



## Yattendon School

### ADMISSIONS POLICY for 2026

<b>Date adopted</b>	2021	<b>Last review date</b>	17/09/2025
<b>Review period</b>	Annually	<b>Next review due</b>	Spring 2027
<b>Based on Surrey model?</b>	Yes	<b>Policy prepared by</b>	Karen Burgess
<b>Status</b>	Statutory		

This document sets out Yattendon School's proposed admission arrangements for **September 2026**.

The school will have a published admissions number based on capacity and in consultation with Surrey County Council. Our current PAN is **90**

Applications for admission to Year 3 will be managed in accordance with Surrey's coordinated schemes on primary admission.

Applications for Reception and Junior schools must be made by **15th January 2026**. Places at Surrey primary schools will be offered on the basis of the preferences that are shown on the application form. Parents will be asked to rank up to **four** preferences and these will be considered under an equal preference system.

Children with an Education, Health and Care Plan (EHCP) that names a school 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 have named the school.

Should the number of applications exceed the agreed number of places for any given year the following criteria will be applied in this priority order:

**First priority: Looked after and previously looked after children (LAC & PLAC):**

'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); and

- 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

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 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 this 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 this 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.

Places may be allocated under this criterion when places are first offered at this school and the Local Authority may also ask schools to admit over their Published Admission Number at other times under this criterion.

**Third Priority: Siblings**

Children will be given sibling priority if they have a sibling on roll at either Horley Infant School or Yattendon School and that sibling is still expected to be on roll at either school 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 at the same address.

This will apply both at the initial allocation of places and also when prioritising the waiting list. Giving sibling priority has the effect of maximising the opportunity for children in the same family to be educated at the same school.

**Fourth Priority: Children attending Horley Infant School not admitted under Priority 3.**

**Fifth Priority: Remaining Applicants according to distance from home to school.**

When a category is oversubscribed by applicants, priority will be given to those living closest to the school as measured in a straight line, from the address point of the pupil's house, as set by Ordnance Survey, to the nearest school gate available for pupils to use. This is calculated using the Surrey Admission and Transport Team's Geographical Information System.

### **Tie Breaker**

Where two or more children share a priority for a place, e.g. where two children live equidistant from the school, the school will draw lots to determine which child should be given 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.

### **Arrangements for the admission of children with disabilities**

The admission of children with disabilities is considered in the first instance in the same way as non-disabled children. Further considerations are made in the light of need and accessibility and the school would work with parents/carers and other agencies involved to ensure that appropriate provision could be provided. It is the school's policy to accommodate children with disabilities should parents wish and individual needs are planned for to prevent any children with disabilities being treated less favourably than other children.

In practice, we ensure that classroom and extra-curricular activities encourage the participation of all children, including those categorised as having Special Educational Needs and Disabilities. Staff organise human and physical resources within the school to increase access to learning and participation by all children.

Risk Assessments and Individual Support Plans will be put in place as appropriate.

### **Existing facilities provided to assist access to the school by children with disabilities:**

Step free access to the school site and into the school building, 2 disabled parking bays are available near the main reception doors.

Carpeted classrooms to aid hearing impaired children's learning.

Routes to the main entrance are clearly signed and free from obstructions

A Disabled toilet is available on the ground and first floor.

Double storey building with lift access to the mezzanine first floor with typically wide corridors and access routes. Please note that some parts of the school are not accessible by lift access but the school would ensure that a child with a disability is allocated to a suitable classroom.

**Home Address:**

Within the admission arrangements for Yattendon School 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. In the case of formal equal shared custody, **it will be up to the parents to agree which address to use**. In other cases, it is where the child spends most of the time.

The address to be used for the initial allocation of places to Year 3 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. Parents have a responsibility to notify Surrey County Council and Yattendon School of any change of address.

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.

**Applications for a Place Outside a Child's Chronological Year**

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, 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.
- 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 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

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 [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)

**Parents of children not accepted using the above criteria will be notified of their right of appeal.**

### **In-Year applications**

All applications will be processed in accordance with the school admissions criteria to prioritise all in-year applications. This is the same criteria that is used for new round admissions.

### **SUPPLEMENTARY NOTES**

Parents can view the Primary School Admissions booklet with information on all Surrey Schools at the Surrey County Council website: [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)

Distances of addresses to our school are determined using the Surrey School Admissions Team's Geographical Information System.

<http://findaschool.surreycc.gov.uk/>

### **Waiting Lists and Late Applications –**

Where there are more applicants than places available, waiting lists will operate for each year group without regard to the date the application was received or when a child's name was added to the waiting list.

Upon written request, your child's name will be put on the waiting list if Yattendon is a higher-ranked preference than the school you are offered. We will hold these lists until the end of the summer term of the current academic year. If you want your child's name to stay on the waiting lists in subsequent years you must let the school know, again in writing. Vacancies from the list will be filled in accordance with the school's admissions criteria.

No matter how long your child's name has been on the waiting list, their position on it may change if a child having a higher priority is subsequently added to the list.

It is important that you return your form by the closing date determined by Surrey County Council's coordinated admissions criteria. Applications received after this date will be considered after a decision has been made regarding all applications received by the due date. If you fill in a form after the closing date, please send it to the School Admissions Team, Surrey County Council, PO Box 475, Reigate RH2 2HP

### **Appeals –**

To lodge an appeal, parents should write to the clerk to the governing body at the school address.

## **APPENDIX 1**

### **FRAUDULENT APPLICATION FOR ADMISSION POLICY**

**This document should be read as an appendix  
to the school Admission Policy**

- If a school place is obtained by fraudulent means (e.g. making an untrue statement as to normal permanent place of residence of the child) the offer of a school place will usually be withdrawn.
- Where doubt is expressed documentary evidence will be required as evidence of residence such as utility bills, council tax documents, bank statements or tenancy agreements which should be recent. Evidence that this is also the residence of the child and not just the parents may also be requested.
- The school will investigate any allegations of fraud which are made.