



DRAFT ADMISSIONS CRITERIA 2019

The admission number for entry to Hinchley Wood School in September **2019** will be 210. Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below. As directed by the Local Authority (LA), children with a Statement of Special Educational Needs or Educational Health and Care Plan that specifies the school as the placement school will be given separate consideration.

1. Looked After Children (children in the care of a Local Authority or being provided with accommodation by a Local Authority in the exercise of their social services functions) and previously looked after children (children who have been adopted or made subject to a child arrangements or special guardianship order).
2. **Exceptional circumstances on medical and social grounds**; the grounds on which the application is made must be supported by written evidence from a registered health professional such as a consultant doctor or psychologist **for medical cases, or** social worker, educational welfare officer, **health visitor, police or probation officer for other social circumstances** to demonstrate that Hinchley Wood School is the only secondary school suitable for that student. This evidence must be submitted at the time of application.
3. Students who have a sibling living at the same address, attending Hinchley Wood School in years 7 to 11 at the time of admission. (Please note that this does not apply if the older sibling is in the sixth form at the time of admission).
4. **Children of staff at the school where either or both of the following criteria apply:**
 - **The member of staff has been employed for two or more years at the time the application for admission is made.**
 - **The member of staff is recruited to fill a vacant post which is difficult to recruit to or for which there is a demonstrable skills shortage* (see note below).**
- 5a. Students who attend the following feeder primary schools
 - Claygate Primary School
 - Hinchley Wood Primary School
 - Long Ditton St Mary's Church of England (Aided) Junior School
 - Thames Ditton Junior School

AND

whose permanent home is within the catchment area for Hinchley Wood School as defined on the attached map (outlined in blue).

** (see note below)
- 5b. Any other students whose permanent home is within the catchment area for Hinchley Wood School as defined on the attached map (outlined in blue).
6. Any Other Applicant

If the school is oversubscribed within any category, priority will be given to those living nearest to the school determined by a straight line from the front door of the school to the address location of the child's permanent address. The address location, supplied by the Ordnance Survey (OS), determines the start point of the home address and the distance is measured using dataMAP



software.

Where two or more children share a priority for a place e.g. where two children live equi-distant from the school (or share the same address point in a multiple occupancy dwelling), the school will draw lots to determine which child should be given priority.

*** In the opinion of the Headteacher and the Chair of the Human Resources Committee (at the time of advertising)**

****Category 5a does not apply to in-year admissions.**

Notes:

- All applications for Hinchley Wood School included in the six preferences for those applying on the Surrey LA preference form or from the London boroughs, will be considered equally against Hinchley Wood's entry criteria.
- In category 1, looked after and previously looked after children will be considered to be:
 - ❖ Children who are in the care of a Local Authority or being provided with accommodation by a Local Authority in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time of making an application to the school: and
 - ❖ Children who have previously been in the care of 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).
- In category 2, ***the exceptional medical or social circumstances might relate to either the child or the parent/carer. The evidence must demonstrate that Hinchley Wood School is the only secondary school suitable for your child and explain why no other school could meet your child's needs.*** Please note that a letter from your GP will not be sufficient medical evidence. ***Providing evidence does not guarantee that a child will be given priority at Hinchley Wood School and, in each case, a decision will be based on the merits of the case and whether the evidence demonstrates that a placement should be made. For in-year admissions, priority under this category is subject to places being available in the relevant year group.***
- In category 3, a sibling will be considered to be a brother or sister (that is, another child of the same parents), 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.
- ***Any applications under Category 4 must be supported by a Supplementary Information Form which must be completed and returned to the Admissions Officer at the school.***
- Four schools within Elmbridge have agreed catchment areas. Therefore, you may not live within the catchment area for Hinchley Wood School even though it is the nearest school to your child's permanent address.



- In categories **5** and **6**, the child's permanent home address is used. This is defined as the permanent home address of the parent or legal guardian with whom the child lives. In the case of formal equal shared custody, it will be up to the parents/carers to agree which address to use. In other cases it is where the child spends most of the time. Additional evidence of students' 'home address' may be sought and this may include historical checking with the student's primary school. The address registered at the primary school at the time of application will be deemed as the 'home address' and the parent living at that address as the primary contact. We will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.
- The address to be used for the initial allocation of places to Year 7 will be the child's address at the closing date for application. Changes of address may be considered in accordance with Surrey's co-ordinated scheme if there are exceptional reasons behind the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify the Surrey County Council and the school of any change of address.
- In the case of multiple births where only one place remains, the school will admit all children even if it means going over the PAN.
- Applicants maybe eligible for more than one category but will be ranked in the highest category for which they are eligible.
- On acceptance of a place, proof of address at the time of application will be requested. Such proof may include current council tax or utility bills.
- For secondary school transfer from primary school into Year 7, unless a late application has been accepted as on time in accordance with Surrey's co-ordinated admission scheme, any applications received after the published closing date will be deemed as late applications and will only be considered after all those applications received by the closing date.
- Waiting lists will be kept until the end of the academic year and applicants will be ranked according to the published admissions criteria. Unsuccessful applicants stating a preference for Hinchley Wood School can ask to be placed on a waiting list.
- On the waiting list, priority under category **5a** will only apply for Year 7 admissions up to and including the **fifth school day of the autumn term September 2019 (not including any INSET Days)**. **From the sixth day**, the waiting list will be re-ranked using criteria 1, 2, 3, 4, 5b and 6 only.
- Applicants may choose to seek places outside of their child's chronological year group. Decisions will be made by the Governing Board's Admissions Committee 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



HINCHLEY WOOD SCHOOL
INSPIRING LEARNERS

is available at www.surreycc.gov.uk/admissions.

- If it is found that a place has been obtained on a fraudulent basis, the offer will usually be withdrawn.
- Parents of students who are not offered a place will be notified of the appeals process. All appeals are dealt with by the Clerk to Governors at school.

Sixth Form Applications

We have a separate admissions policy for the Sixth Form.

DRAFT