



The Priory School

Serving our Community; educating for life in all its fullness



Admissions Policy for Admissions September 2025

The Priory School is a Voluntary Aided Church of England 11-16 school. The school works within a Christian framework to provide an educational environment which maintains the highest academic standards, while also encouraging students to become confident, competent, self-reliant and happy members of society, fully prepared for adult life. The school's Christian ethos enables us to know all of our students as individuals and to have the best quality relationships between students, parents and teachers.

We have 150 school places available (also known as the Published Admissions Number or PAN).

As a Voluntary Aided School, admissions to the school are determined by the Governors in accordance with the policy set out below.

Parents wishing to apply for a place must complete the LA Admissions Form available on-line from <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions> in the Autumn Term prior to the year of entry, by the required date.

The Local Authority distributes advisory guidance leaflets to all primary/junior school to pass on to parents of children attending Surrey Primary schools. Applications for secondary school places can be made on-line by accessing <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions> or telephoning 0300 200 1004 to obtain a paper application form.

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.

Over-subscription criteria:

1. Looked After and previously Looked After Children, including those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted - please see Definitions.
2. Students who will have a brother or sister attending the school at the time of application - please see Definitions.
3. Students for whom The Priory is the nearest Church of England Secondary School - please see information included below on details of the straight-line measuring system and other possible schools to consider.
4. Students and/or their parent(s) who regularly worship at a Church of England church, a Christian church of another denomination, or who regularly worship as members of another faith or religious community (6 times in the 12 months prior to the date of application – please see Definitions and SIF).

5. Students whose medical condition or social circumstances means that they must attend this rather than any other school (exceptional circumstances – please see Definitions)
6. Students who would like to attend this Church of England school but who do not qualify in categories 1 – 5.

If there is over-subscription within any criterion, places will be offered to students living closest to the school according to the Surrey County Council Geographical Information System.

This uses a straight line to measure between the address point of the student's home as set by Ordnance Survey, to the nearest school gate available for students to use. If a student qualifies in more than one category, the admission will always be considered in the highest category.

Other Church of England secondary schools to consider in the assessment of the nearest CofE secondary school under criterion 3, that may be closer than The Priory CofE School are; Christ's College Guildford, Esher CofE High School, St Bede's School Redhill and Holy Trinity CofE School Crawley. To check your distance, please see the following link - [How to find a school distance](#)

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 an independently supervised 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.

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 will be considered in accordance with Surrey's co-ordinated admissions scheme. They are added to the waiting list and ranked in accordance with the school's current admission policy.

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.

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 provide any evidence they may have to support this. More information on educating children out of their chronological year group is available at www.surreycc.gov.uk

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

Definitions:

Looked after and previously looked after child –

- 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); and
- children who appear (to the admissions 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 accompanied 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.

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. 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.

SIF (Supplementary Information Form) - Parents wishing to apply under criteria 4 must also complete The Priory School's Supplementary Information Form. This form needs to be completed by the local minister, church leader or equivalent. 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.

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 their parent(s) who regularly worship at a Church of England church, a Christian church of another denomination, or who regularly worship as members of another faith or religious community. Regular worship is defined as at least 6 times in the 12 months immediately prior to the date of application which must be confirmed by the appropriate Church leader or equivalent.

In the event that during the period specified for attendance at worship, the church or, in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of

these [admissions] arrangements in relation to attendance, will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, has been available for public worship.

In-year applications (years 8-11) should be made direct to the school.