

# Thomas Knyvett College

## Admissions Policy

Date created: February 2012

Governors Committee Responsible: C&P

Created/implemented:

Senior Manager Contact:  
Head of School

Review period: 7 year or when statutory change

Last reviewed:

Last re-written:

Next due for review: Feb 2019

### Policy

Admissions Policy for September 2013 entry

#### THOMAS KNYVETT COLLEGE

#### ADMISSION ARRANGEMENTS FOR SEPTEMBER 2013

**The Governors of Thomas Knyvett College have agreed the following admission arrangements for 2013:**

As with all Surrey schools Thomas Knyvett College will operate an Equal Preference System. Parents will be given the opportunity to state six ranked school preferences.

The admission arrangements and PAN of 150 remain unchanged for September 2013 apart from a statutory amendment to the first priority:

#### **1 First priority: Looked After Children**

Children who are registered as being in the care of a Local Authority (for example fostered or living in a children's home); children who have left care through adoption or a residence order or a special guardianship order.

#### **2 Second priority: exceptional arrangements**

Occasionally there will be a very small number of children for whom exceptional arrangements will apply. Evidence from a consultant doctor will be required for medical cases or documented evidence from any support services involved for other sensitive family circumstances will be required. These exceptional arrangements may override other admissions priorities and the Governors may apply them when they first offer places. The LA may also ask schools to admit over their Published Admission Number at other times under this category.

#### **3 Third priority: brothers and sisters**

After 'exceptional arrangements', places are then offered to siblings. A sibling is a child who will have a brother or sister still at the College at the time of another sibling's admission. So, a sibling will be given priority for admission only if another sibling will still be at the College in September 2013. This would apply both at the initial allocation of places and also when prioritising the waiting list. This has the effect of maximising the opportunity for children in the same family to be educated at the same school.

A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half sister or a step-brother or step-sister, living at the same address, or foster children living at the same address.

#### **4 Fourth priority: children for whom the College is the nearest to their home**

Currently, "the nearest school" is defined as the school closest to the home address with a published admission number for pupils of the appropriate age-range, as measured by a straight line. The nearest school may be either inside or outside the county boundary.

#### **5 Fifth priority: any other applicant**

If there is oversubscription in any of the above criteria priority will be given on the basis of nearness to Thomas Knyvett College measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest school gate for pupils to use. This is calculated using the Surrey Admission and Transport team's Geographical Information System.

If there are two applicants from the same block of flats the applicant with the lowest door number will be given priority.

In the case of multiple births where only one place remains the parents will be asked to decide which child will be offered a place. (The remaining sibling will be placed at the top of the waiting list.)

Please contact the College's Admissions Officer for advice and guidance through the process - [sandra.molloy@thomasknyvett.org](mailto:sandra.molloy@thomasknyvett.org) or by phone 01784 249800.

For Secondary Transfer (Primary to Secondary Schools) please click [here](#)  
Click [here](#) for a copy of the In Year Admissions application form