



# Onslow Infant School

## Admissions Policy & Procedures 2025

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

Policy Review

This Policy was adopted Autumn 2025  
The Policy will be reviewed in Autumn 2026  
By Onslow Infant School Governing Board

For admission from 1 September 2025 to 31 August 2026. As a community school, the Surrey County Council is the Admission Authority and has agreed a Published Admission Number (PAN) of 60. 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 do this can be found in the information for parents available on line on the Surrey County Council website <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/primary-junior-and-infant/apply>.

#### THE APPLICATION SYSTEM

The Local Authority operates an equal preference system. The Local Authority directs the school to admit any child with an Education Health and Care Plan (EHCP) in which Onslow Infant School is the named school. If the number of children applying exceeds the number of places available, the Local Authority applies a set of Admission Criteria to determine the order in which places will be offered as follows:

**1. Looked after children or previously looked after children.**

Any child who is in the care of the local authority or is provided with accommodation by a local authority in accordance with Section 22 Children Act 1989 e.g. fostered or living in a children's home, at the time an application for a school is made. Any child who was previously in the care of the local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, including those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted; a child arrangements order (in accordance with section 8 Children Act 1989 as amended by the Children and Families Act 2014) or special guardianship order (in accordance with section.14(a) of the Children Act 1989). A letter from the Children's Services Department confirming the child's status must be submitted at the time of application.

**2. Any child who has a serious social or medical need.**

Appropriate independent supporting evidence of this need will be required with the application in the form of a letter from, for example, a registered health professional or social worker at the time the application is made. Please note that a letter from a GP will not be sufficient medical evidence. The letter should set out the particular reasons why it is essential that the child should attend this school and the difficulties that would be caused if the child had to attend another school. The evidence will be assessed by the Admissions Committee of the Governing Board who may seek additional information if any point is unclear from the information supplied. Please note that it is expected that all mainstream schools will support children with the more common medical illnesses or stress related symptoms.

**3. Children of Staff**

**4. Any child who has a sibling on the roll at Onslow Infant School at the time of application.**

**5. Nearest school by distance**

## **6. Any other child who wishes to attend this school.**

### **Oversubscription**

If there is oversubscription within any of the groups above, places will be allocated to children living nearest the school. The distance is measured in a straight line from the address point of the child's home, as set by Ordnance Survey to the nearest school gate available for pupils to use. This is calculated using the Admissions and Transport Team's Geographical Information System. For buildings where there are multiple addresses with the same address point, or where the distance to school would be the same for all applicants, priority will be decided by way of a lottery.

### **HOW TO APPLY**

- Parents are invited to make arrangements to visit the school and talk to the Head Teacher to help them with their selection of a school, although this plays no part in the admissions process.
- Application forms for admission are obtained from the Local Authority as a hard copy or via their website ([www.surreycc.gov.uk](http://www.surreycc.gov.uk)) and must be returned directly to them by the date published on their website.
- All places for September are offered by the Local Authority.
- The school operates a phased induction period.
- For entry into Reception, a child may attend part time until the term in which they become 5. • For entry into Reception, parents may defer entry (full and part time) until the beginning of the term after the child attains the age of 5, but not beyond the beginning of the final term in the academic year for which a place is offered, the details of which to be agreed with the head teacher.

### **Multiple births**

If the last child to be offered a place is from a multiple birth, further consecutively ranked siblings from the same multiple birth will also be admitted if the parents so wish, even though this will exceed the PAN. The PAN will however remain unchanged and no further child will be admitted until a space becomes available.

### **Address Point at Application**

The address point of the child's home given at closing date of application will apply unless a change of address for good reason is accepted by the Home Local Authority.

### **Late Applications**

These will be considered in accordance with Surrey's co-ordinated admissions scheme.

### **In-year Applications**

Applications should be made direct to Surrey Admissions [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)

### **Waiting Lists**

The school maintains a waiting list until the end of the academic year. If parents wish their child to be included on a waiting list, they should contact the school direct to request that the child's name be added to it. If a vacancy arises the school will apply the criteria above to fill the place.

### **Educating outside Chronological Year Groups**

Parents of children born from 1st September 2020 to 31st August 2021, may choose to delay admission to school until the term after their child turns five, when statutory school age is reached. A child would normally start school in Year 1 the following year, missing out on Reception altogether. However, a parent may request that their child is admitted to Reception instead, meaning that the child would be educated outside their correct year group. In this instance parents should discuss their wishes with the Head Teacher, stating clearly why they feel admission to a different year group would be appropriate, including supporting documentary evidence if they wish. (Parents applying for their child to enter the school in later years may also choose to seek places outside their child's correct year group, but in all cases this should be discussed with the Head Teacher and Surrey County Council Admissions). The Head Teacher and Surrey County Council Admissions will then make a decision as to which year group (YR or Y1) the child should enter in the following year, based on the particular circumstances of the case and in the best interests of the child. The Head Teacher's views will be taken into account and reasons for the decision shared in writing with parents. However, please note that the school cannot 'reserve' a place either in Reception or Year 1 for the following year, when a fresh application must be made. Please also note that there is no right of appeal if a place is offered that is not in the parents' preferred age group. 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).

### **Right of Appeal**

Parents have a right of appeal against refusal of a place to an Independent Appeal Panel. Details of the Appeal Procedure are available from the school.

### **Definitions**

"Home address" means where the child lives permanently or spends the majority of the school week. In the case of formal equal shared custody, it will be up to the parents to agree which address to use.

"A sibling" means one of two or more children having one or both parents in common or unrelated children who live in the same household as if they were members of the same family.

"Parents" means natural, adoptive, step, foster and parents who are living together or legal guardians. This policy will be reviewed annually and was last updated, agreed and determined by the Governing Board in September 2024.

### **Procedure for Year R entry**

1. Whenever possible, children coming into school will be visited at the local playgroups by their teachers in the term prior to entry.
2. The children will visit the school for a minimum of 2 morning or afternoon sessions when they will have the opportunity to meet EYFS teachers and experience a variety of activities in the classrooms.
3. 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.
4. Home visits are organised for the first week of term in September where parents and children will be able to meet individually with school staff.
5. EYFS children start school in the week following the home visits. During this first week there is a phased starting procedure and parents are advised of this nearer the time.

### **Procedure for admissions in-year and 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 place at the school. Pupils who enter school within year are provided with a transition procedure that is tailored to their needs to enable them to make a successful transition into the school.

**Further information about admissions is available on the school website under 'School Information' then 'Admissions and Prospective Parents'.**