



Guildford County School

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## **Admissions Policy 2020/2021**

### Policy Review

This policy was adopted Autumn 2018 for admissions in 2020/2021

It will be reviewed in Autumn 2019 for admissions in 2021/2022 by the Admissions Committee - Guildford County School Governing Body

## Admissions to the School

Admissions to the school are determined by the governors in accordance with the policy set out below. The Published Admissions Number for Year 7 is 180. The governors are committed to a continuing policy of open admissions to the school without any selection or discrimination.

## Applying for a place

The Local Authority (LA) encourages parents/carers to apply on-line via the Surrey County Council website. Parents/carers can apply on-line from 1<sup>st</sup> September 2019. Alternatively, parents/carers can request a paper copy of the admissions form and booklet from Surrey County Council by calling 0300 200 1004. Parents/carers are invited to rank their six preferred schools in order of priority. If you have requested a paper application form this should be completed and returned directly to the LA. The on-line form goes directly to the LA. The closing date for secondary applications is Thursday 31<sup>st</sup> October 2019. However, the LA strongly recommends that parents/carers submit their applications by Friday 25<sup>th</sup> October 2019, the Friday before half-term.

The completion of a Supplementary Information Form (SIF) is required **only** by parents applying under Criterion 4: Children of staff.

## Allocating places

Children with an Education Health & Care Plan (EHCP) which names Guildford County School will automatically be allocated to the school before other applicants are considered. The number of places available will be reduced by the number of children with a statement that has named the school.

The following admissions criteria are used, in order of priority, to allocate places when the school is oversubscribed:

1. Looked after Children, Previously Looked after Children
2. Exceptional Circumstances
3. Siblings
4. Children of staff
5. Distance to school

## Tie Breaker

Should it be necessary to decide between applicants due to oversubscription in any criteria, distance will be used to determine which child will be offered any place that becomes available, with those living closest to the school being awarded priority.

Where two applicants live equidistant and share priority for a place, we would apply a random allocation to determine which child would receive priority. We will ensure that this process is witnessed and recorded.

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. 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 their rank position.

## Definitions

### ***1. Looked after Children, Previously Looked after Children***

Looked after children and previously looked after children are those 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 was amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

## **2. Exceptional Circumstances**

Children with a serious or life-threatening medical condition or disability, or children where there are sensitive and/or serious individual and/or family circumstances that make attendance at Guildford County School essential, can be considered under the exceptional circumstances criteria. A case should be provided which demonstrates clearly why you feel it is essential for your child to attend Guildford County School, and why no other school can meet your child's needs. In the case of a medical condition or disability, this should be stated on the application form and can only be considered if substantive medical evidence from a professional such as a social worker, health visitor, housing officer, the police, probation officer, doctor and/or hospital consultant, is attached. Please note that a letter from a GP will not normally be deemed sufficient evidence. If there are sensitive and/or serious individual and/or family circumstances, these should be stated at the time of application. Substantive evidence, such as a report from a support service, must be provided.

Children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted, may be considered under this criterion. 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 of England and left that care as a result of being adopted.'

## **3. Siblings**

A sibling is classified as a child who will have an older sibling on roll at the school, including in the Sixth Form, at the time of application. A sibling also includes a step, foster, adopted or half-brother/sister living at the same address.

## **4. Children of Staff**

Priority is given to the children of staff who have been employed at the school for more than two years. The date that will be used to assess the length of time that a member of staff has been employed will be the closing date for applications (31<sup>st</sup> October).

## **5. Distance to school**

The distance to Guildford County School is measured in a straight line from the address-point of the pupil's home address, as set by Ordnance Survey, to whichever of the school's four entrances available for pupils to use is the closest to that address-point. This distance is calculated using the Admissions & Transport Team's Geographical Information System.

A child's home address must be the child's normal place of residence and excludes any business, relative's or childminder's address. For children who are subject to a child arrangements order which stipulates that the child will live with one parent/carer more than the other, the address that should be used is the one where the child is expected to live for the majority of the time. For all other children, the address that should be used is the one where the child lives for the majority of the time. Where a child spends equal amounts of time between parents/carers, it will be up to the parents/carers to agree which address to use. In this instance, if parents/carers cannot agree on who should make the application, the application should be made by the parent/carer who is registered for child benefit. If neither parent/carer is registered for child benefit, an application from the parent/carer whose address is registered with the child's current school would be acceptable.

If the main carer of the child still owns or rents a property within the borough that has previously been used as a home address, a temporary address will not generally be accepted. A temporary address will only be used for admission purposes if the child has been resident away from the owned property for a period of two years or more at the closing date for applications. Any applicant who moves from a rented or temporary address after being offered a place in advance of their child taking up their school place may have their place withdrawn if it is found the family have returned to an address already in their ownership. A temporary address that is believed to have been used solely or mainly to obtain a school place, when an alternative address is still available to the child, will not be accepted.

### **Late applications**

If you do not manage to meet the deadline for applications, because you are new to the area, or for any other reason, please submit your application form, paper or on-line, to Surrey LA. Late applications will be considered in accordance with Surrey's Co-ordinated Admission Scheme.

### **Waiting Lists for Year 7**

At the beginning of March letters are sent out by Surrey Local Authority informing all parents/carers of the school at which a place has been allocated to their child. Where there have been more applications received for Guildford County School than places available, a waiting list will be generated reflecting the school's over-subscription criteria, in order to determine which child will be offered any place that becomes available. The list will comprise details of all unsuccessful applicants; those who sought a place for their child at GCS in preference to the school they have been offered. In order for us to operate an accurate waiting list, we will write to all parents/carers of children on the list, requesting confirmation by an agreed date that they wish their child's name to remain on the list. Names of children whose parents do not contact the school by the deadline date will be removed from the list. If you have not put Guildford County School as a preference, you will need to apply for a place through the Local Authority.

All waiting lists are cancelled at the end of the academic year. If you would like your child's name to be placed on the waiting list for the following year, please reapply through the local authority, using the IY-CMA form.

The child of a member of staff who does not qualify for priority admission, because the staff member joined the school less than two years before the admissions deadline, will have priority on the waiting list from the time when their parent/carer has been employed at the school for two years or more.

### **Appeals**

The appeals system is operated independently of the school by Surrey Schools Appeals Service, and we aim to ensure that all appeals are heard by the end of June. **Please note that we set our own date for appeals, which is not necessarily the same as the date set by the LA for Community Schools.** An appeals timetable will be published on the school's website by the end of February.

### **In-Year Admissions**

All in-year applicants must apply for a place at the school using the Surrey County Council Centrally Managed Application (IY-CMA) which can be found on the Surrey County Council website at [www.surreycc.gov.uk](http://www.surreycc.gov.uk) or on the school website at [www.guildfordcounty.co.uk](http://www.guildfordcounty.co.uk). Forms can also be requested by telephoning the Surrey Schools and Childcare Service on 0300 200 1004. All completed forms must be returned to the Local Authority.

For in-year applications the date for determining the two-year period for children of staff will be the date that the application is made.

## **Children out of Chronological age group**

Parents/Carers who choose to seek places outside of their child's chronological year group should apply directly to the school by submitting a letter stating clearly why they feel admission to a different year group is in the child's best interest and provide evidence to support this. The governors' admissions committee will meet and consider the evidence provided and make a decision on the basis of the circumstances of each case and in the best interest of the child in question.

Applicants who are applying for their child to have a decelerated entry to school, ie to start later than other children in their chronological age group, should initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If the governors' admissions committee, in liaison with the headteacher, 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, ie 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 the governors' admissions committee, in liaison with the headteacher, 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.

More information on educating children out of their chronological year group is available at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

## **Admission into the Sixth Form**

Each year, the governors invite Year 11 students who already attend Guildford County School to express an intention to join the Guildford County School Sixth Form. Whilst GCS students are entitled to continue into the Sixth Form providing they meet the minimum entry requirements, applications are also invited from students of Year 11 age who are members of other schools and wish to join the Sixth Form of Guildford County School. They will do this by, for example, advertisement in the local media. The governors will consider applications when they are received; and places will be offered in order of priority, as defined below.

### **Entry Requirements**

Students are required to gain five GCSE passes or the equivalent at Grade 4 (higher tier) or above for A level courses, but all students are considered on an individual basis and there are subtle differences in subject specific requirements. No minimum requirements are set for other courses. It is advised that students are best suited for A level courses having previously achieved a minimum of five Grade 5 GCSEs and appropriate subject requirements.

### **Published Admissions Number**

The PAN for the Sixth Form, which refers to students from other schools, is 50 in Year 12. We will however consider accepting additional students should we reach our PAN.

### **Allocating Places**

The following admissions criteria are used, in order of priority, as defined below, to allocate places in the Sixth Form when the Sixth Form is oversubscribed:

1. Looked after Children, Previously Looked after Children
2. Exceptional Circumstances
3. Siblings

4. Children of staff
5. Distance to school

### **Distance to School**

Should it be necessary to decide between applicants due to oversubscription in any criteria, distance will be used to determine which child will be offered any place that becomes available.

Please refer to the definitions provided earlier in the policy for a full explanation of the above criteria.

### **Meetings**

Meetings will normally be held with Year 11 Guildford County School students and those from other schools to provide advice and guidance only on options and entry requirements for particular courses. These meetings do not form part of the decision making process regarding the offer of places.

### **Sixth Form Timetable for Applications and Offers**

- Application forms will be available after the Sixth Form Open Evening on Thurs 31<sup>st</sup> October 2019;
- The deadline for applications is Friday 30<sup>th</sup> November 2019;
- Offers will be made by Friday 28<sup>th</sup> February 2020.

### **Applications after the deadline date**

Late applications will be processed as they are received.