



THE PRIORY SCHOOL

D O R K I N G

Headteacher: Mrs J Trimmell

Admissions Policy

September 2026



Approved by	Trust Board	Date Approved	4 th December 2024
Review Cycle	Annual	Date of next review	Autumn 2025
Version	Author	Date	Changes
v1	Alison Owen	4 th December 2024	Definitions and format updated to align with Trust schools.

Contents

1.	INTRODUCTION	Page 2
2.	OVER-SUBSCRIPTION CRITERIA	Page 2-3
3.	APPLICATION PROCESS FOR 2026	Page 3
4.	OUT OF CHRONOLOGICAL AGE EDUCATION	Page 4
5.	DEFINITIONS	Page 4-5
6.	SIF	Page 6

1. Introduction

The Priory School is a Church of England 11-16 school and is part of the Enlighten Learning Trust (ELT). 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 our students as individuals and to have the best quality relationships between students, parents and teachers.

As an Academy in Enlighten Learning Trust (ELT), the Trust is the Admission Authority for the school and has agreed with the Local Authority (LA), a Published Admissions Number (PAN) of 150 pupils. Any child with an Education, Health and Care Plan naming the school will be admitted, where possible within the PAN. In addition, the Trust has determined the following over-subscription criteria in consultation with the Diocese of Guildford, which will be strictly applied in the order shown below, as soon as the number of applications exceed the PAN.

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.

2. Over-subscription criteria:

1. Looked After and previously Looked After Children (**See Definition 1**).
2. Students who will have a brother or sister attending the school at the time of application (**See Definition 2**).
3. Students for whom The Priory is the nearest Church of England Secondary School (see below).
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. A Supplementary Information Form (SIF) must be completed. (**See Definition 3**).
5. Students whose medical condition or social circumstances means that they must attend this rather than any other school (exceptional circumstances) (**See Definition 4**).
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.

3. Application Process for September 2026

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 schools to pass on to parents of children attending Surrey Primary schools. Applications should be completed online via the SCC website www.surrey.gov.uk/admissions or by telephoning 0300 200 1004 to obtain a paper application form.

4. Out of Chronological Age Education

Applicants may choose to seek places outside their child's chronological year group. Decisions will be made based on 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

5. Definitions

1. **Looked After and previously Looked After Children** – children who are in the care of the LA or provided with accommodation by a LA in accordance with S.22 of the Children Act 1989; or children who were in the care of the LA or provided with accommodation by a LA and who left that care through adoption, Child Arrangement Order or Special Guardianship Order. Official confirmation of the child's status must be submitted at the time of application. Previously Looked After Children also includes those who appear (to the Admission Authority) to have been in state care outside England and who ceased to be in state care as a result of being adopted.
2. **Siblings** – a brother or sister (that is, another child of the same parents, whether those parents both live at the same address or not); or a half-brother or half-sister, or adoptive brother/adoptive sister or foster children, living in the family unit at the same address in each case.
3. **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). Parents wishing to apply under criteria 4 must also complete The Priory School's Supplementary Information Form. This form needs to be endorsed by the local minister, church leader or equivalent. This is available at the end of this policy document, 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.
4. **Students whose medical condition or social circumstances mean that they must attend this rather than any other school** (exceptional circumstances). A child who has a serious medical condition or if there are sensitive family circumstances that make it **essential** that the child attends The Priory School, rather than any other. Appropriate documentary evidence from a Consultant Doctor (a letter from a General Practitioner alone will not suffice) or from the relevant support services must be submitted at the time of application, making clear why attendance at the school is essential. A decision will be made on each individual case. Please note that all schools are expected to support children with more common medical conditions such as asthma, nut allergies and stress-related symptoms.

In-Year Applications – these should be made to Surrey, using the in-year application form on www.surreycc.gov.uk [CLICK HERE](#)

Late Applications – They are added to the waiting list and ranked in accordance with the school's current admission policy

Right to Appeal – if your application is unsuccessful, you have the right of appeal to an Independent Appeal Panel. Details are available from the Admissions Office on 01306 878797 or by contacting Surrey CC on 0208 541 8092.

All applicants to note: the Trust reserves the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child



THE PRIORY SCHOOL

D O R K I N G

Headteacher: Mrs J Trimnell



The Priory School Supplementary Information Form (SIF) for September 2026 applications

For completion by the Parish priest/Minister of religion/Faith Leader for all applications under criteria 4

Application in respect of: _____	Student's Date of Birth: _____	Please tick to confirm that this student wishes to attend The Priory School for reasons of denominational preference.	Please tick here: <input type="checkbox"/>
(Student's Name)			

Criteria 4 - Regular Church Attendance by student or parent(s)

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 immediately prior to the date of application).

FOR COMPLETION BY THE PRIEST/MINISTER/LEADER:

I confirm that the box ticked above is applicable to the above-named student (or parents) and that the student wishes to attend The Priory School.

Signed: <i>(Priest/Minister/Leader)</i>	Print Name:	Parish Stamp with full name and address of Church (or other place of worship)
Status:	Church:	
Denomination:	Date:	
Contact telephone number (in case of query):		

T R A N S F O R M A T I O N A L • A S P I R A T I O N A L • F L O U R I S H I N G

01306 887 337



enquiries@priorycofe.com
www.thepriorycofe.com



West Bank, Dorking
RH4 3DG

