

School Admissions Timetable 2018/19 for Secondary Schools



From 1 September 2017: Parents/carers who live in Surrey will be able to apply for a secondary school place. Applicants should be encouraged to apply online at www.surreycc.gov.uk/admissions in order to prevent delays with postal applications.

During September 2017: The secondary school application leaflets will be distributed to parents of Surrey Year 6 pupils by junior & primary schools.

During September 2017: Schools will let A&T know of any children who have not taken up their place so that safeguarding responsibilities can be met and places at C&VC schools can be offered from the waiting list.

During September and October: School open evenings/days and school tours, advice to parents, etc. Please refer parents to the Surrey County Council website: www.surreycc.gov.uk/admissions to access the online application form and information on how to apply. The admission arrangements for Surrey schools are available on the Surrey County Council website. Alternatively, parents can call **0300 200 1004** to have a hard copy of the school listing sent to them.

Before 20 October 2017: **Schools are asked to encourage applicants to submit their forms by Friday 20 October 2017 as this is the Friday before half term.** However, secondary applications will be accepted up to 31 October 2017. **Applications must be returned directly to the child's Home LA and not the school.**

31 October 2017: Closing date for secondary applications. Applications submitted after this date will be considered as late unless they are late 'for good reason'.

During November 2017: A&T will work to a very tight schedule to get all the forms checked and sorted. We will be processing over 11,000 secondary applications and will need to deal with any queries, such as chasing council tax account numbers and documents regarding exceptional social/medical requests and LAC/PLAC status.

By 6 December 2017: Preferences will be shared with all schools using SAM.

Between 6 December 2017 and 8 January 2018: Own admission authority schools (that do not buy back the service from A&T) should arrange governors' meetings to discuss applications/apply criteria. The criteria and ranking must then be added to SAM.

Schools will be asked to login in to SAM to validate siblings, staff and feeder claims where applicable. A&T will then apply the criteria and ranking for C&VC schools and those schools that buy back.

11 December 2017: The last date that an application might be accepted by the LA as 'late for good reason'.

By 8 January 2018: **Own admission authority schools (that do not buy back the service from A&T) must have ranked all applicants on SAM.**

Between 8 January and 1 February 2018: A&T check all the ranked lists and carry out the allocation of places for Surrey schools, using the system to calculate the highest offer for a Surrey school that can be made for each pupil.

Between 2 and 15 February 2018:

A&T will participate in a data exchange with other LAs to coordinate applications and to eliminate all but the highest offer that can be made for each pupil, across all school preferences. **Some pupils may not get an offer at any of their preferred schools and in such cases A&T will allocate a place at the nearest school with a place. At this stage A&T may need to negotiate extra places at some schools.**

Between 16 and 22 February 2018: A&T check the outcomes of the allocation and arrange for the outcomes to be uploaded to the online system.

By 28 February 2018: All schools will be able to log in to SAM to view allocations to the school.

An ATF (file for import into SIMS) can be downloaded from SAM at any time. **However it is advisable to wait until near the end of the summer term in order to capture changes after the initial allocation and to avoid the need to make manual changes to SIMS.**

1 March 2018: Letters will be sent by 1st class post to applicants who applied on paper and those who applied online and have not been offered their first preference school.



Applicants who applied online will be sent an email or receive a notification through the app 'ParentComms' with their outcome. Online applicants may also log in to their online account to view the outcome.

1 March 2018: Own admission authority schools (that do not buy back the service from A&T) will be able to access the list of applicants who have been unsuccessful and who have not been offered a higher preference school from SAM. These schools might use this to form their waiting list.

By 15 March 2018: Applicants will be asked to accept or decline their offer either online or by returning the paper reply slip to A&T.

After 15 March 2018: A&T will add in late applications and draw up waiting lists for all C&VC schools and schools that buy back. We will allocate places for all late applicants during the summer term and send them an offer letter.

22 March 2018: A&T will collate and inform schools of any responses received from non Surrey residents offered a place at a Surrey school.

Contact details for parents:

Email: schooladmissions@surreycc.gov.uk
Telephone: 0300 200 1004 **before 2pm**

East (Elmbridge, Epsom & Ewell, Mole Valley, Reigate & Banstead, Spelthorne and Tandridge)
Telephone: 01483 519891 **after 2pm**

West (Guildford, Runnymede, Surrey Heath, Waverley and Woking)
Telephone: 01483 519890 for parents **after 2pm**

Postal address: Admissions & Transport Team,
Quadrant Court, 35 Guildford Road, Woking GU22 7QQ

Contact details for schools only:

Email: admissions.forschools@surreycc.gov.uk

Elmbridge: 01483 517682	Spelthorne: 01483 517681
Epsom & Ewell: 01483 517574	Surrey Heath: 01483 517677
Guildford: 01483 517686	Tandridge: 01483 517363
Mole Valley: 01483 517684	Waverley: 01483 519144
Reigate & Banstead: 01483 519575	Woking: 01483 517362
Runnymede: 01483 517678	

Babcock 4S (SIMS queries) Telephone: 0800 073 4444