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# ADMISSIONS POLICY

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Person(s) Responsible:

Mr E Tanner

Governors' Committee:

Resources Committee

This Policy is reviewed annually  
in the Autumn Term

**For Admissions Academic Year  
2025/2026**

Status:

Statutory

Last Consultation:

Autumn 2017

**CONSULTATION TAKING PLACE  
DECEMBER/JANUARY 2023/2024**

## The 'Admissions Authority' referred to in the Policy is *Collingwood College*

### 1. General

- In common with all state maintained schools the College operates its admissions policy within a local and national framework. Consequently parents should read this Admissions Policy within the context of the current Surrey Local Authority booklet "Information on School Admissions and Transfers".
- The College will normally admit each year without reference to ability or aptitude the Planned Admission Number, (PAN), of 300 students, who are aged 11+ or who have completed Year 6.
- In accordance with the School Admissions Code, Collingwood College operates an equal preference system. This means that the College considers all ranked preferences equally against its admissions criteria and informs the Surrey Local Authority of those applicants, to whom places can be offered. Places are then offered by Surrey Local Authority on the date specified annually in the above booklet.
- All available places will be offered. No places will be held back for late applicants who may move into the locality.
- Children who are the subject of an education, health and care (EHC) plan naming Collingwood College will have absolute priority for a place. Since there is a separate process for the admission of students with an EHC plan, Surrey Local Authority will send information at the beginning of the Autumn Term explaining the procedure in respect of a child's future placement. Advice is also available from the Local Area Education Office.
- Applicants may choose to seek places outside of their child's chronological year group. Decisions will be made by the admissions authority on the basis of the circumstances of each case. Applicants must state clearly why they feel admission to a different year group is in the child's best interest and, if they wish, provide evidence to support this. 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).

### 2. Specific

If the number of applicants exceeds the PAN, the College is oversubscribed. In this circumstance, the following priorities will be used when offering places:

#### **First Priority:    Looked-after children and previously looked after children**

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 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 care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002), including children adopted from state care outside England, a child arrangements order (in

accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

## **Second Priority: Brothers and sisters (siblings)**

After 'Looked-After Children', places will be offered to siblings. A sibling is defined as *a child, who has a brother or sister, step-brother or sister, foster-brother or sister or an adopted brother or sister attending Collingwood College on 31<sup>st</sup> October in the calendar year preceding the date of admission.* A sibling will be given priority for admission, **only if the other sibling is on roll at Collingwood College on 31<sup>st</sup> October in the calendar year preceding the date of admission.**

Applications to be considered under the sibling priority must indicate that the child has a brother or sister already at Collingwood College when the application/preference form is submitted and relevant details must be provided.

## **Third Priority: Exceptional arrangements**

Occasionally there will be a very small number of children for whom exceptional arrangements will apply. These exceptional arrangements may override other lower admissions priorities and the Admissions Authority may apply them when they first offer places. The Local Authority may ask the Admissions Authority to admit beyond the PAN at other times under this category.

### ***What is an exceptional arrangement?***

#### **1. Medical and other reasons**

All mainstream schools, and not just the school which is the first ranked preference, are expected to support children with the more common medical ailments and/or stress related symptoms or both. If, at the time of completion of the application, the child has a disability or a serious or life threatening medical condition which necessitates placement at Collingwood College, this must be stated on the application form. Such information will only be considered if parents/carers attach supporting evidence such as a letter from a registered health professional. This evidence should set out the particular reasons why Collingwood College is the most suitable school and the difficulties that would be caused if he/she had to attend another school. A GP's letter will not normally constitute sufficient medical evidence. A priority placement will only be agreed if the College's medical advisors consider that it is necessary for the child to attend Collingwood College.

If there are sensitive family circumstances, perhaps involving support agencies (e.g. Social Care), these will also be considered, but documented evidence and/or relevant reports must be provided on the application form. If the child is the subject of an Education Supervision Order, or is permanently excluded from school, exceptional circumstances may also give priority for a placement.

**It is important that any exceptional circumstances, as described above, be shown on the application form at the time of application and supporting written and/or documentary evidence must be attached. If this procedure is not followed, a priority placement will not be considered.**

#### **2. Children with a disability**

Applications for children with a disability, who do not have an EHC plan, are treated in the same way as all other applications. **If the child has a disability which applicants believe necessitates placement at Collingwood College, this must be stated on the application form and evidence of the disability must be provided at the time of application.**

#### **Fourth Priority:**

1. Children of a member of the staff of Collingwood College, where the member of staff has been employed at the College for a minimum of two years by 31 October in the year preceding that for which admission is being sought;
2. Children of a member of the staff of Collingwood College, where the member of staff has been employed at the College to fill a vacant post, for which there is a demonstrable skills shortage.

*Members of staff should complete the Supplementary Information Form and the main application form. A copy of the form can be accessed from the College Website.*

#### **Fifth Priority:**

Children living in the following wards of Surrey Heath: Bagshot, Lightwater, Old Dean, St Paul's, Windlesham and Chobham, and that part of Town Ward on the north side of the A30.

#### **Sixth Priority:**

Children living in the Bisley and West End Ward of Surrey Heath.

#### **Seventh Priority:**

Children living in Town Ward on the south (town centre) side of the A30 and other Wards of Surrey Heath hitherto unspecified. (Frimley Green, Frimley, Heatherside, Mytchett and Deepcut, Parkside, St Michael's, Watchetts).

#### **Eighth Priority:**

Children living beyond the boundaries of Surrey Heath.

[Please follow this link to the interactive map showing the Wards in Surrey Heath](#)

#### **It is important to note that:**

- Any parents intending to move into the Surrey Heath Area **must** provide proof of permanent residency i.e. evidence of exchange of contracts, or a rental agreement that must operate for a minimum period of 12 months;
- The home address as at the closing date for applications is used when allocating places. However, if contracts are exchanged on a new family home by the closing date, and as long as the applicant is able to offer proof of such exchange, the Admissions Authority will take account of the new address;
- Governors reserve the right to withdraw an offer of a place if it is determined that the place has been obtained as a result of fraudulent or misleading information, even if the child has already started at the College;
- There is no system of contributory or feeder schools which gives priority for admission to Collingwood College, nor is there any automatic transfer between schools. Admission to a particular Junior/Primary school does not guarantee admission to Collingwood College;

- In the case of over-subscription in any of the 8 categories listed above, priority will be given to those children living nearest to the College, as measured in a straight line from the address point of the student's house as set by Ordnance Survey, to the centre of the main entrance to the Kingston Road site. The distance tie breaker will be used in each category, as necessary, as a means of prioritising places. In the event that the tie breaker does not produce a result, a member of the Governing Board will allocate the available place(s) by the drawing of lots. Where children with the same priority live equidistant from the College or where applicants who live in the same block of flats or apartments share the same address point, priority will be determined by the drawing of lots, which will be witnessed and recorded. If a student has more than one dwelling, the address used will be the student's main residence. Evidence of the main residence may be required.
- 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, each child will be offered a place.
- Late applications will be considered in accordance with Surrey's Coordinated Admissions Scheme, details of which can be accessed at [www.surreycc.gov.uk](http://www.surreycc.gov.uk).

### **3. General – Waiting Lists**

The College will operate a "waiting list" for any year group, which is over-subscribed. The position of an applicant on the waiting list will be determined by reference to the 8 priority categories and the distance measurement and other procedures identified above. The waiting list will be maintained for a maximum of one year, commencing on the date on which the allocation of places is formally notified to parents.

The waiting list for Year 7 entry will operate until 31<sup>st</sup> December 2024 and we will write to applicants to check whether they wish their child to remain on the waiting list until the end of the academic year.

The waiting list for in-year applicants will operate until the end of the academic year in which they applied for a place. At the end of each academic year, applicants will be required to complete a new in-year application to apply for a place for the following academic year.