Tomlinscote School

Admissions Policy 2028-29

Policy Type:	Statutory/Mandatory
Approved By:	Trustees of WMAT
Effective From:	1st September 2028
Revision Date:	Annually

Tomlinscote School is an Academy within the Weydon Multi Academy Trust and the Trust is the Admissions Authority. The admissions process is administered by the school in accordance with these Admission Arrangements and the Weydon Multi Academy Trust Admissions Policy.

Tomlinscote School is a mixed comprehensive school for children aged 11 to 16, serving Frimley & Camberley. There is no requirement for aptitude from prospective students.

The school participates in the Local Authority co-ordinated admissions scheme, and all associated deadlines must be adhered to by applicants. From 1 April 2027, references to Surrey refer to the relevant new unitary authority of West Surrey.

Applications for admission to Year 7 must be submitted to the child's home local authority in October of the year before admission, using the authority's Common Application Form. For ease, the Surrey Local Authority Link is here: https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/secondary

The Published Admission Number (PAN) for Year 7 starting September 2028 is 300.

Children with an Education, Health and Care Plan naming the school will also be admitted and will count within the Published Admission Number. Guidance can be found here: Choosing a school place for a child with an EHCP - Surrey County Council

As required by the Admissions Code (2021), the school gives top priority to applications on behalf of children in public care (children in care) and children who have previously been in care.

Admission to the school is not dependent on any voluntary contribution.

The Schools Admissions Code (2021) will take precedence in the event of any disparity with the Admissions Policy.

Living inside or outside the Surrey County boundary does not affect the consideration of any parent/carer application.

Out of Chronological Year Group Requests

Applicants may request in writing that their child be admitted outside of their normal age group. The Governor's Admissions Committee will consider each request based on the evidence provided and the child's best interests.

For guidance, please refer to the Department for Education (DfE) Guidance: Summer born children: advice for parents - GOV.UK

- **Decelerated entry (starting later than the chronological age group**): Applicants seeking a decelerated entry should initially apply for a place according to their child's chronological age. If, in liaison with the Principal, the Governor's Admissions Committee approves the decelerated entry, the child's place cannot be deferred. Instead, the applicant will need to reapply in the following year for the decelerated cohort.
- **Accelerated entry (starting earlier than the chronological age group)**: Applicants seeking an accelerated entry must apply at the same time as other families applying for that cohort. If, in liaison with the Principal, the Governors approve the accelerated entry, the application will be processed. If not approved, the applicant will be invited to reapply the following year for the correct cohort.

Oversubscription criteria

Should there be more applications for entry to the school than places available, the Governor's Admissions Committee will apply the criteria in the order in which they are set out below.

First priority: Looked after children and previously looked after children

Children who are in the care of a Local Authority (LA), or have been previously in the care of a Local Authority.

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.
- 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).
- Children who appear (to the Admissions 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 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.

Second priority: Staff Children

Priority will be given to children of staff who are employed by the Weydon Multi Academy Trust in either a teaching or support capacity in roles exclusively dedicated to Tomlinscote School, subject to the requirements below.

This priority does not extend to staff employed at the school site who perform functions on behalf of the WMAT Central Team, including Finance Teams, or those whose roles involve working across multiple schools within the Trust, unless more than 50% of their contracted working hours are formally allocated to duties carried out specifically for Tomlinscote School.

To qualify, the staff member must either:

Have been employed for 2 or more years at the final date for admissions applications. In addition, their employment contract must demonstrate their employment address / place of work is Tomlinscote School.

Or

Their employment must meet an identified skills shortage at the school. Staff wishing to confirm whether their role qualifies under the skills shortage criterion should speak with the Principal. To qualify for the skills shortage criteria, the member of staff will have been recruited to fill a vacant post for which there is a demonstrable skills shortage, evidenced by unsuccessful recruitment attempts or a lack of suitable applicants. Applicants will be informed of their status for this purpose.

By children of staff we mean children for whom the staff member is the parent, legal guardian, or resident step-parent.

The home address for the student must be the same as the staff member's home address for the priority of Criterion 2 to be awarded.

A Staff Supplementary Information Form is needed for all applications made under this criterion. This can be downloaded from the website and must be fully completed and forwarded to the Admissions Officer by the closing date for applications.

Third priority: Exceptional Circumstances

Occasionally, there will be a very small number of students for whom Exceptional or Social or Medical circumstances will apply which will warrant a place at a particular school.

In all cases, supporting documentation must be submitted as to why the child should attend this school and why no other school could meet the child's needs. The evidence must be specific to the school.

Applicants seeking priority consideration on the grounds of exceptional, social or medical circumstances must complete an **Exceptional Circumstances Supplementary Information Form**, available to download from the school's website. This form must be submitted alongside the Local Authority application form, together with all relevant supporting documentation, for consideration by the Governors' Admissions Committee by the dates below.

- If the application is for Year 7 in September, this form and supporting evidence must be submitted to the Admissions Officer by 31st October. Any forms or evidence submitted after this date may not be considered until after the national offer day.
- If the application is for In-Year admission at any other time, this form and supporting evidence must be submitted to the Admissions Officer at the same time as submitting the Local Authority application.

Fourth priority: Siblings

Priority will be given to students who have a sibling on roll at the school at the time of application. This will apply both at the initial allocation of places and when prioritising the waiting list.

Examples of qualifying relationships include:

- Brother or sister
- Half brother or half sister
- Adopted brother or adopted sister
- Foster brother or foster sister
- Stepbrother or stepsister
- Child of the parent's partner

In all cases, the siblings must live in the same family unit at the same address, a minimum three school nights a week.

Sibling priority helps to maximise the opportunity for children in the same family to attend the same school.

If a sibling leaves the school after the application has been submitted but before the national offer day, applicants must inform the school, as this may affect sibling priority. The school reserves the right to withdraw an offer made on the basis of sibling priority if it is later discovered that the applicant knowingly

claimed priority when the sibling would not remain at the school, or failed to report a change affecting sibling status before the national offer day.

A mainstream child will also be given sibling priority if they have a sibling with a final Education, Health and Care Plan (EHCP) naming the same school, provided that the sibling with the EHCP is expected to start at the school on or before the mainstream child's admission. Applicants must declare any child with an EHCP naming the school to be considered for sibling priority.

Fifth Priority: Children resident 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 into 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.

If an applicant is found to have supplied false or deliberately misleading information or to have withheld any relevant information, the Local Authority/Admissions Authority reserves the right to withdraw any offer of a place, prior to the child starting at the school.

Sixth Priority: Children resident outside of the catchment area who currently attend Frimley Church of England School

Further places will be offered to children who currently attend Frimley Church of England School. There is no automatic transfer between schools.

If a child starts at Frimley Church of England Junior School after the closing date but before the last date for late applications (as set out in Surrey's coordinated scheme), feeder priority may be assessed but only if details are received from the parents by this date.

Seventh Priority: Children resident outside the catchment area who do not attend Frimley Church of England School

Remaining places will be offered on the basis of nearness to the school.

Tie-Breaker in the Event of Oversubscription

In the event of oversubscription, children within any of the categories above will be allocated places in rank order using the following criteria:

If oversubscription occurs within any of the above categories, remaining places will be offered based on the proximity of the child's home address to the school. Distance is measured in a straight line from the address point of the child's home, as determined by Ordnance Survey, to the nearest usable gate. This calculation is carried out using Surrey Admissions Team's Geographical Information System.

Where two or more applicants share equal priority, for example, if two children live equidistant from the school and only one place remains, the place will be allocated using random selection. Names of all tied applicants will be drawn from a container in the presence of at least two senior officers from the Weydon Multi Academy Trust Central Team, who are independent of the school's admissions process.

In the case of multiple births or siblings born within the same academic year, if one child has been offered a place, the subsequent child or children will also be offered a place, provided they are ranked consecutively. If this results in the Published Admission Number (PAN) being exceeded, no new places will be offered until the total falls to PAN minus one.

Late applications

Late applications and any changes to the application will be considered in line with Surrey's Coordinated Admission Scheme and deadlines within the Scheme.

For further guidance, please use the link: Late applications - secondary schools - Surrey County Council

Definition of Home Address

The address on the application must be the child's current permanent residence. Only one application per child may be submitted, and it must be made from a single address.

Proof of residence is required as part of the co-ordinated admissions scheme. This is usually provided via the council tax number. If the parent/carer making the application is not responsible for council tax, alternative evidence such as a utility bill may be accepted. In cases of temporary accommodation, a rental agreement will be required. Failure to provide satisfactory proof of residence may result in the withdrawal of an offer.

Temporary addresses will generally not be accepted if the main carer still owns or rents a property previously used as a home address. Similarly, temporary addresses will not be accepted if they are believed to have been used primarily or solely to obtain a school place when another address is available to the child.

If a child lives with different parents during the week, the home address will be the residence where the child spends at least three nights per school week, usually the address of the parent receiving child benefit.

For the initial allocation of a Year 7 place, the child's address at the closing date for applications will be used. Changes of address that affect waiting list positions may be considered under Surrey's Co-ordinated Schemes if there are exceptional circumstances, such as a recent move into the area. After the initial allocation, the address used for waiting lists will be the child's current address.

Any offer of a place based on address is conditional on the child residing at the relevant address on the specified date. Parents/carers are responsible for notifying Surrey County Council and Tomlinscote School of any change of address. Surrey County Council may investigate any applications where there is doubt about the address provided. The use of false information may result in the withdrawal of an offer of a place.

The home address used will apply at the closing date of applications unless a change of address for a valid reason has been accepted.

More information on how we investigate applications is available in the Address of Convenience Assessment Protocol that can be found using the link: School admissions policies and reports - Surrey County Council

Notification and acceptance of offers

For Year 7 admissions, offers will be sent to parents/carers by their Home Local Authority, typically on or around 1 March. Where required by the Home Local Authority, written acceptance of the offer must be returned to the Local Authority by the specified deadline indicated in the offer letter.

For admissions to other year groups (In Year Admission) , offers will be sent directly to parents/carers by the school. Written acceptance of the offer must be returned to the school by the deadline stated in the offer letter.

Waiting Lists

New Round Admissions into Year 7

In the event of oversubscription, waiting lists are created using the criteria outlined above. This list is maintained until 31st December after the Term of entry.

A new waiting list will be created at the start of the Spring Term. Parents/carers wishing to remain on the waiting list for the Spring and Summer Terms must contact the school by the end of December, providing their child's name, date of birth, and current school.

Children on the Spring waiting list will be ranked according to the admissions criteria, excluding Criterion 6, without regard to the date the application was received or when the child's name was added to the list.

In-Year Admissions (Year 7 from 1st September following admission, and Years 8 to 11)

Applicants should complete the In-Year application form via the following link: In Year Admissions Application Form

Where there is oversubscription, a waiting list will be maintained for each year group. Children on these lists will be ranked according to the admissions criteria, and without regard to the date the application was received or when the child's name was added.

For Year 7 only, a new waiting list will be created at the start of the Spring Term. Parents/carers wishing to remain on the waiting list for the Spring and Summer Terms must contact the school by the end of December, providing their child's name, date of birth, and current school. Children on the Spring waiting list will be ranked according to the admissions criteria, without regard to the date the application was received or when the child's name was added to the list.

All waiting lists are cleared at the end of each academic year. Parents/carers must reapply each year if they wish their child to be considered for a place at Tomlinscote School.

For further information on In-Year Transfers please contact Tomlinscote School Admissions on 01276 709050 or see the In-Year Admissions page on the website Tomlinscote School

Appeals

If you are not offered a place at Tomlinscote School, you have the right to appeal to an independent panel. If your child has been offered a school lower on your preference list, or a school allocated centrally, you may also submit an appeal.

Parents/carers wishing to appeal must contact Surrey Schools Appeals Service by telephone 0300 200 1004, by email on surrey.schoolappeals@surreycc.gov.uk or visit www.surreycc.gov.uk/schoolappeals or via the school website Tomlinscote Appeals

Transport to School measurement

Parents/carers should note that if they apply for free transport, different criteria apply and the distance from home to school will be measured using a different route.

For further guidance please use the link below to the Schools Admissions Team at the Local Authority: School and college travel help - Surrey County Council

All applicants please note

If an applicant is found to have provided false or deliberately misleading information, or to have withheld relevant information, the Local Authority or School reserves the right to withdraw any offer of a place before the child starts school.

If you would like a paper copy of the application form or require further information, please contact either:

Surrey Schools and Childcare Service on 0300 200 1004 School admissions - Surrey County Council Or Tomlinscote School Admissions on 01276 709050

Recommended for Approval by Admissions Committee to LGB -

Approved by Trustees of WMAT:

Review cycle. Annually