



**Admissions Policy
Kings College
2025 – 2026**

Responsible Committee: Local governing body

Responsible Officer: Jo Oliver

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We seek to be a network of schools where every pupil receives the best possible education.



Allocating Places

Applications for Kings College must be made by 31 October 2024. Places at Surrey secondary schools, including Kings College, will be offered on the basis of the preferences that are shown on the application form. Parents will be asked to rank up to six preferences and these will be considered under an equal preference system.

Children with an Education, Health and Care Plan (EHCP) that name Kings College will be allocated a place before other applicants are considered. In this way, the number of places available will be reduced by the number of children with an EHCP that has named Kings College.

The admission number for Year 7 is 120. In the event of over-subscription, places will be allocated in the following order:

1. Looked After and Previously Looked After Children

Places will be offered firstly to looked after children i.e. children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after. Applications made under this criterion must be accompanied by details of the circumstances and professionally supported evidence.

Definitions

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 satisfaction of the school's admissions committee] 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).

- i. 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).*
- ii. 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.*
- iii. A 'special guardianship order' is set out in section 14A of the Children Act 1989 and is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

2. Exceptional Circumstances

Children with a serious or life-threatening medical condition or disability, or children where there are sensitive and/or serious individual and/or family circumstances that make attendance at Kings College essential, can be considered under the exceptional circumstances criteria. A case should be provided which demonstrates clearly why you feel it is essential for your child to attend Kings College, and why no other school can meet your child's needs. In the case of a medical condition or disability, this should be stated on the application form and can only be considered if substantive medical evidence from a professional such as a doctor and/or hospital consultant is attached and for other circumstances, evidence from a social worker, health visitor, housing officer, the police or probation officer. Please note that a letter from a GP will not normally be deemed sufficient

evidence. If there are sensitive and/or serious individual and/or family circumstances, these should be stated at the time of application. Substantive evidence, such as a report from a support service, must be provided.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under a school's exceptional circumstances criterion would not normally be given for these. In addition, routine childminding arrangements will not normally be considered to be an exceptional circumstance for placement at a particular school.

Providing evidence does not guarantee that a child will be given priority at Kings College 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 at Kings College above any other.

Places may be allocated under this criterion when places are first offered at Kings College and the Local Authority may also ask Kings College to admit over their Published Admission Number at other times under this criterion.

3. Siblings

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), 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.

A child will be given sibling priority if they have a sibling at Kings College at the time of the child's admission.

4. Children of Staff

Priority is given to the children of staff where the member of staff has been employed at Kings College for two or more years at the time at which the application for admission to the school is made. The member of staff must complete the supplementary information form attached.

5. Any Other Applicant

Remaining places will be offered on the basis of nearness to the school measured in a straight line from the address point of the student's home, as set by Ordnance Survey to the nearest school gate for students to use. This is calculated using the Admission & Transport Team's Geographical Information System.

ADDITIONAL INFORMATION

Home Address

The home address of the child excludes any business or childminder's address and must be the child's normal place of residence. In the case of formal equal shared custody, it will be up to the parents to agree which address to use. In other cases it is where the child spends most of their time. 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. A relative's address is also excluded, unless the child lives there as their normal place of residence. All distances will be measured by a Geographical Information System maintained by Surrey's Admissions and Transport Team.

The address to be used for the initial allocation of a place for Year 7 will be the child's address at the closing date for application. Changes of address may be considered if there are exceptional reasons behind the change, such as if a family has just moved into 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. Parents have a responsibility to notify Surrey County Council and Kings College of any change of address.

Multiple Births

In the case of multiple births, where a child whose twin or sibling from a multiple birth is admitted, subsequent siblings will be admitted into the year group.

Tie Breaker

If within any category there are more children than places available, priority will be given to those living closest to the school. Home to school distance will be measured by a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest official school gate for pupils to use. This is calculated using a Geographical Information System.

Where two or more children share a priority for a place when using distance as a tie breaker, eg where two children live equidistant from a school, lots will be drawn in the presence of an independent person from one of the Trust's other schools to determine which child should be given priority.

Waiting Lists

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown for Kings College and without regard to the date the application was received or when a child's name was added to the waiting list.

Where an applicant is added to the waiting list, or an existing applicant becomes eligible for a place under a higher priority criterion, the list will be ranked again in accordance with the published oversubscription criteria.

Children of Staff

The child of a member of staff who does not qualify for priority admission, because the member of staff joined the school less than two years before the admissions deadline, will have priority on the waiting list from the time when their parent has been employed at the school for two years or more.

Where the child of a staff member does not qualify for priority under this criterion, they will be ranked according to the remaining oversubscription criteria.

Out of Year Group requests

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 Principal, 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 Principal, 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.

In Year Admissions

The following applications will be treated as In Year Admissions during 2025/2026:

- Applications after 1 September 2025 for admission into Year 7
- All other applications for admission to Years 8 to 11

In Year applications for Kings College must be made via Surrey Admissions. All the information is on their website at www.surreycc.gov.uk/schools-and-learning/schools/admissions/in-year