Tomlinscote School

3rd November 2026

Dear Parent/Carer/Stakeholder,

Full Statutory Consultation on Tomlinscote School Admissions Arrangements for 2028/2029

In accordance with Department for Education requirements, we are writing to inform you that the Weydon Multi Academy Trust is proposing changes to **Tomlinscote School** 's admissions arrangements for the academic year 2028/2029.

As part of our commitment to transparency and meaningful engagement, we are holding a full statutory consultation and would like to invite your views on any aspect of the proposed admission policy, as well as the proposed changes.

The consultation will run for a six-week period from Wednesday 4th November 2026 until Noon on Thursday 17th December 2026.

The proposed changes to the **Tomlinscote School** Admissions Policy 2028–2029 are as follows:

Governance and Admissions Authority

The current 2027/2028 Policy: Tomlinscote operated within The Prospect Trust, with the school designated as its own Admission Authority.

The proposed 2028/2029 Policy:

- Formally establishes Tomlinscote as an academy within Weydon Multi Academy Trust (WMAT), with WMAT Trustees acting as the legal Admission Authority.
- Supplementary Information Forms (SIFs) will be submitted centrally to the WMAT Admissions Officer.
- Updates references to reflect the establishment of the West Surrey unitary authority from 1 April 2027.

Reason for change: To align Tomlinscote School's admissions arrangements with the proposed WMAT governance framework and clarify responsibility for admissions decisions and the administration of supporting documentation.

Benefits of the change: Establishes clear accountability, promotes consistency across Trust academies, standardises the submission of supporting evidence and helps parents understand where to direct applications and enquiries.

Re-ordering of Oversubscription Criteria – Children of Staff

The current 2027/2028 Policy: Children of eligible staff employed by The Prospect Trust at Tomlinscote were given Priority 4. The staff Supplementary Information Form relied primarily on parental self-declaration.

The proposed 2028/2029 Policy:

- **Priority 2 – Children of Staff:** Elevated from Priority 4 to Priority 2.
- Eligibility is restricted to staff employed specifically for Tomlinscote by WMAT. Central Trust employees are excluded unless more than 50% of their work is physically based at Tomlinscote.
- The applicant's home address must match the staff member's home address.
- The new staff SIF requires HR verification confirming at least two years of service, or Principal endorsement for appointments addressing a demonstrable skills shortage.

Reason for change: To align Tomlinscote's admissions policy with the proposed WMAT-wide framework, recognise staff commitment and support staff recruitment and retention.

Benefits of the change: Supports recruitment and retention, recognises staff commitment, promotes workforce stability and continuity for pupils, and ensures consistency across Trust academies. The revised eligibility and verification requirements also provide greater clarity about which staff members qualify for priority.

Re-ordering of Exceptional Social or Medical Circumstances

The current 2027/2028 Policy: Exceptional social or medical circumstances were placed at Priority 2. Supporting evidence was submitted through the Local Authority Common Application Form process, without a dedicated exceptional circumstances SIF.

The proposed 2028/2029 Policy:

- **Priority 3 – Exceptional Social or Medical Circumstances:** Moved from Priority 2 to Priority 3.
- Introduces a dedicated Exceptional Circumstances SIF.
- Applicants must provide, where appropriate, recent evidence on professional letterhead from an appropriately registered medical or social care professional. The evidence must explain why Tomlinscote is specifically required and why another school cannot meet the child's needs.

Reason for change: To standardise the evidence required for exceptional social or medical circumstances and support fair, transparent and consistent decision making.

Benefits of the change: Clarifies the information required from applicants, supports objective assessment and promotes consistency across Trust academies. Requiring evidence explaining why Tomlinscote is specifically necessary helps the Governors' Admissions Committee assess applications against the individual child's needs, rather than relying solely on the existence of a medical or social difficulty. This approach reflects the principles in paragraph 1.16 of the School Admissions Code concerning social and medical oversubscription criteria.

Sibling Priority and EHCP Inclusion

The current 2027/2028 Policy: Sibling priority was placed at Priority 3 and applied to eligible biological, step, adopted and foster siblings living in the same household and attending Tomlinscote.

The proposed 2028/2029 Policy:

- **Priority 4 – Sibling Priority:** Moved from Priority 3 to Priority 4.
- Expands the provision to include mainstream applicants whose sibling has a final Education, Health and Care Plan (EHCP) naming Tomlinscote, provided the sibling starts at the school on or before the mainstream applicant.

Reason for change: To clarify sibling eligibility and recognise family circumstances where a sibling is admitted to Tomlinscote through specialist SEND provision.

Benefits of the change: Supports family cohesion, provides greater clarity for parents at the point of application and ensures that qualifying siblings are considered consistently, including where a sibling attends through specialist provision.

Out of Catchment Applicants Attending Frimley Church of England Primary School

The current 2027/2028 Policy: Eligible applicants living outside Tomlinscote's catchment area who attended Frimley Church of England Primary School were given Priority 6.

The proposed 2028/2029 Policy:

- Retains Priority 6 for eligible applicants during the normal Year 7 admissions round.
- Proposes excluding Criterion 6 when reranking the Spring Year 7 waiting list.
- Parents wishing to remain on the waiting list for the Spring and Summer terms must contact the school by 31 December to re-register.

Reason for change: To clarify the operation of feeder-school priority during the normal admissions round and the subsequent Spring Term waiting-list process.

Benefits of the change: Improves transparency, clarifies how applications will be ranked after the initial admissions round and helps parents understand the action required to remain under consideration. Excluding the feeder school criterion from the Spring waiting list reranking also places in year applicants on a more equal footing, as they may not have had the opportunity to attend the linked primary school.

Independent Tie-Breaker Supervision

The current 2027/2028 Policy: Provided for random selection or drawing of lots when applicants remained tied after the oversubscription criteria had been applied.

The proposed 2028/2029 Policy:

- Formalises the random allocation procedure by requiring selection from a container.
- Requires the process to be supervised by at least two senior officers from the WMAT Central Team who are independent of the school's admissions process.

Reason for change: To strengthen transparency, impartiality and accountability where applicants remain tied after the oversubscription criteria have been applied.

Benefits of the change: Promotes fair and consistent decision-making, provides independent oversight and supports clear record keeping and auditability. The revised procedure makes the process more explicit and helps demonstrate that random allocation is conducted impartially.

Waiting Lists and Spring Term Re-registration

The current 2027/2028 Policy: Waiting lists were maintained through to the end of the summer term, subject to the existing arrangements.

The proposed 2028/2029 Policy:

- The initial Year 7 waiting list will be maintained until 31 December.
- Parents must contact the school by 31 December to request continued inclusion on a new Spring Term waiting list for the Spring and Summer terms.
- Waiting lists are cleared annually in accordance with the published arrangements.
- Criterion 6, relating to eligible out-of-catchment applicants attending Frimley Church of England Primary School, will be excluded when the Spring Year 7 waiting list is re-ranked.

Reason for change: To clarify how long the initial Year 7 waiting list will operate and establish a clear process for parents wishing to remain under consideration for the remainder of the academic year.

Benefits of the change: Helps maintain accurate and up to date waiting lists, gives parents clear information about deadlines and supports consistent administration. Removing the feeder school criterion from the Spring waiting list re ranking also helps ensure in year applicants are not disadvantaged by an opportunity they may never have had to attend the linked primary school.

10. Requests for Admission Outside the Normal Year Group

The current 2027/2028 Policy: Did not set out the same detailed procedural distinction between requests for admission below or above a child's chronological year group.

The proposed 2028/2029 Policy:

- **Decelerated Entry:** Parents should apply for their child's chronological year group in the first instance. Where admission outside the normal year group is agreed, the place cannot simply be deferred; parents must reapply as required under the applicable admissions arrangements.
- **Accelerated Entry:** Applications should be made alongside the normal admissions round for the cohort into which the child seeks admission.
- Provides further detail on how requests for admission outside the normal year group interact with the admissions process.

Reason for change: To introduce clearer procedures for requests for admission below or above a child's chronological year group, addressing an area that was not covered in the same detail in the previous policy.

Benefits of the change: Provides parents with clearer guidance, promotes consistency in decision-making and explains how requests for admission outside the normal year group interact with the usual application process. This should help families understand the appropriate application route and the implications of an agreed request.

Overall Summary

The proposed 2028/29 admissions policy introduces changes to Tomlinscote School's governance arrangements, oversubscription priorities, supporting evidence requirements, sibling eligibility, waiting-list administration, tie-breaker procedures and requests for admission outside the normal year group.

The principal changes are

- The transfer of Admission Authority to WMAT Trustees
- The elevation of children of eligible staff to Priority 2
- The movement of exceptional social or medical circumstances to Priority 3
- The movement of sibling priority to Priority 4
- The introduction of a dedicated Supplementary Information Form for Priority 2 and Priority 3
- The requirement for reregistration on the Spring Year 7 waiting list
- Formalises independent supervision of random allocation

The overall aim is to align the admissions arrangements with the proposed WMAT framework, improve transparency and accountability, promote consistency across Trust academies and provide parents with clearer guidance on eligibility, supporting evidence, application procedures and deadlines. Existing catchment area and other out of catchment priorities remain unchanged as do the LA measurements to the school gates.

We value your comments and feedback and encourage you to share your views on these proposals. The full draft admissions policy can be read on our school website at Admissions - Tomlinscote School

Responses can be submitted via:

- Online form: Feedback Form Tomlinscote Consultation
- Email: TomlinscoteAdmissionsConsultation@wmat.org.uk
- Post: Tomlinscote School Admissions Consultation, Weydon Multi Academy Trust, Weydon Lane, Farnham, Surrey, GU9 8UG

Please note that only responses which are fully completed, including the respondent's name and address, and received by the consultation end date will be accepted.

After the full statutory consultation period closes at noon on Thursday 17th December 2026. All responses received by that date will be collated and presented to the Local Governing Board. The Board will then decide whether to proceed with the proposed arrangements. Once ratified by the WMAT Board of Trustees, the final determined admission arrangements will be published on our website.

Please ensure this information is shared widely, including on your website and circulated to your parent body via your newsletters.

Yours sincerely

Weydon Multi Academy Trust