



The Priory School

A Voluntary Aided Church of England School



Diocese of Guildford

Admissions Policy for entry to Sixth Form for September 2018

Internal Students

The Priory School welcomes applications for entry to its Sixth Form from students who have attended the school in Year 11 in 2017 – 2018 and wish to enter the Sixth Form in September 2018.

External Students

The Priory School also accepts applications for entry to its Sixth Form from external candidates who attended another school for Year 11 during 2017 – 2018. The Planned Admission Number for Year 12 students being admitted to the school for the first time is 15.

Entry Requirements for both Internal and External Students

Entry to the Sixth Form is subject to a student having achieved the entry requirements for the programme of subjects / courses they wish to pursue, whether vocational or academic.

Students should refer to The Priory School's Sixth Form Prospectus for individual subject requirements for further details; individual subjects may be limited in the number of students they are able to accommodate.

Closing Date for Applications

Applications for a place in the Sixth Form should be made by the last day of the Autumn Term. Places will be offered by the end of the Spring half term. Late applications will **only** be considered **after all on time applications have been processed and** up to the end of the Summer term.

Admissions Criteria for External Students

Parents wishing to apply under criteria 4, 5 or 6 must also complete The Priory School's Supplementary Information Form (SIF). This is available from the LA website (www.surreycc.gov.uk), from the school's website (thepriorycofe.com) or from the School Office. The completed form should be returned to The Priory School's Admissions Officer at the time of the application and by the required date. Those who do not return the form cannot be considered in criteria 4, 5 or 6.

In order to confirm that applications on religious grounds are from families where the student or parent(s) are regular church attendees, it is necessary for the local clergyman / church leader or faith leader to also complete **The Priory School's Supplementary Information Form (SIF)**.

Places are allocated according to the number of places available at the school. In the event of there being more applications than places available, places will be allocated according to the school's over-subscription criteria in the order shown below. In line with current admissions legislation, students with an Education Health and Care Plan naming the school are automatically allocated a place.

Should applications from suitably qualified external students exceed the number of places available, the following over-subscription criteria will be applied:

Over-subscription criteria:

1. Looked After and previously Looked After Children (please refer to Definitions)
2. Students who will have a brother or sister attending the school at the time of application (please refer to definitions below).
3. Students for whom The Priory is the nearest Church of England Secondary School – (Please see Definitions for details of the measuring system)
4. Students and/or parent(s) who regularly attend a Church of England church (6 times in the 12 months prior to the date of application – please refer to Definitions and SIF).
5. Students and/or parent(s) who regularly attend another Christian church (6 times in the 12 months prior to the date of application – please refer to Definitions and SIF).
6. Students and/or parent(s) who regularly attend a place of another religious faith (6 times in the 12 months prior to the date of application – please refer to Definitions and SIF)
7. Students whose medical condition or social circumstances means that they must attend this rather than any other school (exceptional circumstances – please refer to Definitions)
8. Students who would like to attend this Church of England school but who do not qualify in categories 1 – 7.

Places will be offered, within each criterion, to students living closest to the school. 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 student qualifies in more than one category, the admission will always be considered in the highest category.

For buildings where there are multiple addresses with only one address point or where two or more applicants to the school would have the same distance measurement, the allocation of places will be decided by way of lottery where two applications cannot otherwise be separated. In the case of multiple births, if the final place is to be offered to a child from a multiple birth, then all other consecutively ranked siblings from that multiple birth will also be admitted, even though this exceeds the PAN.

Definitions:

Looked after and previously looked after child - A child who is in the care of the Local Authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989 or any child who was previously in the care of the Local Authority or provided with accommodation by a Local Authority and who left that care through adoption, Child Arrangement Order or Special Guardianship Order. A letter from the Children's Services Department confirming the child's status must be submitted at the time of application.

Exceptional circumstances - a student who has a serious medical, physical or psychological condition or if there are sensitive family circumstances which make it essential that the student attends The Priory School rather than any other. Appropriate documentary evidence from a consultant doctor or from the relevant support services must be submitted at the time of application. Governors will assess such evidence or consult a specialist if required. NB. All schools support children with the more common medical conditions such as asthma, nut allergies and stress-related symptoms.

Parent - a natural, adoptive, step or foster parent or other legal guardian.

Sibling – a brother/sister (that is, another child of the same parents, whether living at the same address or not), half-brother/half-sister, step-brother/step-sister or adoptive brother/adoptive sister or foster children, living in the family unit at the same address in each case.

Home address – the student's permanent address, or in cases of shared custody, where he/she lives for the majority of the school week.

Regular Church Attendance – students and/or at least one parent, who regularly attend a Church of England church, other Christian churches, or places of other religious faiths, must complete the school's Supplementary Information Form. Regular Church attendance, defined as 6 times in the 12 months prior to the date of application by either the student or the student's parent(s), must be confirmed by the appropriate Church leader or faith leader.

Waiting Lists – if the student is not offered a place, his or her name will be put on the waiting list, which will operate until the end of the summer term of the academic year of entry only and then scrapped. If you wish to be considered the following year, you must make an in-year application to the school. Vacancies from the list will be filled in accordance with the school's current admission policy.

Late Applications – late applications can only be considered when on-time applications have been ranked. They are added to the waiting list and ranked in accordance with the school's current admission policy.

Withdrawal of Offers – The Governors reserve the right to withdraw the offer of a place where the parent has made a fraudulent or intentionally misleading application which effectively denies a place to another child. The Governors also reserve the right to withdraw the offer of a place which has not been accepted by the date indicated on the offer letter.

Outside Chronological Year Group - Applicants may choose to seek places outside their child's chronological year group. Decisions will be made on the basis of the circumstances of each case. Applicants must state clearly why they feel admission to a different year group is in the child's best interest and to provide evidence, if they wish to, to support this. More information on educating children out of their chronological year group is available at www.surreycc.gov.uk/admissions

Appeals – if you wish to appeal against the decision not to offer your child a place, you should contact the school office.

In-year applications should be made direct to the school.