

**Sandringham Infant School &
Little Badgers Nursery**

Sandringham Way, Frimley,
Surrey, GU16 9YF

A Kite Academy Trust School



Nurture, Enrich, Inspire

Head Teacher: Mrs K Money
Tel 01252 837538

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info@sandringham.kite.academy

Admissions 2018

If your child was born between 1st September 2013 and 31st August 2014, you will need to apply for a school place between 30th October 2017 and 15th January 2018.

The closing date for school applications for Reception in September 2018 is **Monday 15th January 2018**. These must be submitted to Surrey Admissions surreycc.gov.uk/admissions not directly to the school.

Parents wishing to apply for a place **in-year** should contact the school office on 01252 837538 for details.

Visits

During the autumn term 2017, we welcome visits to our school on the following dates:

Thursday 28th September
9.30am, 10.15am, 11am

Wednesday 11th October
9.30am, 10.15am, 11am

Wednesday 15th November
1.30pm, 2.15pm

Tuesday 21st November
9.30am, 10.15am, 11am

Wednesday 22nd November
1.30pm, 2.15pm

Wednesday 6th December
9.30am, 10.15am, 11am

Please reserve your place by telephoning the school office on 01252 837538.

Kite Academy Trust Admissions Criteria

The local authority is the admission authority for community and voluntary controlled schools and the Kite Academy Trust has bought into this service. Full details are available on the school admissions pages of Surrey County Council website under 'Admission arrangements and outcomes' - www.surreycc.gov.uk/admissions.

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 registered as being 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(a), 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(a) 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).

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 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 a 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 a particular 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 a particular school.

We reserve the right to refer medical evidence to Surrey's designated medical officer, where necessary, to assist us in making a decision about medical priority for a school place.

Places may 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.

3. Children of staff at the school

- a) 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
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

Please note: *Staff must apply as all other applicants and complete and submit a Supplementary Information Form (appended) directly to the school by the closing date.*

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.

A child will be given sibling priority in the Primary Schools if they have a sibling who will be at the school at the time of registration.

A child will be given sibling priority for the Infant Schools if they have a sibling who is currently at the school or who has left the Infant School up to 2 years previously.

5. Nearest school

The nearest school is defined as the school closest to the home address with a published admission number for pupils of the appropriate age-range, as measured by a straight line from the school gate nearest to their address and which has admitted children without regard to faith or boarding in the initial allocation of places in 2012, 2013, 2014 and 2015, 2016.

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. 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 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. Applicants have a responsibility to notify the school and Surrey County Council of any change of address.

7. Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the school will:

- a) allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This will include accepting a Unit postal address or quartering area address for a service child. The school will not refuse a service child a place because the family does not currently live in the area, nor will it reserve blocks of places for these children;

b) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children.

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, e.g. where two children live equidistant from a school and only one place remains, random allocation will be used to determine which child should be given priority.

In the case of multiple births, where children have equal priority for a place, random allocation will be used to determine which child should be given priority. If after the allocation one or more places can be offered but there are not sufficient places for all of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) ranked the highest will retain their offer and the applicant will be advised of their right of appeal and informed about waiting lists.

9. Children of Service Personnel

Considered in advance of move if known address

10. Waiting lists

Where there are more children 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 a Kite Academy Trust School will be maintained until the last day of the summer term 2019 when they will be cancelled. Applicants who wish a child to remain on the waiting list after this date must write to the relevant school by end of school term 2019, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 2019 date, applicants 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.

11. In-year admissions

The following applications will be treated as in-year admissions during 2018/19:
applications for admission to Reception which are received after 1 September 2018;
all other applications for admission to Years 1 to 6.

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

12. Starting school

There is a single intake into Reception. All children whose date of birth falls between 1 September 2013 and 31 August 2014 will be eligible to apply for a full time place in Reception at the school for September 2018. Applicants 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. Applicants may also arrange for their child to start part time until their child reaches statutory school age.

13. The admission of children outside of their chronological year group

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 reception class, how it is tailored to meet the needs of the youngest pupils and how the needs of these pupils 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 Kite Academy 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 reception or year one. It will also involve taking account of the potential impact on the child of being admitted to year one without first having completed the reception year. The views of the head teacher 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 school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the head teacher, governors 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 - since without it is unlikely that a decision on the basis of the circumstances of the case can be made. This should demonstrate why it would be in the child's interests to be admitted to reception rather than year one. 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 Kite Academy 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 head teacher, governors 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.

14. 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, although exceptions may apply to secondary aged children whose families are on a low income if they are travelling to one of their three nearest schools and to children whose nearest school is out of County but over the statutory walking distance.

Eligibility to transport is not linked to the admission criteria of a school. Some schools give priority to children who are attending a feeder school, but attending a feeder school does not confer an automatic right to transport to a linked school. 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 or from the Surrey Schools and Childcare Service on 0300 200 1004.



School Staff

Teachers	Role
Mrs Katherine Money	Head Teacher
Mrs Gina Hylton	Deputy Head, Year 2
Mrs Judith Kelly	Inclusion Manager
Mrs Jessica Gladwish	Year 2 Lead
Mrs Laura Theobald	Year 1 & Cover
Mrs Alison Thomas	Year 1
Mrs Emma Robinson	Year 1 Lead
Miss Sarah Randles	Reception & Early Years Lead
Miss Jessica Edy	Reception
Mrs Sarah Coyle	Kite Cover
Admin Team	
Mrs Jan Donnan	Admin Officer
Mrs Sarah Cable	Admin Assistant
Learning Support Assistants	
Mrs Jo McIntosh	Intervention & PPA Cover
Mrs Laura Hezzell	Year 2
Mrs Karen Tyler	Year 1
Mrs Lorraine Bond	Year 2
Mrs Liisa Bleser	Year 1
Mrs Cheryl Calvert	Year 2 SCITT Student
Mrs Melanie Alexander	ESTA & Intervention
Mrs Debbie Brugada	Intervention
Mrs Catherine Francis	Reception
Ms Jackie Green	Year 2
Mrs Gemma Bird	Reception & PPA Cover
Mr Jonnie Seddon	Year R Apprentice

Nursery Staff	
Mrs Caroline Wells	Nursery Teacher
Mrs Amanda Johnson	Nursery LSA
Mrs Clare Roberts	Nursery LSA
Mrs Deena Diffey	Nursery LSA
Mrs Jayne Wood	Nursery LSA
Breakfast and After School Club Staff	
Mrs Anne Bellchambers	Manager
Mrs Linda Freeston	Deputy
Ms Karen Pugh	Assistant
Mr Jonnie Seddon	Assistant
Mrs Zoe Turner	Play Leader
Premises	
Mr Derren Dengel	Site Controller
Catering Staff	
Mrs Angela Steggall	Caterer
Mrs Debra Davis	Catering Assistant
Miss Zoe Connelly	Catering Assistant



Governors

We have a dedicated group of *Governors* who work closely with the school leadership team and other groups to ensure there is a high quality education being offered within a great communal learning environment.

Governors	Designation	Roles	Trust Committees
Mr Richard Green	Parent	Chair Safeguarding Governor	Finance
Mr Duncan Clark	Co-opted	Vice Chair Chair of Premises	Premises
Mrs Katherine Money	Head Teacher		
Mr Peter Sheene	Co-opted	Vice Chair	Technology
Mrs Gina Hylton	Staff Governor		
Mrs Alison Thomas	Co-opted	Link Governor Chair of Communications	Comms
Mrs Jayne Godolphin	Co-opted		HR
Mrs Charlotte Windows	Parent		
Mr Dave Roberts	Co-opted	SEND Governor LAC Governor	
Mrs Lorna D'Arcy	Co-opted		
Mrs Jan Donnan	Clerk to Governors		



Little Badgers Nursery

Although Little Badgers Nursery is part of Sandringham Infant School we are unable to give priority to the school at Reception age and parents are required to apply for spaces into Reception classes through the Surrey County Council website. It does, however, help those children who do come to the main school with the transition as we have an Early Years outdoor learning space which is accessed by Nursery and Reception children. This allows the children to be familiar both with the staff and surroundings as they start their Reception year.

The Nursery follows the EYFS curriculum and practitioners plan activities according to the needs and interests of the children. There is a balance of activities led by the children and those guided by adults. There is free access to activities both inside and outdoors, with learning activities set up for children to access at all times.

Our Nursery can accommodate 24 children at each session. There are flexible sessions throughout the week: we have a morning session from 8:45am - 11:45am and afternoon from 12:15pm to 3:15pm. These can be extended to make full days by having the lunch session as well (between 11:45am and 12:15pm). Children can start from 2½ years and can access our Breakfast and After School Clubs and lunch time sessions from the age of three.

The cost of each morning or afternoon session is £16.50 if you are not entitled to the free spaces. Lunch club is £3 per session.

Many families can access free sessions through applying for **Early Years Free Entitlement for 3 year olds**. This entitles three year olds to 15 hours of free early years provision for 38 weeks a year. This can be applied for from the term after your child turns three until your child attends a Reception class.

Child born between:

1 April - 31 August 2015

1 September - 31 December 2015

1 January - 31 March 2016

1 April - 31 August 2016

Can have a free space from:

September 2018

January 2019

April 2019

September 2019

Free Early Education for Two year olds (FEET) funding

Some families will be entitled to free 15 hours early years provision for their two year old child if they are in receipt of certain benefits or have a significant need. Please ask at the office if you feel that you may be entitled to this.

30 hours Free Funding

We offer a limited number of 30 hour spaces and we are also able to split this funding between two providers. If you think you may be entitled to this funding, please speak to the office who will advise you on how to check your eligibility and the level of funding we would accept.

We currently have one entry date in September as the places are usually taken at this time for the year, however, we do have a waiting list and will contact those on the list if any vacancies occur

throughout the year. Parents wishing to apply for a place in the Nursery are encouraged to complete a registration form. This expresses their interest and will put their child on the waiting list. Places are then allocated on a first come first served basis. The form is available by clicking on the school website or by contacting the school office.

You may request a visit to the Nursery either before you register or before you are asked to accept a place for your child. Please contact the school office to make an appointment 01252 837538.



Dates 2018/19

Start of Autumn term	Half term	End of term
4 September 2018	22 October - 26 October 2018	19 December 2018
Start of Spring term	Half term	End of term
3 January 2019	18 February - 22 February 2019	5 April 2018
Start of Summer term	Half term	End of term
23 April 2019	27 May - 31 May 2019	24 July 2019

The school will be closed for 5 Staff training days within the year which will be advised at the start of the academic year.



School Day

	Reception Children	KS 1 Children
7:45am - 8:40am	Breakfast Club	Breakfast Club
8:40am - 8:50am	Children enter school	Children enter school
8:50am - 9:10am	Register & Choose lunch Networking Time	Register & Choose lunch Networking Time
9:10am - 11:45am	Learning Time - indoor and outdoor activities available	Learning Time with a break within the morning session for each year group
11:45am - 12:15pm	Lunchtime with Nursery children	Learning Time
12:15pm - 12:45	Playtime	Lunchtime for Year 1 Playtime for Year 2
12:45pm - 1:15pm	Quiet Time in class	Playtime for Year 1 Lunchtime for Year 2
1:15pm - 3:10pm	Learning Time	Learning Time
3:10pm	Home Time	Home Time
3:10pm - 6pm	After School Club	After School Club

Sandringham Out of School Clubs



Sandringham School has a Breakfast Club and an After School Club which are available for all children during term time. We have a club manager and three assistants who work at the clubs.

Children are cared for in our schools safe environment with their friends from school. There are a variety of activities available and the children can play outside in the playground, in the Library and in the school hall.

Breakfast Club meets each morning from 7.45am to the start of the school day. The cost is £3.50 a session with an extra £1.50 if your child wishes to have breakfast.

After School Club meets each afternoon from the end of the school day until 6pm. The cost is £11.

Registration forms are available for the clubs at the start of each academic year. If you would like to use these clubs at any time during the year we would ask that you complete the registration forms and there is an administration charge of £5 for registering.

Bookings are made in advance online once your child has been registered. We do accept childcare vouchers. Please see the office for further information.

We also offer the opportunity for part time Reception children to go to the after school club from 1pm until the end of the school day until Wednesday 20th September (whilst all children are part time). The cost of the club to be able to run will be £10 and if you need to book this, please see a member of the office team.