

# Admissions Criteria for 2025-2026

*Should the school be oversubscribed, the governors' admissions committee will consider whether to exceed Published Admission Number (PAN) to meet parental preference. The school operates an equal preference system, so all applications will be treated equally.*

**Children with an Education Health and Care Plan (EHCP) who name the school will be allocated a place before other applicants are considered, and the number of places available will be reduced by the number of children with an EHCP accepted to the school.**

Should the number of applicants exceed the **240** places available for admission into Year 7 in September 2025, the following over-subscription criteria will apply in the following order of priority:

## **1 Looked After Children and Previously Looked After Children.**

- Children who are in the care of the 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).
- (with effect from September 2021) children who appear (to the admission 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 organization 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.

## **2 Children who have siblings attending the school at the time of application.**

Siblings are defined as:

- 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 step-brother or step-sister living at the same address;
- Adoptive or foster children living at the same address.

## **3 Children of permanent staff employed at the school.**

Children of members of staff who have a permanent contract of employment with the school, where the member of staff has been employed at the school for two or more years at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. ***Supplementary form to be completed at date of application.***

## **4 Children attending Horsell Church of England (Aided) Junior School.**

## **5 Medical grounds and other sensitive and compelling circumstances.**

Parents should note that all schools are able to make provision for special educational needs such as Dyslexia, Asperger Syndrome etc. and common medical ailments and stress related conditions. Applications under this criteria **MUST** be accompanied by supporting evidence from a registered health professional and included with the application form. Letters from family members are not acceptable. The supporting evidence must detail the **child's** needs and clearly state the reasons why Woking High School is the most appropriate school for the child.

## **6 Children living within the catchment area as shown on a map.**

## **7 Children living outside the catchment area as shown on a map.**

### **Address details**

In the event of over-subscription within any criterion, children living nearest the school will be given higher priority. The distance is measured in a straight line from the address point of the student's address, as set by the Ordnance Survey, to the nearest School gate available for student use (**Morton Road or Horsell Rise**). This is calculated using the Surrey Admissions Team's

Geographical Information System. The address used will be that given at the date of application, unless a change of address for good reason has been accepted by the Home Local Authority. Where two or more children share a priority for a place e.g. where two children live equidistant from the school, the school will draw lots to determine which child should be given priority.

The child's home address excludes any business or childminder's address and must be the child's normal place of residence. It also excludes any relative's address unless the child lives at that address as their normal place of residence.

Where the child is subject to a child arrangement order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent/carer is registered for child benefit, we will accept the application from the parent/carer whose address is registered with the child's current school or nursery.

In the event that a child lives at two different addresses, where formal shared custody exists, parents should agree which address to use. In other cases, the address to be used should be that where the child spends most of the time.

We will not generally accept a temporary address if the main carer of the child still possesses or rents 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

### **Multiple Births**

In the case of multiple births, any child from a multiple birth will be offered a place, if one child has already been offered a place, and the subsequent child(ren) are ranked consecutively (relevant where children might be ranked in different categories).

### **Late Applications**

Applications received after 31<sup>st</sup> October 2024 will be classed as late applications. They will only be considered after on-time applicants have been processed and places offered in the initial round of allocations. No places are held back for late applicants who may move into the area at a later date.

### **Waiting lists**

Applicants whose application has been unsuccessful can make a written request for their child's name to be placed on a waiting list. This list will continue until (May 31<sup>st</sup>) the end of the academic year for which they have applied. (June 1<sup>st</sup>) At the end of the year, they will have to complete a 'School Managed Application for In-Year Admissions' form if they wish to remain on the waiting list for the next academic year. The waiting list will be maintained in the order of the over-subscription criteria.

### **Outside chronological year**

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 must state clearly why they feel admission to a different age 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 year chronological year group and the process for making such requests is available at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

### **Fraudulent Application**

The Governing Body reserves the right to withdraw the offer of a place, if it is found that the place has been obtained on the basis of fraudulent or incorrect information.

### **Appeal**

Unsuccessful applicants have the right of appeal and should contact the Admissions Registrar at the school for more information.

### **In-Year Applications**

Parents applying for a place outside the normal primary to secondary transfer, should apply directly to the school using the 'School Managed Application for In-Year Admissions' form available on the school website.

### **FAQs**

Should there be any queries on these criteria, please contact the Admissions Registrar at the school at: [admissions@wokinghigh.surrey.sch.uk](mailto:admissions@wokinghigh.surrey.sch.uk)

## WOKING HIGH SCHOOL CATCHMENT AREA

