

ADMISSIONS POLICY

for Admission from 1st September 2026 - 31st August 2027

Normandy Village School is a one form entry Primary school in the heart of Normandy Village. The Published Admission Number for initial entry to Normandy Village School in 2026 is 30.

The admissions authority is South Farnham Educational Trust. Applications for admission at the normal intake will be managed in accordance with Surrey's coordinated scheme for primary admission.

The administration of admissions is managed in association with the Surrey County Council Admission and Transport Team. Parents making an application should apply online via the Surrey County Council website by the closing date 15th January 2026. Alternatively, you may apply for a paper application by contacting Surrey County Council on 0300 200 1004.

Parents applying under Criterion 3 must submit our Supplementary Information Form (SIF) in addition to their online application, so that the application can be considered correctly in the case of oversubscription. The SIF is available from the Admissions page on our website and must be sent directly to the school by the Local Authority's published closing date. If the SIF is not submitted, applicants cannot be considered under this criterion.

Parents applying for sibling priority under Criteria 4 must clearly state within their online application the details of any qualifying siblings. If this information is not submitted, applicants cannot be considered under these criteria.

Children with an education, health and care plan 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 name the school.

Where the school is over-subscribed for any year group, applications for entry in 2026-27 will be ranked in the following order:

1. Looked after and previously looked after children (both within England and outside of England) (see Note 1)
2. Exceptional social/medical need (see Note 2)
3. Children whose 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 Normandy Village School for two or more years at the time at which the application for the 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 (see Note 3)
4. Children who will have at least one sibling on roll at Normandy Village School at the time of admission (See Notes 4 & 5)
5. Any other children (see note 6)

Note, the term 'official school gate' means the actual gate at the Normandy Village School entrance on School Lane.

Guidance 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, eg. 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).

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.

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 this 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 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.

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 this 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 its published admission number at other times under this criterion.

3. 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, 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. Our **Staff Supplementary Information Form must be completed and returned to the school** by the Local Authority's published closing date. If the SIF is not submitted, applicants cannot be considered under this criterion.

4. 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.

5. Sibling on roll at time of admission

To qualify for sibling priority 4, at least one of the siblings named on the Common Application Form (CAF) must still be on roll at Normandy Village School **at the time of admission**. For the avoidance of doubt, this means the first day of term in the September that the child starts school. If sibling priority 4 was claimed on the CAF and the sibling is no longer on roll at the time of admission, then the application will be deemed to be

misleading and the Governing Body reserve the right to withdraw the offer. You may wish to consider whether you need to amend your application if you subsequently apply for a place elsewhere for the qualifying sibling.

6. Home address

The child's home address excludes any business, relative's 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 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 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 home 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 the school and Surrey County Council of any change of address.

7. Tie breaker

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

8. Multiple Births

If the last place is offered to a child from a multiple birth, the other sibling or siblings from that multiple birth will also be admitted, even though this may exceed the PAN. However, no further children will be admitted until/unless the number of children falls below PAN.

9. 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 all year groups will be maintained until 31 July 2027 when they will be cancelled. Applicants who wish a child to remain on the waiting list after this date must reapply for in-year admission.

10. In-year admissions

The following applications will be treated as in-year admissions during 2026-27:

- applications for admission to Reception which are received after 1 September 2026;
- all other applications for admission to Years 1 and 2.

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

Starting School

There is 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 for September 2026. 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 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. 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, 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 admission 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/schoolappeals

Late applications

Late applications into reception will be considered in accordance with Surrey's Primary Coordinated Admissions Scheme.

Withdrawal of an Offer

The Trust Board reserve the right to withdraw the offer of a place where the parent has not responded within a reasonable period, or it is established that the offer was obtained through a fraudulent or intentionally misleading application, which effectively denied a place to another child. Where an offer is withdrawn on these grounds, the application will be considered afresh, and a right of appeal offered.

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 Board on 5th December 2024 following approval by the Trust Admissions Committee on 14th October 2024 and the Normandy Village School Local Governing Body at their meeting on 12th November 2024. It will be reviewed annually.