Warlingham School & Sixth Form College

Wide Horizons
High Aspirations

ADMISSIONS POLICY
For entry to Warlingham School & Sixth Form College
September 2028

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 School Admissions Team. These are coordinated for the new Year 7 cohort by the School Admissions Team, Surrey County Council, PO Box 475, Reigate, RH2 2HP. The Local GoverningCommittee monitors the implementation of this policy on an annual basis.

From 1 April 2027, any reference to Surrey County Council should be read as a reference to the relevant new unitary authority, which will be East Surrey Unitary Authority.

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). The School accepts applications from and admits pupils irrespective of any protected characteristic.
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**
   A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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 looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
   An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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 2028.

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*. Pupils applying under the Hamsey Green Primary School feeder criterion must be enrolled at Hamsey Green Primary School by 31 October in the year preceding the year for which admission is sought.
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.

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 School's Admission Team 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, until the end of the Summer Term. It will be managed by Surrey County Council admissions teamand transfer to the School on the first day of the academic year 2028.

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/carer advises the School they wish to be removed.

In year admissions

Applications for admission outside the normal age of transfer are considered in accordance with the School Admissions Code and relevant legislation. Information on how to apply for an in-year place will be published on the school website. Where there are more applications than places available, applications will be prioritised in accordance with the oversubscription criteria set out in these admission arrangements. Children admitted via the Fair Access Protocol will take precedence where this is required under the School Admissions Code and Surrey's published Fair Access Protocol.

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 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 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 thecorrect 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.