



ADMISSIONS POLICY

For entry to Warlingham School & Sixth Form College

September 2025

Warlingham School & Sixth Form College is an academy within Tandridge Learning Trust and is its own admissions' authority. Its current admission arrangements fall within the Surrey Admissions and Transport Team. These are coordinated for the new Year 7 cohort by the Admissions' Office at the Admissions and Transport Policy Team, Quadrant Court, 35 Guildford Road, Woking, Surrey GU22 7QQ. The Local Governing Committee monitors the implementation of this policy on an annual basis.

Warlingham School & Sixth Form College is allowed an intake of 240 pupils into each year group (this is known as the planned admission number – PAN).

Children with an Education Health and Care Plan (EHCP) will be allocated to the school before other applicants are considered and the number of places available will be reduced by the number of children with an EHCP that has named the school.

Entry to Year 7

Applications for places must be made on the Common Application Form provided and administered by Surrey County Council or by the local authority in which you live.

After the closing date for applications has been reached, each applicant is listed on a database which is shared between local authorities as part of a coordinated admissions' scheme. Places will be offered in accordance with equal preference rules.

If Warlingham School is oversubscribed, the following criteria will be used to allocate places:

1) Looked after and previously looked after children

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 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. Where a child has previously been in care but left that care through other means, perhaps by being returned to the care of their parent, they will not qualify for priority under criterion one if subsequently, after leaving care, they were made subject of a child arrangements order or special guardianship order.

2) Exceptional social/medical needs

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement at a particular school. If you wish to apply under a school's exceptional medical or social criterion, you must provide additional information and professional written evidence to support your case.

This needs to demonstrate clearly why you feel it is essential for your child to attend Warlingham School & Sixth Form College and why no other school can meet your child's needs. Supporting evidence should be provided from a professional, such as a social worker, health visitor, housing officer, the police, probation officer, doctor and/or hospital consultant.

Providing professional evidence does not guarantee that your child will receive priority at Warlingham School & Sixth Form College. The decision will be made by the admission authority for the school which will consider whether the circumstances warrant a child being placed at Warlingham School & Sixth Form College above any other and whether they should give the child priority over other applicants who, for example, have siblings at the school or who may live closer.

Please note that exceptional arrangements are normally only granted to the child's nearest school. If Warlingham School & Sixth Form College is not your child's nearest school you should explain why the nearest school cannot meet your child's needs. Please note that it is not possible for routine child-minding arrangements to be taken into account.

Parents are responsible for providing the evidence to support an application for a medical or social placement. Any application that does not have supporting evidence will not be given priority; neither the local authority for Warlingham School is responsible for ensuring parents provide it.

3) Brothers and sisters (siblings)

After 'exceptional arrangements', places are then offered to siblings. A sibling is a child who will have a brother or sister (that is, another child of the same parents) whether living at the same address or not, or a half-brother or half-sister, adopted or fostered brother or sister or step-brother or step-sister living as part of the same family unit at the same address (Monday to Friday) still at the school concerned at the time of another sibling's admission. This includes students in sixth form provision at the school. A sibling will be given priority for admission only if he/she has a sibling who will still be at the school in September 2025.

If, at the time of admission, your child will have a sibling at the school, you must show this on your preference form in order to be given sibling priority.

4) Feeder Primary School

Pupils transferring from Hamsey Green Primary School and who live within Warlingham School & Sixth Form College's catchment area*. This criterion will not apply to in-year admissions.

5) Children of a member of the staff of Warlingham School & Sixth Form College

Children of a member of staff of Warlingham School & Sixth Form College, where the member of staff has been employed at the school for a minimum of two years by 31 October in the year preceding that for which admission is being sought; children of a member of the staff of Warlingham School & Sixth Form College, where the member of staff has been employed at the school to fill a vacant post, for which there is a demonstrable skills shortage.

For in year admissions in this criterion, the date that eligibility will be assessed will initially be the date that the application is made or if a child's name is added to the waiting list, the date a place becomes available.

A son or daughter means a child who lives in the same house as the member of staff, including a natural son or daughter, an adopted child, step-son or daughter, or foster child. Children residing in the same household as part of an extended family, such as cousins, will not be eligible. The School reserves the right to ask for proof of relationship.

Members of staff should complete the Supplementary Information Form and the main application form. A copy of the form can be accessed from the school website by clicking [here](#).

6) Children who live within the fixed catchment area*

Children who live within Warlingham School & Sixth Form College's catchment area.

* You can find out about the catchment area for the school by accessing the school's website

<https://www.warlinghamtlt.co.uk/> or Surrey's School Map webpage at

<https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/about-map/find-a-school>

You may also telephone the Surrey Schools and Childcare Service on 0300 200 1004.

The home address is considered to be where the child resides as their only or principal residence. Proof of liability for Council Tax will be required. If the child resides equally between both parents, the principal home address will be considered as being the address at which the child is registered whilst attending primary school, with a GP and, if applicable, the address of the parent who is in receipt of Child Benefit or Child Tax Credits for the child. For children who reside with a relative or carer other than a parent, a residence order or other court order will be required.

Please note:

The child's home address excludes any business, 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.

The School 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 the School accept a temporary address if it believes it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.

7) Any other applicant

Tie breaker

Should oversubscription occur in any of the above criteria then priority will be given to those living closest to the school. Home to school distance will be measured in a straight line from the address point of the pupil's home, as set by Ordnance Survey to the nearest school gate for pupils to use. This is calculated using Surrey County Council Admission and Transport team's Geographical Information System. Where two or more children share a priority for a place, in any category we will use random allocation to determine which child should be given priority.

If children come from multiple births (twins, triplets, etc.) and the School would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those children, the School will offer a place to each of the children, even if doing so takes the School above its PAN.

Waiting list for Year 7

All children who are unsuccessful in their application for a place will automatically be added to the waiting list. If the school is oversubscribed, the children of those parents who made an application after 31st October will also automatically be added to the waiting list.

The waiting list will operate for the full academic year. It will be managed by Surrey County Council admissions team and transfer to the School on the first day of the academic year 2025.

Any child for whom a place is requested on the waiting list will be ranked in line with the published oversubscription criteria and no further information can be considered. If a place becomes available, it will be offered to the next applicant on the waiting list.

Applicants will remain on the waiting list until the parent/carers advise the School they wish to be removed.

In year admissions

In year admission applications are administered by Warlingham School & Sixth Form College. Parents/carers should complete an in-year admission form available on the School's website. Where year groups are already at PAN waiting lists are formed using the criteria as set out above. The process regarding children admitted via the Fair Access Panel will be in line with Surrey County Council's published arrangements.

Admissions of pupils outside of 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 executive 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 executive 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. More information on educating children out of their chronological year group and the process for making such requests is available at www.surreycc.gov.uk/admissions.

Admission appeals

The normal appeals procedure is available for all those not granted a place and full details of how to appeal can be obtained from the Surrey County Council on 0300 200 1004.

Approved by Local Governing Body	Autumn 2023
Due for review	Autumn 2024
SLT Member	Mr P Kinder & Mr S Strachan