



Tomlinscote  
School

# Admissions Policy 2025-26

<b>Policy Type:</b>	Statutory/Mandatory
<b>Approved By:</b>	Academy Quality Council
<b>Effective From:</b>	1 <sup>st</sup> September 2025
<b>Revision Date:</b>	Annually

**ADMISSIONS POLICY 2025-26**  
**Planned Admission Number (PAN)**  
**Years 7-11: 300 students per year group**

This policy relates to Year 7 entry and in-year applications to Years 7-11. The 'Admissions Authority' referred to in the policy is *Tomlinscote School*.

**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 'Information on Secondary Schools in Surrey' booklet ([www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/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 child's home, to the nearest official school gate for students to use. This is calculated using Surrey Admission Team's Geographical Information System. A 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 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, any child from a multiple birth will be offered a place if one child has already been offered a place and the subsequent child(ren) are ranked consecutively.
- If a child has an Education, Health and Care Plan (EHCP) naming Tomlinscote School, they 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 children 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, if they wish, provide evidence to support this. More information on educating

children out of their chronological year group and the process for making such requests is available at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

- Applications for in-year admissions must be made direct to the school using the School Managed Application form (see the Admissions section on the school website). Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria.

## **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 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),
- (with effect from 1 September 2021) children who appear (to the admission 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.

### **Second Priority: Exceptional social or medical circumstances**

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply. These exceptional social or medical circumstances 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 social or medical circumstance?**

##### **▪ 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 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. A priority placement will only be agreed if the panel considers that it is essential for your child to attend Tomlinscote School.

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 social circumstances may also give priority for a placement.

It is important that any exceptional social or medical 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 they 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 social or medical circumstances', 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 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.

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 of staff at the school**

- Where the member of staff i) has been employed by The Prospect Trust for two or more years at the time at which the application for admission to Tomlinscote School is made and ii) is a member of the Tomlinscote staff team and/or
- Where the member of the Tomlinscote School staff team has been recruited to fill a vacant post at Tomlinscote School by The Prospect Trust for which there is a demonstrable skills shortage.

The member of staff should submit the Supplementary Information Form with their application (available from the School's website.)

**Fifth Priority: Children resident *within* the catchment area**

After places have been allocated to first, second, third and fourth priorities, and if places are then still available, further places will be offered to children living within the catchment area.

Tomlinscote School 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. 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. 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.

- A fraudulent application e.g. an incorrectly nominated address within the catchment area, will immediately disqualify the application. *This will apply even if a child has been offered a place, or has taken up a place,* at Tomlinscote School. 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, nor is there any automatic transfer between schools. Admission to a particular Junior/Primary school *does not* guarantee admission to Tomlinscote School.

If the number of Fifth Priority applications exceeds the number of remaining available places (that is, after allocation of priorities 1, 2, 3, 4) then distance from home to Tomlinscote School 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.

### **Sixth Priority: Children resident *outside* the catchment area**

After allocation of places to priorities 1, 2, 3, 4, and 5, any remaining places will be 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 under priorities 1 to 6 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 social or medical circumstances
Priority 3	Siblings
Priority 4	Children of staff at the school
Priority 5	Children resident <i>within</i> the catchment area
Priority 6	Children 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 31<sup>st</sup> December 2025 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.

Determined: 30<sup>th</sup> January 2024