



West Byfleet Junior School

Admissions Policy

The Governing Body of West Byfleet Junior School follows the guidance and advice of the L.E.A. over its admission policy. We also recognise and adhere to all our statutory requirements regarding admissions.

West Byfleet Junior School - published admission number – 90

At West Byfleet Junior School, we offer an equal preference system. Parents will be given the opportunity to state 3 ranked school preferences.

The school recognises that parents have the right to express a preference for a school outside the area in which they live. Children can be accepted on this basis if the school is under subscribed.

West Byfleet Junior School follows the County Council agreed rules for Admissions for 2025

Priority for Admissions will be given according to the following:

1. Looked After Children and PLAC
These are children who are registered as being in the care of a Local Authority (LA) (for example, fostered or living in a children's home).
2. Exceptional arrangements
Occasionally, there will be a very small number of children for whom exceptional arrangements will apply. 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 and the LA may apply them when they first offer places. The LA may also ask schools to admit over their Published Admission Number at other times under this category.
3. Children of permanent members of staff where 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
4. Children attending West Byfleet Infant School.
5. Siblings not admitted under 4 Above
6. Any other children

If there is oversubscription in any of the above criteria, priority will be given on the basis of nearness to school measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest school gate for pupils to use. This is calculated using the Admission and Transport team's Geographical Information System.

Visit

Parents who are considering sending a child to West Byfleet Junior School are invited to make an appointment to visit the school. Parents will also be invited to an open afternoon and evening meeting, held in October every year. However if parents cannot make these dates, they can contact the office for an individual tour of the school. Parents are notified by the L.E.A. of the closing date for admissions, normally by January of the following year. Parents may apply online or contact the L.E.A. for a paper application form.

Parents are notified in writing by the L.E.A. if they are successful or unsuccessful in getting a place for their child, normally by 16 April 2025.

Application dates 2024-25

West Byfleet Junior School, as a maintained local authority school, follows the Surrey Policy for Admissions.

Applications for a place in Year 3 in September 2025 open on 4 November 2024 and close on 15 January 2025.

Outcome of application

You will receive the outcome of your application in the evening of 16 April 2025. You must accept or decline the offer by 30 April 2025.

In year applications

Surrey County Council coordinates the in year application for places within other year groups.

Surrey County Council is the admission authority for this school. To find up to date information about the school's admission arrangements; details on how to apply, either as part of the normal intake or during the school year; and information on how to appeal, please use this [link](#) to the Surrey County Council website –

<https://www.surreycc.gov.uk/schools-and-learning/schools/admissions>

If there is space within the year group you will normally be offered a place. If there is no place within the year group you will be put on the waiting list.

To apply for an in year place please visit the In Year Admissions section of the Surrey County Council or download the attached application on the website.

<https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/in-year>

Transition

At West Byfleet Junior School we believe in ensuring the best possible start for your child and we ensure a wide variety of transition opportunities ahead of your year 2 child joining our school in September.

Where possible if your child is transferring mid-year, we would arrange a buddy and support your child joining a new year group on their own.

Appeal

The parents have the right to appeal under the Education Act 1980 to an admissions appeal committee based at County Hall.