Year Two will not exceed 30.

Years three, four, five and six (KS2) will offer a maximum number of 32 spaces per class. If a child applies for a space in KS2 and that class has 32 children already in it, they will be offered a space on the waiting list.

Children who access a Child Protection Plan or are classified as a Looked After Child or Previously Looked After Child may be offered a space, beyond the existing 32 spaces, at the discretion of the headteacher and governors. Multiple births, where one child receives a space within the 32 places, will also be considered at the discretion of the headteacher and governors.

### **Equal Preference System**

All Surrey schools have adopted the equal preference system. This means all applications are considered equally against admission criteria e.g. an application ranking Godstone Primary and Nursery School as third preference is initially considered in the same way as one which ranks it first. If the admission criteria for more than one school is met a place is offered at the school which is highest ranked. Godstone Primary and Nursery School is part of the Surrey Co-ordinated Admissions Scheme.

## **Criteria applied when the number of applications exceeds places available**

Admission decisions are not based on any consideration of race, religion, gender, social status or ability. The following criteria, applied in the order set out, will be used by the Governing Body to determine which applicants are offered a place when the number of applicants exceeds the number of places:

### 1. Looked after 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 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 admission 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.*

### 2. A child with a sibling who will be attending at the time of admission

*Sibling – a brother/sister with the same parents, whether living at the same address or not, or half or step brother/sister living at same address or adopted and foster children living at the same address.*

### 3. A child considered under "social/exceptional" needs

*Occasionally there may be a child for whom exceptional social or medical circumstances will apply which will warrant a placement at Godstone Primary and Nursery School. 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 at Godstone Primary and Nursery 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 this school above any other.*

### 4. Distance from the child's home to school

*Children living nearer the school will be given the highest priority until all places are filled.*

The distance is measured in a straight line from the address point of the child's home, as set by Ordnance Survey, to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport Team's Geographical Information System.

The child's home address excludes any business or childminder's address and must be the child's normal place of residence. In the case of shared custody it is the address where the child spends most of the time. All distances will be measured by the computerised Geographical Information System maintained by Surrey's Admissions Team. Any offer of a place on the basis of address is conditional on the child being resident at the address provided.

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 Schemes 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 is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify the school and/or Surrey County Council of any change of address.

Where two applicants live equidistant and share priority for a place we would apply a random allocation to determine which child would receive priority.

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, each child will be offered a place.

### **Transport**

The school does not have its own transport and is within walking distance of public transport. Parents/carers applying for free transport from the LA should note that home-school distance may be measured using different routes.

### **Late Applications**

Applications received after the closing date will be considered in accordance with Surrey's coordinated scheme and those treated as late will not be considered until after applications that were received on time have been processed.

### **Waiting Lists**

Unsuccessful applications and late applications will be held on a waiting list until the end of the summer term and will be considered using the above criteria if a vacancy becomes available.

### **Supporting Documents**

Parents/carers are required to provide proof of address, (the name of the borough/district and the council tax number for the property where the child normally lives) and, when offered a place, a full birth certificate. The offer of a place will usually be withdrawn if it is found it has been obtained fraudulently.

### **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, however it is very rare for a child to be educated out of their chronological year group.

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 head teacher, governors agree for the child to have a decelerated entry, 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 head teacher, governors agree for the child to have an accelerated entry, 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, if they wish, 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).

### **Changes to Admissions Arrangements**

The school will agree any changes to its admissions arrangements by reviewing its admission policy annually and will consult with stakeholders and other interested parties if any changes are proposed. Details of admissions and appeal arrangements are published each year.

### **Appeals**

Appeals against non-admission are heard by an independent panel and an Appeal Form is available from the school and is returned to the Clerk of the Appeal Panel.

### **Further information available**

A visit to the school (if available) and viewing the website will help you decide whether Godstone Primary and Nursery School is the right school for your child. Staff and Governors cannot give any indication whether an application would be successful or not; however a scale map of the area and the numbers admitted under each criteria, and the furthest distance admitted, for the past two years is available on written request to the Governing Body.

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## In Year Admissions

**An in year admission is the admission of a pupil to a school which takes place outside the normal entry times.**

In year admission includes pupils changing schools, pupils coming from a different country or from other parts of the UK, pupils returning to a school from living elsewhere or those who have not been in school. You can ask to change schools at any time.

If there are spaces available in the year group you are applying for, your child will be offered a place. If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria below. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Children with an Education, Health and Care Plan (EHCP) which names Godstone Primary and Nursery School will be allocated a place before all other applicants. In the case of a class having reached its PAN we would accept the child if we are able to meet the requirements of the EHCP.

### **Criteria applied when the number of applications exceeds places available**

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#### 2. A child with a sibling who will be attending at the time of admission

*Sibling – a brother/sister with the same parents, whether living at the same address or not, or half or step brother/sister living at same address or adopted and foster children living at the same address.*

#### 3. A child considered under “social/exceptional” needs

*Occasionally there may be a child for whom exceptional social or medical circumstances will apply which will warrant a placement at Godstone Primary and Nursery School. 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 at Godstone Primary and Nursery 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 this school above any other.*

#### 4. Distance from the child's home to school

*Children living nearer the school will be given the highest priority until all places are filled.*

The distance is measured in a straight line from the address point of the child's home, as set by Ordnance Survey, to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport Team's Geographical Information System. The child's home address excludes any business or childminder's address and must be the child's normal place of residence. In the case of shared custody it is the address where the child spends most of the time. All distances will be measured by the computerised Geographical Information System maintained by Surrey's Admissions Team. Any offer of a place on the basis of address is conditional on the child being resident at the address provided.

Changes of address may be considered in accordance with Surrey's Coordinated Schemes 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 is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify the school and/or Surrey County Council of any change of address.

Where two applicants live equidistant and share priority for a place a random allocation to determine which child would receive priority would apply.

In the case of multiple births, and there are not sufficient vacancies remaining for each of them each child will be offered a place.

The PAN (Pupil Admission Number) is 30 pupils in Reception, Year One and Year Two. It is at the discretion of the Headteacher and Governing Body to approve additional admissions to take us over our recommended PAN which is 30 pupils in each year group from Year Three to Year Six.

Godstone Primary and Nursery School advises the LA (Local Authority) when any vacancy in any year group arises. These lists are kept up to date on an as and when basis.

### **Waiting Lists**

Applications will be held on a waiting list until the end of the summer term and will be considered using the admissions criteria if a vacancy becomes available. Applicants can request to be added to the waiting list at the start of the academic year.

### **How to make an In Year Application**

Please visit: <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/in-year/step-4-complete-form>

Or contact Mrs M Edwards on 01883 742326 (mandie.edwards@godstone.surrey.sch.uk)

Or the Schools Admissions Team:-

Email: [schooladmissions@surreycc.gov.uk](mailto:schooladmissions@surreycc.gov.uk)

Contact No: 0300 200 1004

Godstone Primary and Nursery School will consult on the admission arrangements every seven years. The next consultation will begin in December 2027.