

Admission Arrangements for 2024/2025

Greensand Multi-Academy Trust is the admission authority for Reigate School. The Published Admission Number for initial entry into Reigate School in September 2024 is 250.

Applications for admission at the normal intake will be managed in accordance with Surrey's coordinated scheme for secondary admission. Applications for admission to Year 7 must be made by **Tuesday 31st October 2023**. Places at Surrey schools will be offered on the basis of the preferences that are shown on the application form. Applicants will be asked to rank up to six Year 7 preferences and these will be considered under an equal preference system.

Children with an education, health and care plan (EHCP) that names the 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 education, health and care plan that names the school.

Where Reigate School is over-subscribed for any year group, applications for entry in 2024/2025 will be ranked in the following order:-

1. Looked after and previously looked after children (**see Note 1**)
2. Exceptional social/medical need (**see Note 2**)
3. Children of a member of staff (**see Note 3**)
4. Siblings (**See Note 4**)
5. Children living within the catchment area (**see Enclosure 2**).
6. Any other children.

If within any category there are more children than places available, any remaining places will be offered to children who meet that criterion on the basis of proximity of the child's home address to the school. The 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 main school gate for pupils to use. For example; if the school is oversubscribed from within Criterion 5, children living closest to the school and within the catchment area will be given priority.

Notes:

1. Looked after and previously looked after children

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;
- 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.

2. 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 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 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 its Published Admission Number at other times under this criterion.

Children of a member of staff

Priority will be given to a child if their parent is a permanent member of staff within the school and meets either or both of the following circumstances:

- 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.

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, 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.

A Supplementary Information Form (Appendix 1) must be completed and returned to Greensand Multi-Academy Trust (using the address on the form) by the application closing date for all applicants wishing to apply under this criterion.

3. Siblings

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

4. Catchment Area

The catchment area (please see Catchment Plan for Reigate School at Appendix 2) has been drawn following either roads or geographical features. Where a road is used, housing on both sides of the road is included within the catchment.

5. Home address

The child's home address excludes any business or childminder's address, or 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 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.

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.

The address to be used for the initial allocation of places to 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.

6. 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 the school, random allocation will be used to determine which child should be given priority.

Any child from a multiple birth will be offered a place if one child has already been offered a place and the subsequent child(ren) are ranked consecutively.

7. Waiting lists

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

8. In-year admissions

The following applications will be treated as in-year admissions during 2024/2025:

- applications for admission to Year 7 which are received after 1 September 2024;
- all other applications for admission to Years 8, 9, 10 and 11.

Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria for the school.

9. 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 Headteacher, the Trust agrees 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 Headteacher, the Trust agrees 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 provide what evidence they have to support this. More information on educating children out of their chronological year group is available at: www.surreycc.gov.uk/admissions.

The process for making such requests to Greensand Schools can be found in the Admission Arrangements section of the Greensand Multi-Academy Trust website and individual school websites.

10. Providing false or misleading information

If an applicant is found to have supplied false or deliberately misleading information or to have withheld any relevant information, the local authority reserves the right to withdraw any offer of a place, even if the child has already started at the school.

11. 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 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. 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 & Childcare Service on: 0300 200 1004.

February 2023



Supplementary information form for applicants applying under the criterion for Children of Staff 2024

Applicants who wish to be considered for priority under the criterion for Children of Staff must complete this form, in addition to the common application form, by:

- Applications for Year 7 in September 2024 – **31 October 2023**
- Applications for Reception and Year 3 in September 2024 – **15 January 2024**

1. Child's details:

Surname:

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Forename:

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Date of Birth:

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2. Parent/Guardian's details:

Surname:

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Forename:

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Name of school where employed:

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Date of employment commenced:

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Address:

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Post Code:

Tel. No. (Home)

Mobile:

Email:

Declaration

I am a permanent member of staff in accordance with the local authority's admissions policy:

- * I have been employed at the school for two or more years (as at the closing date for applications); and/or
- * I have been recruited to a post at the school for which there is a demonstrable skills shortage

Signature of parent/guardian:

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Date:

Once completed this form must be returned to:

Greensand MAT Central Team
c/o Reigate School
Pendleton Road
Reigate
Surrey RH2 7NT

Appendix 2

