Bourne Education Trust school admissions arrangements for 2026/27
School: The Mead Infant School

Introduction

The Mead Infant School (the school) is an infant school in Bourne Education Trust (BET / the Trust).

Bourne Education Trust delegates its role as the admissions authority for The Mead Infant School, along with the task of determining the school's admissions arrangements to the school's Local Governing Committee (LGC) in line with the Trust's scheme of delegation.

The Mead Infant School has a separate admissions policy.

Published admissions number

The Mead Infant School has an intake of 90 pupils in Reception. This is known as the published admissions number (PAN).

Pupils with an Education, Health and Care Plan (EHCP) naming the school will be offered a place in accordance with the Education Act 1996 before other applicants are considered, reducing the number of remaining places available to the other applicants.

Applications for a place in Reception for September 2026

Applications to The Mead Infant School for a place in Reception for September 2026 are made through the Surrey County Council Admissions service who coordinate our applications for any child living in Surrey. To make an application for a place at the school, an applicant must name The Mead Infant School on the application form issued by the Local Authority. Information and the on-line application form are available on the Surrey Admissions website, www.surreycc.gov.uk/admissions. Further assistance can be obtained from Surrey Admissions on 0300 200 1004.

Applications may be made to The Mead Infant School for children living outside Surrey by naming the school on the application form issued by the admissions team at local authority in which the child lives.

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below in the following order (notes may be found in **Appendix A**):

1. Looked after children and children who were previously looked after children (see note 1).
2. Children with exceptional social or medical needs where it is deemed that this is the only school which can meet their needs (see note 2).
3. Siblings – children who will have a sibling in the school at the time of the child's admission (see note 3).

4. All other children. Remaining places will be offered based on nearness to the school measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the nearest official school gate for pupil use (see note 4 for the definition of home address).

Deferred entry

A child is entitled to a full-time place in the September following their fourth birthday. Parents can defer entry to the school until later in the school year but not beyond the point at which they reach compulsory school age, nor beyond the beginning of the summer term of the academic year for which the original application was accepted. Parents can also arrange for their child to attend part time until they reach compulsory school age.

Should parents wish to consider deferring entry, they should approach the school, and a meeting will be arranged at which options can be discussed.

Late applications

Applications received after the closing date will be considered in accordance with Surrey's co-ordinated admissions scheme. This will normally mean that they will be treated as late applications and only considered after all on-time applications have been processed. If there are vacancies, places will be offered based on the school's admission criteria. If there are no vacancies, your child may be placed on the school's waiting list.

Admission of children outside their normal age group

Parents 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.

The Mead Infant School along with Bourne Education Trust and all its constituent schools, is concerned with the development of the whole child. This includes their physical and emotional maturity, the development of social and interactional skills and the child's ability to respond to a curriculum which is age-appropriate, as well as suited to their individual abilities. In general, in line with the view of the Department for Education, it is the school and Trust's view that most children should be educated in their chronological year group, with the curriculum differentiated as appropriate, and that they should only be educated out of their chronological year group in limited circumstances.

Parents are advised to read the Department for Education's advice for parents on summer born children and starting school (Summer-born children: school admission) and Surrey County Council's guidance on the education of children out of their chronological year group to support their decision-making.

If, after reading the Department for Education's advice and the Surrey County Council guidance, a parent believes it would be in their child's best interests to be educated out of

their chronological year group, they are encouraged to contact the school prior to making a formal request. Parents are not obliged to make prior contact with the school and, where they do not, their request will still be considered.

Parents 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 the admission authority does not agree to accelerated entry, the applicant will be invited to apply again in the following year for the correct cohort.

Parents 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) should initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If the admission authority agrees that the child can have decelerated entry to the school, a place cannot be deferred, instead parents will be invited to apply in the following year for the decelerated cohort. A place would be offered, should one be available, in line with the published admissions arrangements applicable to that cohort of children.

If the admission authority does not agree to decelerated entry to the school for summer-born children whose parents make the decision for their child not to start school until the September after their 5th birthday, parents would need to make an in-year application for a year 1 place for their child that year. A place would be offered, should one be available, in line with the in-year admissions arrangements.

Depending on the timing of other applications for decelerated entry (i.e. delaying transition between Key Stages at year 3 into a junior school or 7 into a secondary school), if the admissions authority does not agree to decelerated entry, an in-year application for a place in year 4 or year 8 may be required. A place would be offered, should one be available, in line with the in-year admissions arrangements.

The admissions authority for The Mead Infant School is the school's Local Governing Committee. Parents wishing to apply for decelerated or accelerated entry alongside making their main round application (Reception for primary and infant schools, Year 3 for junior schools and Year 7 for secondary schools) should make this request in writing, including any supporting evidence, to the Chair of the Local Governing Committee. Parents should use the school's postal address or the following email address: office@mead.surrey.sch.uk.

The admission authorities will also accept requests for accelerated or decelerated admissions made through the general main round admissions application form, the CAF, but parents should be aware that the admissions authority may receive these requests very close to the decision deadline, leaving little time to seek further information if appropriate before their response is required. For this reason, parents applying for accelerated or decelerated admissions are encouraged to make their requests directly to the school as above.

Parents who make an in-year application for a child to be educated outside their normal age group should make this request in writing, including any supporting evidence, to the Chair of the Local Governing Committee.

Waiting lists

A waiting list will be maintained for each year group until the end of the summer term 2027. Any places that become available will be offered to the child at the top of the list. The waiting list is ordered according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised each time a child is added to, or removed from, the waiting list, or when a child's changed circumstances affect their priority.

Tie breaks

If within any criterion there are more children than places available, any remaining places will be offered to children who meet the criterion on the basis of proximity of the child's home address to the school, with children living nearest receiving the greater priority. Distance will be measured in a straight line from the address point of the child's home address, as set by the Ordnance Survey, to the nearest official school gate for pupils to use. This is calculated using the admissions team's Geographical Information System.

Where two or more children share priority for a place, for example, where two children live equidistant from a school, The Mead Infant School will use random allocation to determine which child should be given priority.

In the case of multiple births, where children have equal priority for a place, The Mead Infant School will use random allocation to determine which child should be given priority.

In-year admissions

In-year admissions applications are those that are made to join an existing year group within the school. Applications that will not be considered to be in-year applications are those being made for entry to Reception for September 2026 if they are made prior to 1 September 2026

In-year admissions for The Mead Infant School are managed by Surrey County Council Admissions service. Applications for in-year admissions are made using the Surrey County Council centrally managed in-year application form - In-year application CMA form (surreycc.gov.uk).

Comprehensive guidance can be found in the in-year admissions section of the Surrey County Council website (Apply for an in year school place - Surrey County Council (surreycc.gov.uk)).

If the in-year application also includes a request for a child to be educated outside their normal age group, parents should make this request in writing, including any supporting evidence, to the Chair of the Local Governing Committee in parallel with making their in-year application through the admissions service.

The Local Governing Committee will consider the application in line with the Admissions Code 2021 and aims to respond to applicants within 10 school days of the application being received, but within a maximum of 15 days.

Appeals

If a place is not offered at the school, there is a right to appeal to an independent panel.
For general help and information regarding school appeals, you can call the Surrey Schools and Childcare Service on 0300 200 1004 weekdays from 9am – 5pm. Alternatively, you can email surrey.schoolappeals@surreycc.gov.uk.

Date determined:	May 2025
Next review:	May2026

`

Appendix A - Definitions to support over-subscription criteria

Note 1 – Looked after and previously looked after children

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, 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 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); and
- 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 at a school 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 or medical needs

Occasionally a very small number of children have exceptional social or medical circumstances which warrant a placement at The Mead Infant School Applicants should make it clear on their application form that they wish their application to be considered under social / medical need.

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 particular 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 The Mead Infant School and applicants are encouraged to consider whether the evidence does support consideration under this criterion prior to submission. 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 The Mead Infant School above any other.

Common medical conditions and allergies can be supported in all mainstream schools, therefore priority under the exceptional medical criterion will not normally be given for these. Routine child-minding arrangements or a parent's wish that a child attends the school because of the child's aptitude or ability or because their friends attend the school are not normally considered to be an exceptional social reason for a place to be offered.

Note 3 – 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 stepbrother, step-sister or an adoptive or foster sibling, ordinarily living as part of the same family unit at the same address.

A child will be given sibling priority if they have a sibling on roll at the school concerned and that sibling is still expected to be on roll at that school at the time of the child's admission.

A child will also be given sibling priority for admission if their sibling is attending Auriol Junior School and that sibling is still expected to be on roll at the time of the child's admission as the school operates sibling priority with Auriol Junior School.

This will apply both at the initial allocation of places and also when prioritising the waiting list. Giving sibling priority has the effect of maximising the opportunity for children in the same family to be educated at the same school or at a school which operates shared sibling priority. At the initial allocation, when an applicant is applying for both a Reception place at The Mead Infant School and Auriol Junior School, if a place can only be offered to one child, the waiting list position for the other child will be adjusted to reflect the fact that they are expected to have a sibling in the other school.

Note 4 – Home address

Within the admission arrangements, 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 ch2ild benefit. If neither parent/carer 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 or rents 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 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.