

**HEATHSIDE SCHOOL  
WEYBRIDGE, SURREY**

**ADMISSION POLICY  
SEPTEMBER 2018 – JULY 2019**

**Heathside School is an Academy, part of the ElmWey Learning Trust**

**Application to the school:** Parents should be aware that application to the school is by the completion and submission of their Home Local Authority Admissions Form which should be completed and returned to their Home Local Authority by **Tuesday, 31<sup>st</sup> October 2017**.

**PART 1 – Applications for children, normally in Year 6 or equivalent, who wish to apply for a place in Year 7 at Heathside School for entry in September 2018.**

**ADMISSION CRITERIA:**

The published admission number for Year 7 entry in 2018 is set at 210. If the number of applications for admission exceeds the number of places available, places will be allocated in accordance with the following criteria **in the order set out below** and relate to the child, not to the parent(s)/guardian(s).

Children with an Education, Health and Care Plan (EHCP) that specify Heathside School as the placement school will be admitted.

**1. Looked After and Previously Looked After Children:**

Children who are in the care of a Local Authority or being provided with accommodation by a Local Authority in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time of making an application to the school,  
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 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).

**2. Exceptional Circumstances:** For example medical grounds or other sensitive individual or compelling family circumstances. Where such an application is made, the special factors pertaining as to **why attendance at Heathside is essential, must be made known at the time of the original application** if they are to be considered. Supporting evidence from, for example, a Doctor or Social Worker will be required.

**3. Children of Staff:** Where a member of staff has been permanently employed, either full time or part time at Heathside School for two or more years **at the time of application**. Such children must be living at the same address as the member of staff.  
NB: A member of staff applying under this criterion should obtain a Supplementary Staff Information Form from the Admissions Manager.

**4. Children who, at the time of admission, have a sibling attending Heathside School who was admitted prior to September 2016 regardless of the **permanent** home address.**

**5. Children who, at the time of admission, have a sibling attending Heathside School who was admitted from September 2016 onwards, whose **permanent** home address is within the catchment area.**

**6. Children whose **permanent** home address is within the catchment area who do not have a sibling attending Heathside School.**

7. Children who, at the time of admission, have a sibling attending Heathside School who was admitted from September 2016 onwards, whose **permanent** home address is outside the catchment area.
8. Children who attend Ashley C of E (Aided) Primary School, Cleves School or St. James C of E Primary School and whose **permanent** home is outside the catchment area.
9. Children whose **permanent** home is outside the catchment area.

The term "sibling" is defined as a brother or sister (that is, another child of the same parents), 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.

**Permanent** home address is the child's only or main residence at the time of application and is either owned freehold or leased/rented by the child's parent(s)/guardian(s). If leased/rented by the child's parent(s)/guardian(s) then the written agreement must be in place at the time of application. The written agreement must also not be less than 12 months duration from the child's start date at the school. The property leased should be that in which the child and his/her family live and which is suitable for the family's needs. Documentary evidence of ownership or rental/lease agreement may be required together with proof of actual **permanent** residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement.

For children with joint custody arrangements, the **permanent** home address will be the address where the child spends the majority of school nights i.e. Sunday night to Thursday night inclusive. If the child lives at two different addresses during this period with adults who have parental responsibility, the parent in receipt of child benefit (where appropriate) will be classed as the main carer and their address taken as the child's **permanent** home address. Alternatively, additional evidence of the child's permanent home address may be sought.

All distances are measured as the crow flies (i.e. straight line) from the start point of the **permanent** home address, as set by Ordnance Survey. Heathside School uses Esri UK Ltd to facilitate measurements.

#### **Late Applications:**

Applications received by the school after the closing date, but where the Home Local Authority Application Form was received by the deadline, will be dealt with as on-time applications.

Applications received after the closing date will be processed after Thursday, 1<sup>st</sup> March 2018 and where places are not available, will be added to the waiting list in order of the oversubscription criteria set out above.

#### **PART 2 – Applications for children in other year groups wishing to enter Heathside School at any stage in the academic year.**

Parent(s)/guardian(s) who wish to apply for a place in current Years 7,8,9,10 and 11 should contact Mrs. S.E. Buroni, Admissions Manager who will advise how they should proceed with an application.

Applications in this area will be considered depending on the availability of places and in accordance with the Criteria, excluding Criterion 8, as listed in Part 1.

Parent(s)/guardian(s) 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.

- Parent(s)/guardian(s) 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 Principal, 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.
- Parent(s)/guardian(s) 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 Principal, 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 to the school, the applicant will be invited to apply again in the following year for the correct cohort.

Parent(s)/guardian(s) 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.

### **Additional Information Relevant to Part 1 and Part 2 of the Admissions Policy**

#### **Tie Breakers:**

If over subscription occurs in Criteria 1, 2, 3 or 4 the Governing Body of the school will draw lots to determine which child should be given priority. This process would be duly witnessed and recorded.

If oversubscription occurs in Criteria 5 or 6 places will be prioritised according to distance. Distances will be measured by a straight line from the start point of the **permanent** home to the Reception entrance of the school.

If oversubscription occurs in Criteria 7, 8 or 9 places will be prioritised accordingly to distance. Distances will be measured by a straight line from the start point of the **permanent** home to the nearest point on the line marking the perimeter of the catchment area.

Where multiple applications are received from one family, e.g. twins, triplets or other multiple births, for a single remaining place in the oversubscription criteria, the Governors will admit both/all children even if it means going over the PAN.

Where two or more children share a priority for a place, e.g. where two children live equidistant from the school and only one place remains, the Governing Body of the school will draw lots to determine which child should be given priority. This process would be duly witnessed and recorded.

#### **Waiting Lists:**

Waiting lists will be kept throughout the academic year and applicants will be ranked accordingly to the published admissions criteria. Unsuccessful applicants stating a preference for Heathside School can ask to be placed on a waiting list.

On the waiting lists, priority under Criterion 8 will only apply for new Year 7 admissions.

Parent(s)/guardian(s) who wish their child's name to be transferred to a waiting list for the September of the following academic year are required to put their request in writing to Mrs. S.E. Buroni, Admissions Manager by the end of June of the current academic year.

#### **Warning:**

Places are withdrawn every year because parents give a false **permanent** home address on application forms. This includes cases where parents take out short-term lets, or buy a property solely to use that address on the application with no intention of taking up permanent residence there. In fairness to all parents and applicants, addresses of applications made under Criterion 6 (Catchment) which are likely to be offered a place will be checked. If fraudulent, intentionally misleading, incorrect information or information requested is not forthcoming, the Governors may withdraw the offer of that place.

**Appeals:**

The Governors will make arrangements to enable the parent(s)/guardian(s) of a child to appeal to an Independent Appeal Panel against any decision by or on behalf of the Governors who refuse the child admission to the School. In making these arrangements, the Governors will have full regard to Schedule 24 (Admissions Appeals) of The School Standards and Framework Act 2012.

In the first instance the parent(s)/guardian(s) should contact Mrs. S.E. Buroni, Admissions Manager for information and to request appropriate paperwork.

No member of staff or individual connected to the school can guarantee the offer of a place for a child. Places are offered by the School Governors Student Learning and Progress Committee, who apply the criteria for admission.

The school will hold an Open Evening on Wednesday, 13<sup>th</sup> September 2017 – 6.30pm – 9.00pm and an Open Morning on Friday, 15<sup>th</sup> September 2017 – 9.45am – 12 Noon for Year 7 entry. Alternative appointments can be made to visit the school by contacting Mrs. S.E. Buroni, Admissions Manager.