

TOMLINCOTE SCHOOL AND SIXTH FORM COLLEGE

ADMISSIONS POLICY 2018-19 Planned Admission Number (PAN) Year 7: 300 students Years 8-11: 270 students

This policy relates to Year 7 entry and in-year applications to Years 7-11. There is a separate policy for Sixth Form entry. The 'Admissions Authority' referred to in the policy is *Tomlinscote School and Sixth Form College*.

1. General

- All state maintained schools operate individual admissions policies within a national framework. Consequently parents should read the Tomlinscote Admissions Policy within the context of the current Surrey County Council booklet "Secondary School Admissions".
- Tomlinscote uses an equal preference system administered by Surrey County Council. This means that we consider all ranked preferences equally against our admissions criteria. We then inform Surrey County Council of those applications that meet our admissions criteria. Places are then offered by Surrey County Council on 1 March (or next working day).
- All available places will be offered. No places will be held back for late applicants who may move into the locality. Late applications will be considered in accordance with Surrey County Council's Co-ordinated Admission Scheme.
- In the event of any category being oversubscribed, priority will be given to those living closest to the school. Distance is measured in a straight line from the address point of the student's home, as set by Ordnance Survey, to the nearest official school gate for students to use. This is calculated using Surrey CC's Geographical Information System.
- Where two or more children share priority for a place e.g. where two children live equidistant from the school, lots will be drawn 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, 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) to be offered the last remaining place(s) will be determined by their rank position.
- If a child has an Education, Health and Care Plan (EHCP) naming Tomlinscote School and Sixth Form College, he or she will have a priority for a place.

For the new intake, the number of places available will be reduced by the number of children with an EHCP that has named the school. Since there is a separate process for students with an EHCP, Surrey County Council will send you information at the beginning of the Autumn Term explaining what you need to do about your child's future placement.

Advice is available from your child's case officer at your Local Area Office.

- Applicants may choose to seek places outside of their child's chronological year group. Decisions will be made by the admissions authority on the basis of the circumstances of each case. Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide evidence to support this. More information on educating children out of their chronological year group and when to apply is available at www.surreycc.gov.uk/admissions.

2. Specific

If the number of applicants exceeds the Published Admissions Number (PAN) the school is oversubscribed. In this circumstance, the following priorities will be used when offering places.

First Priority: Looked after children and previously looked after children

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 in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangement 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).

Second Priority: Exceptional Arrangements

Occasionally there will be a very small number of children for whom exceptional arrangements will apply. These exceptional arrangements may override other admissions priorities and the Admissions Authority may apply them when they first offer places. Surrey County Council may ask the Admissions Authority to admit beyond the PAN at other times under this category.

What is an exceptional arrangement?

▪ **Medical and other reasons**

All mainstream schools are expected to support children with the more common medical ailments and/or stress related symptoms. If, when you complete your application, your child has a disability or a serious or life threatening medical condition which means that you feel that your child must go to Tomlinscote School and Sixth Form College you must put this on the application form. This will only be considered if you attach medical evidence from a consultant doctor. Please note that a letter from your GP will not normally constitute sufficient medical evidence. These requests for priority placements will be considered by a panel of the admissions authority, including where necessary advice from our own medical advisors. A priority placement will only be agreed if the panel considers that it is essential for your child to attend Tomlinscote School and Sixth Form College.

If there are sensitive family circumstances, perhaps involving support agencies (e.g. Social Services) these will also be considered but you must provide documented evidence and/or relevant reports at the time of application. If your child is the subject of an Education Supervision Order, or is permanently excluded from school, then exceptional circumstances may also give priority for a placement.

It is important that any exceptional circumstances as described above, are shown on the application form when you apply and you must attach supporting written and/or documentary evidence. If you do not do this, a priority placement will not be considered.

▪ **Children with a disability**

Applications for children with disabilities who do not have an EHCP are treated in the same way as all other applications. If your child has a disability which you feel means that he or she must attend Tomlinscote, and you have identified Tomlinscote as your preferred school, you must state this on your application form and provide evidence of the disability at the time of application.

Third Priority: Brothers and sisters (siblings)

After 'Exceptional arrangements', places are offered to siblings. A sibling is defined as a brother or sister, or a half brother or half sister, adopted or fostered brother or sister or step brother or sister living as part of the same family unit at the same address, Monday to Friday. *This child must have a brother or sister still at Tomlinscote School and Sixth Form College at the time of the new sibling's admission.* Thus a new sibling will be given priority for admission *only* if the current sibling is still on roll at Tomlinscote when the new sibling starts. The exception to this rule is when a sibling joined Tomlinscote at Sixth Form level.

If you wish your application to be considered under the sibling priority, you *must* indicate that your child has a brother or sister already at Tomlinscote when you submit your application/preference form, and provide relevant details.

Fourth Priority: Children resident *within* the catchment area

After places have been allocated to first, second, and third priorities, and if places are then still available, further places will be offered to children living within the catchment area. Tomlinscote School and Sixth Form College operates a fixed catchment area, and a map showing the extent of the area is provided. It is important to note that:

- Any parents intending to move in to the catchment area *must* provide proof of permanent residency i.e. evidence of completed addresses after completion of contracts, or a rental agreement that must operate for a minimum period of 12 months. Exchange of contracts or a future completion date will not be accepted.
The home address as at the closing date for applications is used when allocating places.
- A fraudulent application e.g. an incorrectly nominated address within the catchment area, will immediately disqualify the application. *This will apply even if a student has been offered a place, or has taken up a place,* at Tomlinscote School and Sixth Form College. In the latter instance the parents may need to seek an alternative secondary school.
- There is no system of contributory or feeder schools which gives priority for admission to Tomlinscote School and Sixth Form College, nor is there any automatic transfer between schools. Admission to a particular Junior/Primary school *does not* guarantee admission to Tomlinscote School and Sixth Form College.

If the number of Fourth Priority applications exceeds the number of remaining available places (that is, after allocation of priorities 1, 2, and 3) then distance from home to Tomlinscote School and Sixth Form College will be decisive and places offered as detailed in the fourth bullet point on page 1 of this policy. In the case of formal equal shared custody it will be up to the parents to agree which address to use. In other cases it is where the child spends most of the time.

Fifth Priority: Children resident *outside* the catchment area

After allocation of places to priorities 1, 2, 3, and 4, any remaining places will be places offered as detailed in the fourth bullet point on page 1 of this policy.

3. Waiting Lists

A waiting list will be operated for applicants unable to obtain a place at Tomlinscote School and Sixth Form College under priorities 1 to 5 above and will be adjusted to take account of late or in-year applications. Should vacancies occur they will be allocated on the following basis :

Priority 1	Looked after children and previously looked after children
Priority 2	Exceptional arrangements
Priority 3	Siblings
Priority 4	Non siblings resident <i>within</i> the catchment area
Priority 5	Non siblings resident <i>outside</i> the catchment area

Within each category, places will be prioritised as detailed in the fourth bullet point on page 1 of this policy.

The waiting list for Year 7 entry will operate until 31st December 2018 and we will write to applicants to check whether they wish their child to remain on the waiting list until the end of the academic year.

The waiting list for in-year applicants will operate until the end of the academic year in which they applied for a place. At the end of each academic year, applicants will be required to complete a new in-year application form to apply for a place for the following academic year.