



Admission Policy 2025 - 2026

Governor Lead:	Keith Nelson	
Nominated Member of Staff:	Lorraine Wood	
Status & Review Cycle:	Statutory	Annual
Next Review Date:	Autumn 2026	

*This policy shall remain in force and effect until it is reviewed and updated by the governing body.
The review will be undertaken as per statutory guidance or as deemed necessary due to changes in legislation, school procedures, or other relevant factors.*

The published admission numbers for initial entry to Epsom Downs Community School and Early Years in September 2026 are as follows:

Nursery - 52

Reception - 60

Applications for admission at the normal intake will be managed in accordance with Surrey's coordinated schemes on primary admission. Please see Surrey's admission information for further details regarding applications, processing, offers, late applications, post-offer and waiting lists.

<https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/primary-junior-and-infant/apply>

Applications for Reception must be made by 15 January 2026. 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 four Reception preferences and these will be considered under an equal preference system.

Children with an education, health and care plan (EHCP) that name 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 EHCP who have named the school.

When the school is over-subscribed for any year group, applications for entry in 2025/26 will be ranked in the following order:

1. **First criterion: Looked after and previously looked after children**
2. **Second criterion: Exceptional social/medical needs**
3. **Third criterion: Children of a member of staff**
4. **Fourth criterion: Children who will have a sibling at the school at the time of the child's admission**
5. **Fifth criterion: Children for whom the school is their nearest school**
6. **Sixth criterion: 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.

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 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 the school and the local authority may also ask the school to admit over its published admission number at other times under this criterion.

Exceptional social/medical needs

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at the 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 this particular school and why no other school could meet the child's needs.

In addition, children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted, will be considered under this criterion. 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.

Providing evidence does not guarantee that a child will be given priority at the 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

Epsom Downs Community School and Early Years Centres above any other school. Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under the 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 the school.

Places may be allocated under this criterion when places are first offered at the school and the local authority may also ask the school to admit over their published admission number at other times under this criterion.

<https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/primary-junior-and-infant/apply/step-3-before>

Children of a member of staff

Priority will be given to a child if their parent is a permanent member of staff at 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 and for the purpose of maintaining a waiting list, 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 must be completed and returned by the application closing date for all applicants wishing to apply under this criterion.

The form will be available from: <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions>

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, ordinarily 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 that school at the time of the child's admission.

Giving sibling priority has the effect of maximising the opportunity for children in the same family to be educated at the same school.

Nearest school

For the normal intake to a school in 2026, the nearest school will be defined as the school closest to the home address.

The nearest school may be inside or outside the county boundary. When assessing which school is nearest, distances to Surrey schools will be measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the nearest point within each school which is used to measure distance for the purpose of prioritising admissions, as set out in each school's admission arrangements. Where a Surrey school does not use distance to prioritise admissions, the measuring point will be the nearest official school gate for pupils to use. Distances to schools outside of Surrey will be calculated using the postal address coordinates for the school. Parents can view Surrey's School map to see their home to school distances at

<https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/about-map/find-a-school>

Any child remaining on the waiting list after 1 September 2026 will be considered to be an application for in year admission. After this date, when assessing nearest school, all schools with the appropriate year group will be taken in to account.

Home address

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.

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/carer 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 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. 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 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 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.

Tie breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year

Unless stipulated otherwise, if within any criterion there are more children than places available, any remaining places will be offered to children who meet the criterion on the basis of proximity of the child's home address to the school, with children living nearest receiving the greater priority. 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 nearest official school gate for pupils to use. This is calculated using the admissions team's Geographical Information System. Where two or more children share priority for a place, e.g. where two children live equidistant from a school, 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, each child will be offered a place.

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. Waiting lists for each year group will be maintained until 31 July 2026 when they will be cancelled. Applicants who wish a child to go on the waiting list for the 2025/26 academic year must reapply for in-year admission through Surrey County Council. Fully completed applications received during July 2026 will be used to reform the waiting list during August 2026. Applications received after the end of July 2026 will be added to the waiting list as soon as they have been processed.

In-year admissions

The following applications will be treated as in-year admissions during 2025/26:

- applications for admission to Reception which are received after 1 September 2026;
- all other applications for admission to Years 1 to 6

Applications for a school place 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 schools published oversubscription criteria.

Starting school

Epsom Downs Community School and Early Years Centres has a single intake into Reception. All children whose date of birth falls between 1 September 2021 and 31 August 2022 will be eligible to apply for a full time place in Reception at the school for September 2026.

Applicants can defer their child's entry to Reception until later in the school year, but this will not be agreed beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the academic year for which the offer was made. Applicants may also arrange for their child to start part time until their child reaches statutory school age.

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 local authority 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 local authority agrees 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

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.

Home to school transport

Surrey County Council has a Home to School Transport policy that sets out the circumstances in which 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. Eligibility to transport is not linked to the admission criteria of the 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 the school before making their application.

In considering eligibility for home to school transport, the local authority will take account of all state funded schools, including free schools and academies. Applicants should note that the opening of a new school or the permanent relocation of an existing school might change which school is assessed to be the nearest to an address when compared to assessments made in previous years. If for any reason a school educates children on a temporary site, the assessment of nearest school for the purpose of home to school transport eligibility will disregard the temporary site and will instead use the intended permanent site of the school or, if that has not yet been determined, the current main site of the school. Where a school is operating on a temporary site and that school's permanent/current site is deemed to be a child's nearest qualifying school, the home to school walking distance will be measured to the school's temporary site to determine if the child lives over the statutory walking distance and is eligible for transport assistance. Eligibility will be reassessed at the point a child ceases to be educated at the temporary site.

A full copy of Surrey's Home to School Transport policy is available on Surrey's website at www.surreycc.gov.uk