



**KINGS  
COLLEGE**  
GUILDFORD

# **Admissions Policy**

## **2019/2020**

**Kings College Guildford**  
**“An uncompromising commitment to excellence”**



# Admissions

## 1. INTRODUCTION

Kings College Guildford has academy status and is a school within the GEP multi academy trust. This means we act as our own admissions authority. We do however, follow the advice and guidance of Surrey County Council and work within the Equal Preference Scheme.

## 2. THE EQUAL PREFERENCE SCHEME

The Equal Preference scheme is a framework for all admission procedures. It has been designed to offer parents more choice so that all school preferences are equally considered at the same time.

### How does it work?

- All applications for a particular school are put into order according to the oversubscription criteria in our school's policy. If all schools can offer a place, the authority will allocate the parent's first choice school.
- If none of the preferred schools can offer a place, the authority will allocate a school where places are still available. Parents can appeal if they are refused their choice of school.
- All applications for places must be made on the application form produced by the Local Authority in which the parent or carer lives. The application form can be obtained directly from that Local Authority which is responsible for co-ordinating the allocation of all places at maintained schools in its area, and for offering individual places on behalf of the school Governors. The Local Authority will also pass on any applications recorded on the form for places at schools in other Local Authorities. A Surrey online application is available from [www.surreycc.gov.uk](http://www.surreycc.gov.uk).
- For September 2019, our Published Admissions Number in Year 7 is 180.
- When Kings College is over-subscribed, applications for entry in 2019/20 will be ranked in the following order:
  - First Priority: Looked After and Previously Looked After Children. Looked after and previously looked after children will be considered to be:

- children 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 in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a **child arrangement** 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).
- Second Priority: Exceptional arrangements –as explained below
  - Third Priority: Siblings at the College **at the time of admission**. A Sibling will be considered to be a brother, sister, half-brother, half-sister, step-brother, step-sister or an adoptive or foster sibling living at the same address.
  - Fourth Priority: All other applicants – All other applicants with priority being given to students who live the nearest distance to the College at the close of the admissions application date. The distance is measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey, to the nearest school gate available for pupils to use. This is calculated using the Admission and Transport Team's Geographical Information System. In all cases proof of address must be provided. In the case of our services families a letter from the Commander is acceptable.

### 3. EXCEPTIONAL ARRANGEMENTS

As an inclusive school we recognise that there may be a small number of students for whom exceptional arrangements may apply. At Kings we recognise that every child matters and will endeavour to look at individual cases in accordance with our policy and Surrey Admissions Authority guidance.

- Admission for students with physical disability are included as part of the published admissions number for the College. We have provision for the needs of physically disabled students through our Physically Disabled Centre to a maximum number of fourteen on roll at any one time, normally admitting two per year.
- Medical grounds - If at the time of the application the student has a serious medical condition necessitating attendance at the school, then this must be stated on the application form and will only be considered if it is supported by substantive medical evidence from a consultant specialist doctor. The evidence must confirm the circumstances of the case and set out why the child should attend Kings College and why no other school could meet the child's needs. The Admission Authority may then consult with its own medical advisor. Priority placement is only agreed if attendance is considered as essential.

- Other - If there are individual and compelling family circumstances, these may also be considered **at the time of application**. Documentary evidence and reports must be provided to support any such application.

**4. Tie-Breaker:** Where two or more children share a priority for a place, e.g. where two children live equidistant from the school, lots will be drawn to determine which child should be given priority.

- 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 ranked positions.

## **5. WAITING LIST**

In the event of there being more than 180 applications, the College will hold a waiting list for places. Waiting list places will be offered in line with the criteria shown above should vacancies occur.

## **6. LATE APPLICATIONS**

In the event of the College being oversubscribed, applications received after 31 October 2018 will be considered after the applications that were submitted on time have been processed. If there are still places remaining after the allocation to on time applicants these will be offered to late applicants and offered on the national offer date before the creation of a waiting list.

Late applications will be considered in accordance with the Home Local Authority's coordinated admissions scheme.

## **7. PARENT'S RIGHT OF APPEAL**

Parents who are unsuccessful in their application have the right to appeal. The appeals system is operated independently of the College. The letter you receive telling you that admission has been refused will also contain information on how to appeal. Parents wishing to appeal can obtain an appeal form from the Surrey County Council Website <http://www.surreycc.gov.uk/learning/schools/school-admission-appeal>

You can also call the Surrey Contact Centre on 0300 200 1004 and if you require any help and advice at any stage you can contact the Surrey Appeal Service on 020 8541 9029.

## **8. POLICY REVIEW**

This policy will be reviewed annually.