



The Raleigh School

ADMISSIONS POLICY for Admission from 1st September 2025 – 31st August 2026

The Raleigh School is a two-form entry primary academy in the semi-rural village of West Horsley, near Guildford in Surrey and since July 2017 has been part of the South Farnham Educational Trust, a Multi-Academy Trust.

The school participates in the local authority co-ordinated admissions scheme where an equal preference system operates (for details see LA website).

Children are entitled to a full time school place in the September following their fourth birthday. Applications for entry into Reception, which has a Published Admission Number (PAN) of 60, should be made direct to the Local Authority, Surrey County Council. Information on how an application can be made can be found at www.surreycc.gov.uk.

Applications for "In-Year" Entry, i.e. Years 1 to 6 inclusive, and Year R entry after the start of the academic year, should be made directly to the school where the criteria outlined below will be applied. If there is no available place, the applicant will be placed on waiting lists that are reviewed annually.

All children applying for a place at the school whose Education, Health and Care (EHC) plan names the school will be admitted.

Priority for admission arrangements from 2025 will be as follows:

First priority: looked after and previously looked after children

- 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 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); and
- Children who appear (to the admissions 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 who 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.

Second priority: exceptional arrangements

Occasionally there will be a very small number of children for whom exceptional arrangements apply which mean that The Raleigh is the only appropriate school for the child. Evidence from a consultant doctor will be required for medical cases or documented evidence from any support services involved for other sensitive family circumstances will be required. These exceptional arrangements may override other admissions priorities.

Providing evidence does not guarantee that a child will be given priority and in each case a decision will be made based on the merits of the case and whether evidence demonstrates that a placement should be made at this school above any other.

Third priority: children of staff at the school

Priority will be given to children of members of the senior leadership team who have been employed at the school for two or more years and for new staff employed to a difficult to recruit position.

For normal round admissions the date that will be used to assess this will be the closing date for applications which is 15th January 2025. For in-year applications the date that will be used will be the date the application is made.

Fourth priority: siblings

Children who will have a sibling still attending The Raleigh at the time of their admission. A sibling is defined as a brother or sister (that is, another child of the same parents, whether those parents both live at the same address or not); or a half-brother or half-sister, adopted or fostered brother or sister or step-brother or step-sister, living as part of the same family unit at the same address, Monday to Friday.

Fifth priority: all other applicants

This will be measured in a straight line from the address point of the child's home, as set by Ordnance Survey, to the nominated gates at the site.

Tie Breaker

In the event of any category being oversubscribed, priority will be given to those living nearest to the school measured in a straight line from the home address point of the pupil's house, as set out by Ordnance Survey to the nearest school gate for pupils to use; this is calculated using the Surrey County Council Geographical Information System. 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 shared custody, it is the address where the child spends most of the time.

All distances will be measured by the computerized Geographical Information System maintained by Surrey's Admissions and Transport team. Any offer of a place on the basis of address is conditional on the child being resident at the address provided.

The nominated gates are the pedestrian gate in the pathway joining Northcote Crescent and Nightingale Crescent, (Back Gate) and the gate at the front of the school in Northcote Crescent, (Main Gate).

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 Co-ordinated Schemes 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 is conditional upon the child living at the appropriate address of the relevant date. Parents have an obligation to notify the school of any change of address.

As a two-form entry primary school, parents of twins often choose us in order that their children can be placed separately in parallel classes allowing each child independently to develop socially, emotionally, intellectually and academically. The Raleigh School, in line with sound educational practice, does not place twins in the same class.

Where two or more applicants live equidistant and share priority for a place, lots will be drawn 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, the child to be offered the last remaining place will be determined by their list position which, in accordance with our tiebreaker, will have been determined by the drawing of lots.

Children of members of the leadership team staff who don't initially fulfil the two-year requirement will have their position on the waiting list updated according to eligibility on the date in question.

Starting School

There is a single intake into Reception. All children whose date of birth falls between 1 September 2020 and 31 August 2021 will be eligible for a full-time place in Reception for September 2025. Parents 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 original offer was made. A child can start part time until they reach statutory school age.

Out of Year Group Requests

Applicants may choose to seek a place outside their child's chronological (correct) year group either decelerated or accelerated. Decisions will be based on 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, 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 headteacher, the admission authority agrees 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 headteacher, the admissions authority 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.

Waiting Lists

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

Where additional children are added to the waiting list, it will be ranked again in line with the oversubscription criteria. As part of the initial intake to Reception, applicants will automatically be placed on the waiting list if they have not been offered a higher preference school.

Waiting lists for the initial intake will be maintained until the last day of the Autumn term when they will be cancelled. Parents wishing to remain on the waiting list after this date must write to the school by 31 December 2025, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 31 December 2025, parents whose children are not already on the waiting list but who wish them to be so must apply for in-year admission. Waiting lists for all year groups will be cancelled at the end of each academic year.

Late applications

Late applications for the initial intake to Reception will be considered in accordance with Surrey's Primary Coordinated Admission Scheme.

Appeals

If a place is not offered at the school there is a right to appeal to an independent panel. If you need any more information regarding the appeals process please visit www.surreycc.gov.uk/schoolappeals.

This policy was determined by the Trust following approval by the Trust Board on 30th November 2023 following approval by the Trust Admissions Committee on 16th October 2023 and The Raleigh School Local Governing Body at their meeting on Wednesday 8th November 2023 and the main Trustee Board Meeting on 30th November 2023. It will be reviewed annually.