

WOOLMER HILL SCHOOL

Admissions Policy 2022-2023

Applications for admission at the normal intake will be managed in accordance with Surrey's coordinated scheme on secondary admission. Applications for Secondary schools must be made by 31 October 2021. Places at Surrey secondary schools will be offered on the basis of the preferences that are shown on the application form. Parents will be asked to rank up to six preferences and these will be considered under an equal preference system.

The school's PAN for Year 7 starting in September 2022 is 180. However, children with an Education, Health and Care Plan (EHCP) that name the school will be allocated a place before other applicants are considered. In this way, the number of places available will be reduced by the number of children with an EHCP that have named the school.

There is no guarantee of a place for children attending the named linked schools.

The school will endeavour to provide places for students who do not attend a named linked school whose parents wish them to attend Woolmer Hill School, provided that they can be accommodated within the admission limits.

Admissions for Year 7

Priority will be given to applicants as follows:

I Looked after children 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 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).
- 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 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.

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. Second priority: Staff Children

Priority will be given to children of staff who have been employed at the school for 2 or more years as at the final date for admissions applications or who will meet a skills shortage. A Supplementary Information Form (SIF) is required for all staff children applications

By children of staff we mean:

- Children of staff refers to the situation where the staff member is the natural parent, legal guardian or resident step parent

3. Third Priority: Exceptional arrangements

Occasionally there will be a very small number of children for whom exceptional circumstances will apply which will warrant a placement at Woolmer Hill School. Appropriate medical or psychological evidence from a consultant doctor will be required in support. Documentary evidence from any relevant support services will be required for other sensitive family circumstances. This evidence should set out why the child should attend a particular school. 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.

Providing evidence does not guarantee that a child will be given priority at this 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.

4. Fourth priority: 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 at the same address.

A child will be given sibling priority if they have a sibling at the school at either the time of the child's admission or at the time of the child's application. For the initial intake to the school a child will be given priority for admission if their sibling will still be at the school in September 2022 and if their sibling was at the school at the time of the child's application the previous year. This will apply both at the initial allocation of places and also when prioritising the waiting list. Giving sibling priority has the effect of maximising the opportunity for children in the same family to be educated at the same school.

If within this category there are more applicants than places available, any remaining places will be offered to applicants who meet this criterion on the basis of proximity of the child's home address to the school.

5. Fifth priority: Children attending a named linked school.

These are:

Haslemere Confederation Schools:

- Beacon Hill Community Primary School
- Grayswood Church of England Primary School
- St Bartholomew's Church of England (Aided) Primary

- St Mary's Church of England Primary School
- Shottermill Junior School

Other Linked Schools:

- Camelsdale Primary School
- Grayshott Church of England Primary School
- Waverley Abbey C of E Junior School
- Fernhurst Primary School

All linked school are treated on an equal basis.

6. Sixth priority: Any other applicant

Remaining places will be offered on the basis of nearness to the school measured in a straight line from the address point of the student's house, as set by Ordnance Survey to the school gate that students use. This is calculated using the Admission and Transport team's Geographical Information System.

Tie Breaker

Should there be oversubscription within any criteria above, then any remaining places will be offered to applicants on the basis of proximity of the child's home address to the school. Nearest the school as measured by a straight line. The distance is measured from the address point of the *student's home address and will be calculated using Surrey Admissions Team's Geographical Information System*, to the main entrance point of the school driveway.

Where two or more children share a priority for a place, e.g. where two children live equidistant from a school, lots will be drawn to determine the rank position of each child.

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. Logistical considerations would be class sizes (no. of students in each class), and classroom size. 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 each child's ranked position. The remaining sibling(s) will be placed at the top of the waiting list, after any looked after or previously looked after child.

Definition of home address

The 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. In the case of shared custody, it is the address where the child spends most of the time. All distances will be measured by the computerised Geographical Information System maintained by Surrey's Admissions and Transport team. Any offer of a place on the basis of address is conditional on the child being resident at the address provided.

The address to be used for the initial allocation of places to Year 7 will be the child's home address at the closing date for application. Changes of address may be considered in accordance with Surrey's Coordinated Schemes 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 is conditional upon

the child living at the appropriate address on the relevant date. Parents have a responsibility to notify Surrey County Council of any change of address.

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.

Where a child lives part of the week with one parent and part with another member of the family the 'home address' will be considered to be residence where the child spends at least three nights of the school week each week.

Waiting Lists

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown for each school above and 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 will be maintained until the last day of the autumn term when they will be cancelled. Parents wishing to remain on the waiting list after this date must write to the school by 31 December 2022, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 31 December 2022, parents 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.

Parents must reapply for each subsequent academic year if they wish their child to be considered for a place at Woolmer Hill School.

Admissions outside a child's chronological year group

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.

- 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 Headteacher, 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.
- 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 Headteacher, 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 to the school, 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 what evidence they have to support this.

Late Applications

Late applications will be considered in line with Surrey's Coordinated Admission Scheme.

In Year Admissions

(Years 8 to 11, and from the January following the Year of Admission into Year7)

Please contact Woolmer Hill School Admissions by telephone 01428 654055 or email admissions@woolmerhill.surrey.sch.uk for more information. Our in year admissions process is managed by Surrey Central Admissions.

In the case of oversubscription a waiting list will be created and kept for each year group. The children on this waiting list will be ranked excluding criteria point number 5 (partner schools children), without regard to the date the application was received or when the child's name was added to the waiting list. All waiting lists for all year groups will be cancelled at the end of each academic year. Parents must reapply for each subsequent academic year if they wish their child to be considered for a place at Woolmer Hill School.

Appeals

If you are not offered a place at Woolmer Hill school you have the right to appeal to an independent panel.

If you were offered a school lower on your preference list than Woolmer Hill School you may contact the Surrey Schools Appeals Service to request an appeal form at:

Surrey Schools Appeals Service, 020 8541 9029 www.surreycc.gov.uk/schoolappeals.

All applicants please note

Governors reserve the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child.

Ratified by FGB: 18th March 2021

Review cycle: Annually

Next review date: December 2021

Varied Summer 2021 following direction and changes to the Admissions Code