

ADMISSIONS POLICY 2021 – 22

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Statement of Intent:

The Admissions Policy aims to assist Jubilee High School in developing into a fully comprehensive school that strives for excellence within a culture of success and innovation.

Applications for a Year 7 place at Jubilee High School should be made to your child's home Local Authority. Applications are considered in accordance with Surrey's Co-ordinated Admissions Scheme.

Jubilee High School operates an equal preference system. This means that we consider all ranked preferences equally against our admissions criteria. We then inform Surrey Local Authority of the list of applications ranked according to the School's oversubscription criteria.

Admissions Criteria:

- For September 2021, 150 pupils will be admitted into Year 7 without reference to aptitude or ability.
- All available places will be offered. No places will be held back for late applicants who may move into the Borough of Runnymede. If it is found that a place has been obtained on the basis of fraudulent or incorrect information, the offer will normally be withdrawn.
- The child's home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. In the case of shared custody, it is the address where the child spends most of the time. Any offer of a place on the basis of address is conditional on the child being resident at the address provided.
- 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 Admissions 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 is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify Surrey County Council of any change of address.
- In the case of formal equal shared custody, the child's address will be considered to be the address of the parent who claims Child Benefit for the child. In all other cases it is the address where the child spends most of the time.

- In the case of multiple births, where children are ranked consecutively in 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 each child's ranked position.
- When necessary the distance is measured in a straight line from the address point of the child's home, as set by Ordnance Survey, to the nearest official school gate for pupils to use. This is calculated using the Admission and Transport Team's Geographical Information System.
- If a child has an Education, Health and Care Plan naming Jubilee High School, he or she will be admitted to the school. This will be discussed at your child's Annual Review. Advice is available from your child's case officer at your Local Area Office.
- Late applications for the initial intake into Year 7 will be considered in accordance with Surrey's Secondary Co-ordinated Admissions Scheme.
- If the number of applications exceeds the Published Admissions Number (PAN) of 150, the school is oversubscribed. In this circumstance, the following priorities will be used when offering places:
 - 1st Looked after children, and previously looked after children. Children who are registered as being in the care of a Local Authority or accommodate by the Local Authority in accordance with Section 22 of the Children Act 1989(a) eg fostered or living in a children's home, at the time an application for a school is made and children who have left care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002) a child arrangements order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989).
 - 2nd Siblings: another sibling attending the school at the time of the additional sibling's admission. 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 a half-sister or step-brother or step-sister or an adoptive or foster sibling, living at the same address.
 - 3rd Children seeking admission under exceptional circumstances, such as medical grounds, and supported by a Doctor or senior practitioner in social work.
 - 4th Children resident within the Borough of Runnymede.
 - 5th All other children.
- In the event of oversubscription in any of the categories listed above, distances from the school, as measured by the Geographical Information System, will apply within each category in order to prioritise the admissions list. (See distance statement above).

- Where two or more children share a priority for a place, e.g. where two or more children live equidistant from the school the school will draw lots to determine which child should be given priority. This process will be duly witnessed and recorded.
- Applications for year groups other than Year 7 should be made through submission of an In-Year Application Form available from the school.
- In the event of oversubscription any vacancies which arise after the start of the academic year will be filled from a waiting list which will continue to be held until the end of the academic year. Where there are more applicants than places available, waiting lists will continue to operate for each year group according to the oversubscription criteria shown and without regard to the date the application was received or when a child's name was added to the waiting list. As part of the initial intake to Year 7, applicants will automatically be placed on the waiting list if they have not been offered a higher preference school. Waiting lists for the initial intake will be maintained until the end of the academic year when they will be cancelled.
- 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, should 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, the admission authority agrees 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, the admission authority agrees 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.

The Governors will make arrangements to enable the parent of a child to appeal to an Independent Appeal Panel against any decision by or on behalf of the Governors who refuse the child admission to the School. In making these arrangements, the Governors will have full regard to Schedule 24 (Admission Appeals) of The School Standards and Framework Act 1998.