



**The SWAN Trust**  
**Admissions Policy**  
**Academic Year September 2024-25**

This document sets out the determined admission arrangements for The SWAN Trust Schools for September 2024.

**The Published Admissions Numbers**

The Published Admission Numbers for initial Reception (Year R) entry are:

Barnsbury Primary School and Nursery	60	Kingfield Primary School	30
Beaufort Primary School	60	The Oaktree School (Infant)	60
The Horsell Village School (Infant)	90		

The Published Admission Numbers for initial Year 3 entry are:

The Hermitage School (Junior)	90
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Applications for admission at the normal intake will be processed in accordance with Surrey's coordinated schemes on primary and secondary admission. Please see further guidance at <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/arrangements-and-outcomes>

Applications for the school must be made by 15<sup>th</sup> January 2024. Places at Surrey primary schools will be offered on the basis of the preferences that are shown on the application form. Parents will be asked to rank up to four 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 applicants are considered. In this way, the number of places available will be reduced by the number of children with an EHCP that has named the school.

With the exception for **Year R applications to The Horsell Village School (Infant) and The Oaktree School (Infant) and Year 3 applications to The Hermitage School (Junior)**, where a school is over-subscribed for any year group (Barnsbury, Beaufort, Kingfield) applications for entry in 2024/25 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. Siblings (see Note 3a)
4. Children of staff at the school (See Note 4)
5. Any other children (Note 7)

Where **The Horsell Village School (Infant) is oversubscribed for Year R entry**, applications for entry in 2024/25 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. Current Siblings at the school (see Note 3a)
4. Children of staff at the school (see Note 4)
5. Previous siblings still at the same address (see Note 5)
6. Any other children (Note 7)

Where **The Oaktree School (Infant) is oversubscribed for Year R entry**, applications for entry in 2024/25 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. Current Siblings at the school, including sibling in The Hermitage School (Junior) (see Note 3b)
4. Children of staff at the school (see Note 4)
5. Any other children (Note 7)

Where **The Hermitage School (Junior) is oversubscribed for Year 3 entry**, applications for entry in 2024/25 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. Siblings at the school (see Note 3b)
4. Children of staff at the school (see Note 4)
5. Children attending The Oaktree School (Infant) (see Note 6)
6. Any other children (Note 7)

If oversubscription occurs within any of the above priorities then priority will be offered on the basis of nearness to the school measured in a straight line from the address point of the child's house, as set by Ordnance Survey, to the nearest official school gate for pupils to use. This is calculated using

the Admission and Transport Team's Geographical Information System. See Note 7 for further information on the definition of home address.

**Note 1: Looked after and previously looked after children**

Within the admission arrangements, looked after and previously looked after children will receive top priority for a place. If your child meets one of the following definitions, you should indicate this on your application and include supporting evidence from the child's social worker:

- 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 left care through adoption, 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).
- children who appear (to the local 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 and the Local Authority may also ask schools to admit over their published admission number at other times under this criterion.

**Note 2: Exceptional social/medical need**

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will 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 the school **and why no other school could meet the child's needs**. If you are applying for exceptional priority for a school that is not your nearest, you must explain why the nearer school cannot meet your child's needs. Providing evidence does not guarantee that a child will be given priority and in each case a decision will be made by The SWAN Trusts Admissions Committee. The SWAN Trusts Admissions Committee is made up of representatives from each of The SWAN Schools Local Governing Committees. The decision made will be 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.

Evidence to support applications under exceptional medical or social criteria must be provided with your form by **15<sup>th</sup> January 2024**.

Evidence received after that date may be considered only if it could not reasonably have been provided by 15<sup>th</sup> January 2024 but will not be accepted beyond 10<sup>th</sup> February 2024. Any evidence received after 10<sup>th</sup> February 2024 will not be considered until after the initial allocation of places.

Places may be allocated under this criterion when places are first offered. The Local Authority may also ask schools to admit over their published admissions number at other times under this criterion.

**Note 3a: 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 at the same address.

A child will be given sibling priority if they have a sibling at **the SWAN school applied for** at the time of the child's admission. For the initial intake to the school a child will be given priority for admission only if their sibling will still be at **that SWAN school** in September 2024. Giving sibling priority has the effect of maximising the opportunity for children in the same family to be educated at the same school.

**Note 3b: Sibling at The Oaktree School (Infant) or at The Hermitage-School (Junior)**

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 at the same address.

A child will be given sibling priority if they have a sibling at **The Oaktree School (Infant) or The Hermitage School (Junior)** at the time of the child's admission. For the initial intake to the school a child will be given priority for admission only if their sibling will still be at **The Oaktree School (Infant) or The Hermitage School (Junior)** in September 2024. Giving sibling priority has the effect of maximising the opportunity for children in the same family to be educated at the same school.

**Note 4: Children of staff at the school**

Priority will be given to children of:

- staff employed at The SWAN Trust school for two or more years who are on a permanent contract; or
- staff employed to a 'difficult to recruit position'

Staff will only receive priority for a place for their child at the school in which they work.

Children of members of staff who don't initially fulfil the two-year requirement will have their position on the waiting list re-assessed when this requirement is fulfilled.

A 'difficult to recruit position' will be determined by The SWAN Trust Board and their decision will be final.

For normal round admissions the date that will be used to assess this will be the closing date for applications (15th January 2024). For in-year applications the date that will be used will be the date the application is made or the date a place becomes available, whichever is the latter.

There is a supplementary form to complete in this category, please contact the school's admissions officer for details.

**Note 5: Siblings who previously attended The Horsell Village School (Infant)**

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 at the same address.

A child will be given priority if:

- they have siblings who previously attended The Horsell Village School (Infant) up to three years previously of the 1<sup>st</sup> September 2024; and
- the family are still living at the same address from which the previous sibling gained admission to The Horsell Village School (Infant).

**Note 6: Children currently attending The Oaktree School (Infant)**

This criterion only applies for applications to The Hermitage School (Junior) for Year 3 entry and is only applicable to children who attend The Oaktree School (Infant) in Year 2. It will not be applied once a child has left this school.

**Note 7: 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 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.

A temporary address will not generally be accepted 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 The SWAN Trust 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 and Transport team.

The address to be used for the initial allocation of places to Year R or Year 3 (for The Hermitage School (Junior) only) 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. Parents have a responsibility to notify the school and Surrey County Council of any change of address.

**Note 8: 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 when using distance as a tie breaker, e.g., where two children live equidistant from the SWAN school that was applied for, the school will draw lots at the initial time of ranking 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(ren) to be offered the last remaining place(s) will be determined by their initial ranked position.

**Note 9: Waiting lists**

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria for each 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 the initial intake to The SWAN Trust schools will be maintained until the last day of the Summer Term when they will be cancelled. Parents wishing to remain on the waiting list after this date must contact the school by 31<sup>st</sup> August 2025, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 31<sup>st</sup> August 2025, parents whose children are not already on the waiting list but who wish them to be so must apply via Surrey County Council using form IYA-SCCMA. Waiting lists for all year groups will be cancelled at the end of each academic year.

**Note 10: In-year admissions**

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

- applications for admission to Year R which are received after 1 September 2024
- all applications for admission to Years 1, 2, 3, 4, 5 and 6

Applications must be made to the desired SWAN school on Surrey's common application form.

**Note 10: In-year admissions (for The Hermitage School (Junior) only)**

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

- applications for admission to Year 3 which are received after 1 September 2024

- all applications for admission to Years 4, 5 and 6

Applications must be made to the desired SWAN school on Surrey's common application form.

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

**Note 11: Starting school**

All SWAN schools (apart from The Hermitage School (Junior)) have a single intake into Year R. All children whose date of birth falls between 1<sup>st</sup> September 2019 and 31<sup>st</sup> August 2020 will be eligible to apply for a full-time place in Year R for September 2024.

Parents can choose to defer their child's entry to Year R 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 in the academic year for which the application was made.

Applicants may choose for their child to start part time until the term after the child turns five years of age. The term 'part-time' refers to a 'mornings only' timetable.

**Note 11: Starting school (for The Hermitage School (Junior) only)**

The Hermitage School (Junior) has a single intake into Year 3. All children whose date of birth falls between 1<sup>st</sup> September 2016 and 31<sup>st</sup> August 2017 will be eligible to apply for a full-time place in Year 3 for September 2024 where there is an intake.

**Note 12: 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 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 any of the SWAN schools or The SWAN Trust. 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](http://www.surreycc.gov.uk) or from the Surrey Schools and Childcare Service on 0300 200 1004.

**19. Late applications**

Late applications for the initial intake to Year R, or Year 3 for The Hermitage School (Junior), will be considered in accordance with Surrey's Primary Coordinated Admissions Scheme.

## **20. Out of Chronological age group applications.**

### **Making a decision in the child's best interest**

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.

Whilst evidence shows that, statistically speaking, summer born children may perform less well in school tests, this does not mean that all children born in the summer term will struggle at school. Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to delay their child's entry to school, we would recommend that parents visit the schools they are thinking of applying for. The teachers will be able to explain the provision on offer to children in the Year R class, how it is tailored to meet the needs of the youngest children and how the needs of these children will continue to be met as they move up through the school. They may also be able to allay any concerns the parent may have about their child's readiness for school. It is also important to note that, whether they attend a Primary school or an Early Years setting during the academic year following their fourth birthday, children will receive the Early Years Foundation Stage curriculum which is largely based around learning through play.

The SWAN Trust agrees that, in general, children should be educated in their normal age group, with the curriculum differentiated as appropriate, and that they should only be educated out of their normal age group in very limited circumstances.

Parental requests require the admission authority to take account of the child's individual needs and abilities and to consider whether these can best be met in Year R or Year 1. It will also involve taking account of the potential impact on the child of being admitted to Year 1 without first having completed the Reception year. The views of the Headteacher will be an important part of this consideration.

### **Application Process**

Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

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 place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the Headteacher, The SWAN Trusts Admissions Committee agree 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.



We expect parents to provide us with information in support of their request; without it, it is unlikely that a decision on the basis of the circumstances of the case can be made. This should demonstrate to the SWAN school applied for why it would be in the child's interests to be admitted Year R rather than Year 1. In some cases, parents may have professional evidence that it would be appropriate for them to submit, for example, when a child receives support from a speech and language therapist. However, there is no expectation that parents will obtain professional evidence that they do not already have. The SWAN Trust will still consider requests that are not accompanied by professional evidence.

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 SWAN Trusts Admissions Committee 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, 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 any evidence they have to support this.

[https://www.surreycc.gov.uk/\\_data/assets/pdf\\_file/0018/12582/FINAL-Children-out-of-chronological-year-guidance-26092022.pdf](https://www.surreycc.gov.uk/_data/assets/pdf_file/0018/12582/FINAL-Children-out-of-chronological-year-guidance-26092022.pdf)

## Appendix 1: School Contact Details

### **Barnsbury Primary School and Nursery**

Almond Avenue

Barnsbury

Woking

GU22 0BB

Tel: 01483 763114

[admissions@barnsbury.surrey.sch.uk](mailto:admissions@barnsbury.surrey.sch.uk)

### **The Horsell Village School (Infant)**

Church Hill

Horsell

Woking

GU21 4QQ

01483 714804

[admissions@horsell-village.surrey.sch.uk](mailto:admissions@horsell-village.surrey.sch.uk)

### **Beaufort Primary School**

Kirkland Avenue

Goldsworth Park

Woking

GU21 3RG

01483 474986

[office@beaufort.surrey.sch.uk](mailto:office@beaufort.surrey.sch.uk)

### **Kingfield Primary School**

Kingfield Road

Woking

GU22 9EQ

01483 761885

[info@kingfield.surrey.sch.uk](mailto:info@kingfield.surrey.sch.uk)

### **The Hermitage School (Junior)**

Oakwood Road

St Johns

Woking

Surrey

GU21 8UU

01483 472047

[info@hermitage.surrey.sch.uk](mailto:info@hermitage.surrey.sch.uk)

### **The Oaktree School (Infant)**

Gorsewood Road

St Johns

Woking

GU21 8WT

01483 474981

[office@oaktree.surrey.sch.uk](mailto:office@oaktree.surrey.sch.uk)

## Appendix 2: Supplementary Information Form (Children of Staff)

**Only to be completed for applications under criterion 4  
(Children of Staff)**

Applications for entry on a staff basis must be supported by submission of this form. Once completed it must be returned to the Admissions Officer by 15th January 2024.

Name of child:                      Surname:.....

Forenames: .....

Date of Birth: .....

Name of Member of Staff: .....

Address: .....

.....

Telephone numbers:    Home: .....

Mobile: .....

E-mail: .....

I am a member of staff in accordance with The SWAN Trusts Admissions Policy:

- I have been working at the school for at least two years; or
- I meet a skills shortage.

Signature of parent/guardian: .....

Date: .....

# Appendix 3: Supplementary Information Form (Sibling left Infant School within 3 years)

Only to be completed for applications for The Horsell Village School (Infant) criterion 5  
(Sibling left Infant school within last 3 years)

Applications for entry on must be supported by submission of this form. Once completed it must be returned to the Admissions Officer by 15th January 2024.

Name of child: Surname:.....

Forenames: .....

Date of Birth: .....

Name of Sibling who left within last three years: .....

Address: .....  
.....

Telephone numbers: Home: .....

Mobile: .....

E-mail: .....

I have a child who left The Horsell Village School (Infant) within the last three years of September 2022

Signature of parent/guardian: .....

Date: .....