

**SURREY COUNTY COUNCIL SCHOOL ADMISSION  
ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY  
CONTROLLED SCHOOLS FOR SEPTEMBER 2008**



*On 27 February 2007 the Executive approved the Admissions Policy for Surrey's Community and Voluntary Controlled Schools. This decision was subsequently ratified by the full Council on 6 March 2007.*

The following admissions criteria will be used to allocate places when a Local Authority Community / Voluntary Controlled School is oversubscribed (in priority order) except for those schools detailed in B) and C).

- A)**
- 1) Looked After Children
  - 2) Exceptional Circumstances
  - 3) Siblings
  - 4) Nearest School\*
  - 5) Any Other applicant

\*Many Foundation / Voluntary Aided schools prioritise places for local children in their admission arrangements. Where this is the case these schools are considered to be the pupil's nearest school. A list of these schools is attached in Annex I.

**NB: Distance from home to school, measured by a straight line, will apply within each category as a means of prioritising places.**

**B)** In Tandridge, local arrangements will apply.

**i) For Oxted & Warlingham Schools**

The admissions criteria will be as follows:

- 1) Looked After Children
- 2) Exceptional Circumstances
- 3) Siblings
- 4) Those living within the fixed catchment area
- 5) Any other applicant

**ii) For Hamsey Green Junior School the local arrangements have been extended to include the "Feeder School" criterion. The admissions criteria will be as follows:**

- 1) Looked After Children
- 2) Exceptional Circumstances
- 3) Siblings
- 4) Nearest School
- 5) Feeder School (Hamsey Green Infant School)
- 6) Any Other Applicant

**NB: Distance from home to school, measured by a straight line, will apply within each category as a means of prioritising places.**

C) Other local arrangements will apply to named schools in Waverley to include 'the feeder school' criterion as follows:

- 1) Looked After Children
- 2) Exceptional Circumstances
- 3) Siblings
- 4) Nearest School
- 5) Feeder Schools
- 6) Any Other Applicant

**NB: Distance from home to school, measured by a straight line, will apply within each category as a means of prioritising places.**

**The schools applying these criteria as above are Weydon, Woolmer Hill and Farnham Heath End Secondary Schools, South Farnham Junior School and junior and primary schools with a separate PAN at 7+ in the Weyside Confederation.**

D) Surrey will operate an **equal preference system** for all its Community and Voluntary Controlled schools for the September 2008 admissions round. For those pupils who do not obtain a place at their highest ranked school the Local Authority will operate waiting lists.

#### **Waiting Lists**

Waiting list places will be allocated as and when vacancies occur according to the admission arrangements in sections A), B) or C).

**NB: Also attached in Annexes II and III are Surrey's Coordinated Admissions Schemes for Primary and Secondary Schools for September 2008.**

**PRIMARY - VOLUNTARY AIDED AND FOUNDATION SCHOOLS IDENTIFIED AS GIVING PRIORITY TO LOCAL APPLICANTS LIVING NEAREST TO THE SCHOOL**

**Elmbridge**

Ashley Church of England (Aided) Primary  
Cleves  
Long Ditton St Mary's Church of England (Aided) Junior  
St Matthew's Church of England (Aided) Infant

**Epsom & Ewell**

Riverview Church of England Primary and Nursery  
St Martin's Church of England (Aided) Infant  
St Martin's Church of England (Aided) Junior  
Stoneleigh First

**Guildford**

Burpham Foundation Primary  
Bushy Hill Junior  
Chilworth Church of England (Aided) Junior  
Clandon Church of England (Aided) Infant  
Holy Trinity Church of England (Aided) Junior  
Northmead Junior  
Pewley Down Infant  
Puttenham Church of England  
Queen Eleanor's Church of England Junior  
St Bede's Church of England (Aided) Junior  
St Nicolas Church of England (Aided) Infant  
Send Church of England First  
Shere Church of England (Aided) Infant

**Mole Valley**

Newdigate Church of England Endowed (Aided) Infant  
St Giles Church of England (Aided) Infant  
St Michael's Church of England (Aided) First  
St Paul's Church of England (Aided) Primary  
The Weald Church of England Voluntary Aided Primary  
Westcott Church of England First

**Reigate & Banstead**

Reigate Parish Church Infant  
Tadworth Primary  
Yattendon

**Runnymede**

Lyne & Longcross Church of England (Aided) Infant  
St Jude's Church of England  
Sayes Court Junior  
Thorpe Church of England (Aided) Infant

**Spelthorne**

Hawkedale Infant  
 Laleham Church of England Voluntary Aided Primary  
 Littleton Church of England Infant  
 St Nicholas Church of England Primary

### **Surrey Heath**

Bisley Church of England (Aided) Primary  
 Chobham St Lawrence Church of England (Aided) Primary

### **Tandridge**

Burstow Primary  
 Godstone Village  
 Limpsfield Church of England Infant  
 Nutfield Church Church of England Primary  
 St John's Church of England (Aided) Primary  
 St Peter & St Paul Church of England Primary (4 - 7)  
 St Peter's Church of England Infant  
 Whyteleafe  
 Woodlea

### **Waverley**

All Saints Church of England (Aided) Infant  
 Bramley Church of England (Aided) Infant  
 Chandler C of E Junior  
 Ewhurst Church of England (Aided) Infant  
 Grayswood Church of England (Aided) Infant  
 Loseley Fields Primary School  
 Park Mead Primary  
 St Bartholomew's Church of England (Aided) Primary  
 St James Church of England (Aided) Primary  
 St John's Church of England (Aided) Infant  
 St Mary's Church of England (Aided) Primary  
 St Nicolas Church of England (Aided) Primary  
 St Peter's Church of England Primary  
 Waverley Abbey Church of England (Aided)  
 Wonersh & Shamley Green Church of England (Aided) Infant

### **Woking**

Horsell Church of England (Aided) Junior  
 Pyrford Church of England (Aided) Primary

**SECONDARY - VOLUNTARY AIDED AND FOUNDATION SCHOOLS IDENTIFIED AS GIVING PRIORITY TO LOCAL APPLICANTS LIVING NEAREST TO THE SCHOOL**

**Elmbridge**

Heathside School  
Hinchley Wood School & Sixth Form Centre

**Epsom & Ewell**

Blenheim High School  
Epsom & Ewell High School  
Glyn Technology (Boys)  
Rosebery School (Girls)

**Guildford**

Christ's College  
Guildford County School  
King's College for the Arts & Technology

**Mole Valley**

The Priory Church of England Voluntary Aided School

**Reigate & Banstead**

The Beacon School

**Runnymede**

Fullbrook School  
Jubilee High School

**Spelthorne**

Thamesmead School

**Surrey Heath**

Collingwood College  
Kings International College for Business & the Arts  
Tomlinscote School & Sixth Form Centre

**Tandridge**

de Stafford School

**Waverley**

NONE

**Woking**

The Winston Churchill School  
Woking High School

**Surrey County Council****Co-ordinated Admissions Scheme for Primary Schools within  
Surrey in 2008/09****A Applications made in the main round**

- 1. The process will begin with the distribution of admissions booklets and application forms early in September 2007.** These will be available in all Surrey Primary schools and also through Surrey's Contact Centre which answers general admission enquiries for the Local Authorities. The telephone number for the Contact Centre is 0845 6009 009. This information will also be available on the Surrey County Council website [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions) and parents will be able to apply on-line if they wish.
- 2.** All parents applying for a place in a Surrey Primary school must complete the Surrey LA paper application form or an on-line form. The Surrey application form invites parents to rank their three preferences in order of priority. This information is needed by the LA to allocate a suitable place regardless of whether an individual admissions authority's criteria are based on "equal preference" or "first preference first". Parents living inside Surrey and wishing to apply for a Primary school place outside Surrey should contact the maintaining LA. Any preferences for out-county schools should not be listed on the Surrey application form.
- 3.** Parents will have the choice of applying for a school place either on the paper form or on-line. The Surrey application form should be completed and returned to the highest ranked school on the LA paper form. The on-line form will go directly to the LA. The closing date for all applications (either paper or on-line) will be 12 noon on the **18 October 2007**. Changes of ranked preference and late applications received after the closing date will not be accepted unless they are covered by Section B of the Co-ordinated Scheme.
- 4.** Foundation or Voluntary Aided schools must **not use any other application form** but may use a supplementary form only for additional information required to apply their admissions criteria. The information on school admissions and transfers booklet and website information will indicate in which schools such a form is required and advise parents to obtain it from the school. All supplementary information forms should be returned to the school by **1 October 2007**. The supplementary form should clearly indicate where it is to be returned.
- 5.** It is recommended that schools photocopy LA preference forms before sending the originals to the Admissions & Transport Team at the Local Area Office in Guildford immediately.
- 6.** If parents have completed more than one application form stating different school preferences the LA will then write to the parents concerned asking them to confirm their order of preferences.
- 7. By 7 December 2007** the LA will have assessed the level of preferences for each school. Voluntary Aided and Foundation schools will be advised of preferences to enable them to apply their criteria. Surrey LA will expect schools to adhere to their PAN unless this would not enable the LA to fulfil its statutory duty in circumstances where the demand for places exceeds the number of places available.

8. By **18 January 2008** all schools which are their own admissions authorities will advise the LA of their decisions. After applying their admission criteria each admission authority will provide the LA with a list of pupils in ranked order indicating initial offers and rejections. This will enable the LA to fill vacancies which arise before the offer date to ensure that under the terms of the co-ordinated scheme each applicant is offered the highest possible ranked preference.
9. Should there be instances where more than one school could make an offer of a place to a child, the LA will offer a place at the school, which was ranked the highest on the Surrey application form. Where the LA is unable to offer a place at any preferred schools the LA will offer a place at the nearest Community or Voluntary Controlled school with places or by arrangement with the nearest Voluntary Aided or Foundation school with places.
10. By 28 February 2008 letters and lists of children being allocated places will be sent to the primary schools.
11. By 28 February 2008 allocation letters will be sent out to all parents who have completed a Surrey form. Where preferences have not been met parents will be referred to the relevant admission authority(ies) for further advice. **UNDER NO CIRCUMSTANCES MUST ANY SCHOOL WRITE TO OR MAKE ANY OTHER CONTACT WITH PARENTS TO “MAKE AN OFFER” OF A PLACE, OR TAKE ANY ACTION TO INFORM THEM THAT A PLACE WILL OR WILL NOT BE OFFERED BEFORE THE AGREED DATE.** Please note it is a requirement of any co-ordinated scheme that all places are offered at the same time whether the school be oversubscribed or not.

## **B Applications received after the closing date but before the allocation date**

1. It is recognised that applications will be received after the closing date: (e.g., the family is new to the area and parents might not complete forms by the closing date or not at all) or parents will wish to change their preference (for example a family house move). Such applications still need a response and this section of the Co-ordinated Admissions Scheme deals with applications received in these circumstances.
2. **Families moving into Surrey** - These applications relate to families new to the area where it can reasonably be assumed that an application could not have been made by the closing date. Applicants will need to provide proof of ownership or tenancy on a Surrey property (exchange of contracts or signed tenancy agreement of one year or more) for the address in Surrey to be used for admission purposes.
  - If the application form is received by **7 December 2007** and where the LA is the admissions authority it will be taken into account in the main round of applications. If the application is for a Foundation or Voluntary Aided school it will be for the individual Admissions Authority to decide whether it can be accepted.
  - If the form is **received after 7 December 2007** it will still be passed to any admissions authority(ies) named with a note that it has been received after that date. It will be for the admissions authority to decide how it wishes to respond to the application. Where the application is for a school for which the LA is the Admissions Authority it will be considered late and be dealt with after all applicants received by the closing date have been dealt with. It would normally be the case that any application received after **7 December** will be treated as late and will not be processed until after 28 February 2008.
3. **Late applications** – These relate to applications from parents where it could reasonably be assumed that an application could have been made by the closing date. These applications will not be processed until after places have been offered to all those meeting the closing date.

- 4. Changes of ranked preferences – up to 7 December.** Some parents may wish to change preference after the closing date due to a change of circumstances. Admission authorities will not normally be able to consider a change of preference. However all admissions authorities will give consideration to a change of preference where there has been a house move, or other significant change of circumstances, which makes the original preference no longer practical. Any such request for a change of preference must be supported by documentary evidence/proof. Any changes of preference received and agreed after **7 December** will not be considered for initial allocation on 28 February 2008 but will be taken in to account for waiting list process.

### **C Application Forms received after the main bulk of places have been offered**

1. Applications will continue to be received after the majority of places have been offered. Only those preferences expressed on the LA application form will be valid. Where the school is its own admission authority the application will be sent to them requesting a decision within 14 days. The LA must be informed of the outcome of the application. The co-ordination scheme will end on the first day of the Autumn Term 2008.

### **D Appeals**

1. Appeals for schools which are their own admission authority will be the responsibility of the Governing Bodies of the schools concerned.
2. Appeals for Community and Voluntary Controlled schools must be lodged by 28 March 2008. The aim is that appeals lodged by this date will be heard by the end of June 2008. The appeals system is operated independently from the admission authorities. **NO** appeals will be heard in August.
3. The LA must be advised of the outcome of all appeals for Surrey children by Foundation and Voluntary Aided schools.

### **E Waiting lists**

1. Each admissions authority will operate waiting lists so that it is clear which child will be offered any place that becomes vacant. The waiting list will reflect the admissions criteria of the admission authority concerned. The LA must be notified by admissions authorities of any places which are subsequently allocated from the waiting list. Admissions authorities are encouraged to share waiting list information confidentially with other local schools to support effective planning of school places.
2. Waiting lists for Surrey Community and Voluntary Controlled schools are currently subject to consultation. It is proposed to keep waiting lists for all year groups until the children in that year group have left the school. All schools will be responsible for their own waiting lists. All late applicants will be added to the waiting list as appropriate.

### **F Casual admissions**

1. These are applications received from the first day of term for the academic year of entry or thereafter and will be handled directly by the schools concerned.
2. All schools including Foundation and Voluntary Aided schools may receive applications for admissions outside of the normal admissions round. All schools must advise the LA promptly of the outcome of these applications.

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## Surrey County Council

### Co-ordinated Admissions Scheme for Secondary Schools within Surrey in 2008/09

#### A Applications made in the main round

- 1. The process will begin with the distribution of admissions booklets and application forms early in September 2007.** These will be distributed to all children in Year 6 in Surrey maintained schools who are resident in Surrey and also made available through Surrey's Contact Centre which answers general admission enquiries for the Local Authority (LA). The telephone number for the Contact Centre is 0845 6009 009. This information will also be available on the Surrey County Council website [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions) and parents will be able to apply on-line if they wish.
- 2. All parents living in Surrey must only complete the Surrey LA paper application form or an on-line form.** Parents living outside Surrey can apply for a Surrey place on their home LA form. Parents living inside Surrey can apply for a school in another LA on the Surrey form. The application form invites parents to rank their three preferences in order of priority. This information is needed by the LA to allocate a suitable place regardless of whether an individual admission authority's criteria is based on "equal preference" or "first preference first".
- 3. Parents will have the choice of applying for a school place either on paper form or on-line.** The paper application form should be completed and returned to the child's current Surrey maintained school, or directly to the LA if attending an out-county or independent school. The on-line form will go directly to the LA. The closing date for all applications (either paper or on-line) will be at 12 noon on the Friday that schools break up for the autumn half-term, in the coming year that is **19 October 2007**. Changes of ranked preferences and late applications received after the closing date will not be accepted unless they are covered by Section B of the Co-ordinated Scheme.
- 4. Schools that are their own admission authority must not use any other application form but may use a supplementary form only for additional information required to apply their admissions criteria.** The information on school admissions and transfers booklet and website information will indicate in which schools such a form is required and invite parents to obtain it from the school. All supplementary information forms should be returned to the school by **12 November or by an earlier date if specified by the individual school**. The supplementary form should clearly indicate where it is to be returned.
- 5. By 7 December 2007 the LA will have assessed the level of preferences for each school.** Surrey LA will expect schools to adhere to their PAN unless this would not enable the LA to fulfil its statutory duty in circumstances where the demand for places exceeds the number of places available.
- 6. By 7 December 2007 all Foundation and Voluntary Aided schools will be sent their preferences so that they can apply their admissions criteria.**

7. By **18 January 2008** all schools which are their own admission authorities will advise the LA of their decisions. By applying their admissions criteria the admission authority will provide the LA with a list of pupils in ranked order indicating initial offers and rejections. This will enable the LA to fill vacancies which arise before the offer date to ensure that under the terms of the co-ordinated scheme each applicant is offered the highest possible ranked preference. Each school will provide a detailed statement explaining how places have been allocated and (where appropriate) the reasons why preferences have not been met. **This statement will be sent to parents by the LA with the allocation letter on 3 March 2008** (See footnote<sup>1</sup>).
8. By 6 February 2008 the LA will notify other admissions authorities who are not participating in the London Borough Scheme called the PAN London Register (PLR) where the highest ranked Surrey preference cannot be met and the other preference(s) is for a school where the LA is not the admissions authority. (The neighbouring admission authorities not participating in the scheme are: Bracknell Forest, East Sussex, Hampshire, Slough, West Sussex and Windsor & Maidenhead.)
9. By 6 February 2008 LAs participating in the Pan London Register will have made decisions on out of area applications.
10. Surrey LA will identify the school place to be offered and communicate information as necessary to other LAs by 19 February 2008. In instances where more than one school has or could make an offer of a place to a child, the LA will offer a place at the school, which was the highest priority (ranking) on the application form. Where the LA is unable to offer a place at any of the preferred schools the LA will offer a place at the nearest Community or Voluntary Controlled school with places or by arrangement with the nearest Voluntary Aided or Foundation school with places.
11. On 3 March 2008 letters and lists of children being allocated places will be sent to secondary schools for their information.
12. 3 March 2008 – allocation letters will be sent out by Surrey LA to all parents who have completed a Surrey application form. Where preferences have not been met parents will be referred to the relevant admissions authority(ies) for further advice. **UNDER NO CIRCUMSTANCES MUST ANY SCHOOL WRITE TO OR MAKE ANY OTHER CONTACT WITH PARENTS TO “MAKE AN OFFER” OF A PLACE, OR TAKE ANY ACTION TO INFORM THEM THAT A PLACE WILL OR WILL NOT BE OFFERED BEFORE 3 MARCH 2008.**

## **B Applications received after the closing date but before the allocation date**

1. It is recognised that applications will be received after the closing date: (e.g., the family is new to the area and parents might not complete forms by the closing date or not at all) or parents will wish to change their preference (for example a family house move). Such applications still need a response and this section of the Co-ordinated Admissions Scheme deals with applications received in these circumstances.
2. **Families moving into Surrey** - These applications relate to families new to the area where it can reasonably be assumed that an application could not have been made by the closing date. Surrey will only accept an application through the co-ordinated scheme where the applicant can provide proof of ownership or tenancy on a Surrey property (exchange of contracts or signed tenancy agreement of one year or more). If an applicant cannot provide that detail they will be expected to make application on the preference form of the home authority in which they currently live.

*Footnote<sup>1</sup> As the 1 March 2008 is a Saturday letters will be sent out on the following Monday as legislation states that no offers can be made before 1 March.*

3. If the application form is received by **7 December 2007** it will be passed on to any independent admissions authority(ies) named for consideration alongside the applications received on time (if the LA is the only admissions authority it will be taken into account in the main round of applications).
4. If the form is **received after 7 December 2007** it will still be passed to any admissions authority(ies) named (including the LA) with a note that it has been received after that date. It will be for the admissions authority to decide how it wished to respond to the application. Where the application is for a school for which the LA is the Admissions Authority it will be considered late and be dealt with after all applicants received by the closing date have been dealt with. It would normally be the case that any application received after **7 December** will be treated as late and will not be processed until after 3 March 2008.
5. **Late applications** – These relate to applications from parents where it could reasonably be assumed that an application could have been made by the closing date. These applications will not be processed until after 3 March 2008.
6. **Changes of preference** - Up to **7 December 2007**. Some parents may wish to change preference after closing date due to a change of circumstances. Admission authorities will not normally be able to consider a change of preference. However all admissions authorities will give consideration to a change of preference where there has been a house move, or other significant change of circumstances, which makes the original preference no longer practical. Any such request for a change of preference must be supported by documentary evidence/proof. Any changes of preference received and agreed after **7 December** will not be considered for initial allocation on 3 March 2008 but will be taken in to account for waiting list process.

### **C Application forms received after the allocation date of 3 March 2008**

1. Applications will continue to be received after the allocation date. Only those preferences expressed on the LA application form will be valid. Where the school is its own admission authority the application will be sent to them requesting a decision within 14 days. The LA must be informed of the outcome of the application.
2. Where the stated preference is for a school in a neighbouring authority the application form will be passed to that authority for a decision to be made within fourteen days, once that authority has advised Surrey of the decision the parent will be informed.
3. The Co-ordination Scheme will end on the first day of the autumn term 2008 therefore where applications are received after the beginning of term it will be for the admissions authority to handle the application and to inform the parent of the decision. See 'F' below for further details.

### **D Appeals**

1. Appeals for schools which are their own admission authority will be the responsibility of the Governing Bodies of the schools concerned.
2. Appeals for Community and Voluntary Controlled schools must be lodged by 11 April 2008. The aim is that all appeals lodged by this date will be heard by the end of June 2008. The appeals system is operated independently from the admission authorities. **NO** appeals will be heard in August.

3. The LA must be advised of the outcome of all appeals for Surrey children, being held by other admissions authorities including neighbouring LAs.

## **E Waiting lists**

1. Each admissions authority will operate waiting lists so that it is clear which child will be offered any place that becomes vacant. The waiting list will reflect the admissions criteria of the admission authority concerned. The LA must be notified by admissions authorities of any places which are subsequently allocated from the waiting list. Admissions authorities are encouraged to share waiting list information confidentially with other local schools to support effective planning of school places.
2. Waiting lists for Surrey Community and Voluntary Controlled schools are currently subject to consultation. It is proposed to keep waiting lists for all year groups until the children in that year group have left the school. All schools will be responsible for their own waiting lists. All late applicants will be added to the waiting list as appropriate.

## **F Casual admissions**

1. These are applications received from the first day of term for the academic year of entry or thereafter and will be handled directly by the schools concerned.
2. All schools including Foundation and Voluntary Aided schools may receive applications for admissions outside of the normal admissions round. All schools must advise the LA promptly of the outcome of these applications.

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