

## **Admission Arrangements for September 2017 entry**

The College will admit students without reference to aptitude or ability from the locality and other areas to a level at which we can provide a quality of education for all. The current Published Admission Number (PAN) is 150. As an Academy, within The Howard Partnership Trust, Trustees and Governors have decided to adhere to LA Admissions criteria and procedures which are summarised in the following paragraphs.

We operate Surrey's equal preference system and parents will be given the opportunity to state six ranked school preferences. Applications must be made by 31 October 2016. Where the number of applications exceeds the PAN the following prioritised criteria will apply in strict accordance with the school's Admission Policy.

Children with a statement of Special Educational Needs and Disabilities (SEND) or an Education, Health and Care plan (EHCP) will be allocated a place before the admission arrangements below are applied. In this way, the number of places available will be reduced by the number of children with a statement that has named the school.

### **1. First priority: Looked After and previously Looked After Children**

Within the admission arrangements, looked after and previously looked after children will receive the top priority for a place (see Note 1 for further information relating to looked after and previously looked after children).

### **2. Second priority: Exceptional social/medical need**

Occasionally there will be a very small number of children for whom exceptional arrangements will apply. (see note 2)

### **3. Third priority: Brothers and sisters**

A sibling is a child who will have a brother or sister at the school at the time of the sibling's admission. This would apply both at the initial allocation of places and also when prioritising the waiting list. (see note 3)

### **4. Fourth priority: Children for whom the College is the nearest to their home**

Currently, 'the nearest school' is defined as the school closest to the home address with a PAN for students of the appropriate age-range, as measured by a straight line. The nearest school may be either inside or outside the county

boundary.

#### **5. Fifth priority: any other applicant**

If there is oversubscription in any of the above criteria, priority will be given on the basis of nearness to Thomas Knyvett College measured in a straight line from the address point of the student's house, as set by Ordnance Survey to the nearest school gate for students to use. This is calculated using the Surrey Admission and Transport team's Geographical Information System.

#### **Additional Considerations**

Where parents live at different addresses, the address to be used will be the parental address where the child spends most of the time.

Where two or more children share priority for a place, e.g. where two children live equidistant from the school, random allocation will be used to determine which child should be given priority.

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and only one place remains, each child will be offered a place.

#### **Waiting Lists**

Where there are more applicants than places available, waiting lists will operate for each year group according to the admissions criteria without regard to the date the application was received or when a child's name was added to the waiting list.

#### **Late applications**

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

#### **The admission of children outside of their 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 must state

clearly why they feel admission to a different year group is in the child's best interest and provide evidence to support this.

## NOTES

### Note 1: Looked After Children and Previously Looked After Children

Looked after and previously looked after children will be considered to be:

- Children who are registered as being 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(a), 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(a) 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).

### Note 2: Exceptional social /medical needs

If, when you apply, your child has a disability or a serious or life-threatening medical condition and you feel he or she must go to Thomas Knyvett College and, where these needs can only be met at this school, you must put this on the application form. We will only consider this if you upload or send in medical evidence from a consultant doctor. Please note: a letter from your GP will not normally be sufficient evidence.

We may then consult the Local Authority's medical advisors. We only agree to a priority placement if the medical advisors consider that it is essential for your child to attend this school. It is expected that all mainstream schools will support children with the more common medical illnesses, common allergies (including nut allergy) or stress-related symptoms (or both).

If there are sensitive family circumstances, such as a significant family disability or involvement of support services (for example, Social Services), we may also consider these when you apply. Again, you must provide documented evidence or reports as appropriate. If your child is the subject of an Education Supervision Order or is permanently excluded from school, exceptional circumstances may also give priority for offering your child a place.

It is important that any exceptional circumstances, as described before, are shown on the application form when you upload or send in supporting evidence. If you do not do this, we cannot consider offering your child a priority placement.

### Note 3 - Siblings

A sibling will be considered to be a brother or sister, a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address.

A sibling needs to have a brother or sister at the school at the time of the sibling's application and when they enter the school.

Please refer to the SCC Admissions website: <http://new.surreycc.gov.uk/schools-and-learning/schools/school-admissions> or contact the College's Admissions Officer for advice and guidance through the process.