

Admissions Policy 2025/2026

Admissions to the School

Admissions to the school are determined by the Governors in accordance with the policy set out below. The Published Admissions Number for Year 7 is 180. The governors are committed to a continuing policy of open admissions to the school without any selection or discrimination. There are, however, a set of admissions criteria we use to allocate spaces – see below.

Applying for a place

The Local Authority (LA) asks parents/carers to apply on-line via the Surrey County Council website. Parents/carers can apply on-line from 1st September 2024. Alternatively, parents/carers can request a paper copy of the admissions form from Surrey Schools and Childcare Service by calling 0300 200 1004. Parents/carers are invited to rank their six preferred schools in order of priority. If you have requested a paper application form this should be completed and returned directly to the LA. Once completed, online applications will be directly transferred to the LA. Applications for a Secondary school place must be made by **31 October 2024**. Places at Surrey secondary schools will be offered on the basis of the preferences that are shown on the application form. Applicants will be asked to rank up to six preferences and these will be considered under an equal preference system.

Allocating places

Children with an Education Health & Care Plan (EHCP) which names Glebelands School will automatically be allocated to the school before other applicants are considered, but only following a successful period of consultation with the school about their ability to meet the needs of the child with the EHCP. The number of places available will be reduced by the number of children with an EHCP that have been successfully awarded a place at the school.

The following admissions criteria are used, in order of priority, to allocate places when the school is oversubscribed:

1. Looked after Children, Previously Looked after Children
2. Exceptional social/medical need
3. Children of staff
4. Siblings
5. Distance to school

Tie Breaker

Should it be necessary to decide between applicants due to oversubscription in any criteria, distance will be used to determine which child will be offered any place that becomes available, with those living closest to the school being awarded priority.

Where two applicants live equidistant and share priority for a place, we would apply a random allocation to determine which child would receive priority. We will ensure that this process is witnessed and recorded.

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, each child will be offered a place.

Definitions

1. Looked after Children, Previously Looked after Children

Within the admission arrangements for all community and voluntary controlled schools, looked after and previously looked after children will receive the top priority for a place.

Looked after and previously looked after children will be considered to be:

- children who are 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, 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 or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 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).
- children who appear (to the local authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted

Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

2. Exceptional social/medical need

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at a particular school. The exceptional social or medical circumstances might relate to either the child or the parent/carer.

A supplementary information form should be completed and returned by the application closing date for all applicants wishing to apply under this criterion. Supporting evidence from a professional is also required such as a doctor and/or consultant for medical cases or a social worker, health professional, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend Glebelands school and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given priority at Glebelands school and in each case a decision will be made based on the merits of the case and whether the Admission Arrangements 2025/26

3. Children of Staff

Priority is given to the children of staff who have been employed at the school for two years or more. The date that will be used to assess the length of time that a member of staff has been employed will be the closing date for applications (31st October).

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

It will be the responsibility of the staff member to alert the admissions officer to the fact that they have been employed at the school for two years or more. The child will not automatically be given higher priority on the waiting list.

NB. The two years or more of employment detailed above must be continuous. Any break in service will require a recommencement of the two-year period.

4. Siblings

A sibling is classified as a child who will have a sibling on roll at the school at the time of application. A sibling is also 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, normally living as part of the same family unit at the same address.

5. Distance to school

This distance is calculated using the School Admissions Geographical Information System, and we are unable to consider any other method that may have been used for distance calculation.

A child's home address must be the child's normal place of residence and excludes any business or childminder's address. It also excludes any relative's address unless the child lives at that address as their normal place of residence. For children who are subject to a child-arrangements order which stipulates that the child will live with one parent/carer more than the other, the address that should be used is the one where the child is expected to live for the majority of the time. For all other children, the address that should be used is the one where the child lives for the majority of the time. Where a child spends equal amounts of time between parents/carers, it will be up to the parents/carers to agree which address to use. In this instance, if parents/carers cannot agree on who should make the application, the application should be made by the parent/carer who is registered for child benefit. If neither parent/carer is registered for child benefit, an application from the parent/carer whose address is registered with the child's current school would be acceptable.

If the main carer of the child owns or rents a property that has previously been used as a home address, then a temporary address will not generally be accepted. A temporary address will only be used for admission purposes if the child has been resident away from the owned property for a period of two years or more at the closing date for applications. Any applicant who moves from a rented or temporary address after being offered a place in advance of their child taking up their school place may have their place withdrawn if it is found the family have returned to an address already in their ownership. A temporary address that

is believed to have been used solely or mainly to obtain a school place, when an alternative address is still available to the child, will not be accepted.

Late applications

If you do not manage to meet the deadline for applications, because you are new to the area, or for any other reason, please submit your application form to Surrey LA (please see above for details of the applications process). Late applications will be considered in accordance with Surrey's Co-ordinated Admission Scheme.

Waiting Lists for Year 7

At the beginning of March letters are sent out by Surrey LA informing all parents/carers of the school at which a place has been allocated to their child. Where there have been more applications received for Glebelands School than places available, a waiting list will be generated reflecting the school's criteria for over-subscription, which mirror the admission criteria on page 2 of this policy, in order to determine which child will be offered any place that becomes available. The list will comprise details of all unsuccessful applicants; those who sought a place for their child at Glebelands in preference to the school they were offered. If you have not Glebelands School as a preference, you will need to apply for a place through the LA.

All waiting lists are cancelled at the end of the academic year other than the Year 7 waiting list which, as stated above, comprises the names of those who applied, unsuccessfully, during Year 6. This list will be maintained until July 2025. If you would like your child's name to be placed on the waiting list for the academic year 2025/2026, please reapply through the LA using the online Centrally Managed Application (CMA) or paper form.

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

It will be the responsibility of the staff member to alert the admissions officer to the fact that they have been employed at the school for two years or more. The child will not automatically be given higher priority on the waiting list.

Appeals

The appeals system is operated independently of the school by Surrey Schools Appeals Service and we aim to ensure that all appeals are heard by the end of June.

In-Year Admissions

All in-year places must be applied for using Surrey's online in-year CMA, which can be accessed via Surrey School Admissions in-year application portal, or by completing a paper copy, which can be accessed via the Surrey website here [Apply for an in year school place - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk), or by telephoning the Surrey Schools and Childcare Service on 0300 200 1004. Completed paper forms must be returned to the LA at the address provided on the form.

For in-year applications the date for determining the two-year or more period for children of staff will be the date that the application is made.

Children out of Chronological age group

Parents/Carers who choose to seek places outside of their child's chronological year group should apply directly to the school by submitting a letter stating clearly why they feel admission to a different year group is in the child's best interest and provide evidence to support this. The Headteacher will consider the evidence provided and make a decision on the basis of the circumstances of each case and in the best interest of the child in question.

Applicants who are applying for their child to have a decelerated entry to school, ie 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 headteacher, 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, ie 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 the governors' admissions committee, in liaison with the headteacher, 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.

More information on educating children out of their chronological year group is available at www.surreycc.gov.uk/admissions.