Worplesdon Primary School

Admissions Policy for children entering the school September 2027

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1. Philosophy

Worplesdon Primary School follows the admissions arrangements and procedures put in place by South Farnham Educational Trust. We will not permit race, disability, gender, religion or belief to be used as a criteria for admission. The school caters for the full ability range and the presence or absence of a special education need is not a factor in our admission policy in accordance with DfE SEND guidelines. Should spaces be available, we will not discriminate in our admission procedure and make welcome all children irrespective of needs or culture.

2. Admissions for EYFS

Children will be admitted to school in the September of the academic year in which they have their fifth birthday. We will admit up to our published admission number (PAN). If the number of first preferences is greater than the PAN, the school is oversubscribed and the number of admissions has to be limited. The criteria by which the County manage these admissions and waiting lists is noted in Appendix 1. Our Published Admittance Number (PAN) for September 2027 is 57 (& 3 places for our Autistic Provision) and applications must be made by the 15th January 2027. The admission arrangements are set out in Appendix 1.

3. Admissions for Year 3.

We will admit up to our published admission number (PAN). If the number of first preferences is greater than the PAN, the school is oversubscribed and the number of admissions has to be limited. The criteria by which the County manage these admissions and waiting lists is noted in Appendix 2. Our Published Admittance Number (PAN) for September 2027 is 90 (& those children within our Autistic Provision) and applications must be made by the 15th January 2026. Please note that potentially 60 of these spaces are allocated to children already attending Worplesdon. The admission arrangements are set out in Appendix 2.

4. Starting School Procedure

- Whenever possible, children coming into school will be visited at the local playgroups by their teachers in the term prior to entry.
- The children will visit the school for a minimum of 1 morning or afternoon session when they will have the opportunity to meet their teachers and experience a variety of activities in their classroom.
- In June/July, parents will be invited to a meeting where they will be able to learn about and discuss all aspects of their child's school life.
- Family visits are organised for the end of June / July where parents and children will be able to meet individually with school staff in school.
- Children will begin school in staggered phases, this ensures a calm, memorable and unhurried start to school life in the first three weeks.

5. Education, Health and Care Plan

The admission of a student with an Education, Health and Care Plan (EHCP) will be allocated a place before other applicants 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.

6. 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. 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 a school and the Local Authority may also ask schools to admit over their published admission number at other times under this criterion.

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

We reserve the right to refer medical evidence to our designated medical officer, where necessary, to assist us in making a decision about medical priority for a school place.

8. Home Address

Within the admission arrangements, 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 or nursery.

We will not generally accept a temporary address 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 admissions team.

9. 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, Surrey County Council will use random allocation to determine which child should be given 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, 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.

10. 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 will be maintained until the last day of the Summer term 2027 when they will be cancelled. Applicants who wish a child to remain on the waiting list after this date must apply for in-year admission through Surrey County Council.

11. In-year Admissions

The following applications will be treated as in-year admissions during 2026/27:

- Applications for admission to Reception which are received after 1 September 2026;
- For any school which has a published admission number (PAN) for Year 3, applications for admission to Year 3 which are received after 1 September 2026;
- All other applications for admission to Years 1 to 6.

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.

12. 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, 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, 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 Head Teacher, 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 at https://www.surreycc.gov.uk/schools-and-learning/schools (see Surrey County Council document 'Admissions for children outside of chronological year group').

13. 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 under 8 years old and is travelling more than two miles or is over 8 years old and 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 a school. Some schools give priority to children who are attending a feeder school, but attending a feeder school does not confer an automatic right to transport to a linked 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 their preferred 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.

Appendix 1

Admission Arrangements for Entry at Year R

When Worplesdon Primary School is over-subscribed for any year group, applications for entry in September 2027 will be ranked in the following order:

I. First Priority: 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 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 in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangement 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.

II. 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 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. 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 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 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. In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school. We reserve the right to refer medical evidence to our designated medical officer, 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 a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

III. Third Priority: Children of permanent members of staff

Where 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

IV. Fourth Priority: Children Who Will Have a Sibling at the School

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

If within this category there are more children than places available, any remaining places will be offered to children who meet this criterion on the basis of proximity of the child's home address to the school.

V. Fifth Priority: Children Attending Wood Street Infant School

Wood Street Infant School is partnered with Worplesdon Primary School. When a pupil at Wood Street Infant school is in Year 2, parents will need to apply for a Key Stage 2 place at a junior school although this is not exclusive to Worplesdon Primary School.

VI. Sixth Priority: Children for Whom The School is the Nearest To Their Home Address

Currently, 'the nearest school' is defined as the school closest to the home address with a PAN for pupils of the appropriate age-range, as measured by a straight line. The nearest school may be either inside or outside the county boundary.

VII. Seventh Priority: Any Other Children

Remaining places will be offered on the basis of nearness to the school 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 admissions team's Geographical Information System. See section 8 for further information on the definition of home address. 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, Surrey County Council will use random allocation to determine which child should be given priority. See section 9 for further information on tie breakers.

Appendix 2

Admission arrangements for entry at Year 3

When Worplesdon Primary School is over-subscribed for any year group, applications for entry in September 2027 will be ranked in the following order:

I. First Priority: 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 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 in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangement 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.

II. 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 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. 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 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 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. In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school. We reserve the right to refer medical evidence to our designated medical officer, 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 a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

III. Third Priority: Children of permanent members of staff

Where 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

IV. Fourth Priority: Children Who Will Have a Sibling at the School

Children who are expected to have a sibling at the school which will operate shared sibling priority for admission at the time of the child's 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 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 within this category there are more children than places available, any remaining places will be offered to children who meet this criterion on the basis of proximity of the child's home address to the school.

V. Fifth Priority: Children Attending Wood Street Infant School

Criterion 5 will only apply to children who attend Wood Street Infant School in Year 2 and will not be applied once a child has left this school

VI. Sixth Priority: Children for Whom the School is The Nearest to their Home Address

Currently, 'the nearest school' is defined as the school closest to the home address with a PAN for pupils of the appropriate age-range, as measured by a straight line. The nearest school may be either inside or outside the county boundary.

VII. Seventh Priority: Any Other Children

Remaining places will be offered on the basis of nearness to the school 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 admissions team's Geographical Information System. See section 8 for further information on the definition of home address. 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, Surrey County Council will use random allocation to determine which child should be given priority. See section 9 for further information on tie breakers.

Procedure for Admissions in Year & at All Other Times.

The school follows the SCC procedure for admissions in year and parents requesting a place are asked to apply directly to SCC Admissions to secure a school place.