



The Matthew Arnold School

Part of the Bourne Education Trust



Admissions Policy

Online Applications and the Surrey Secondary Schools Booklet are available on: www.surreycc.gov.uk/admissions

The Matthew Arnold School is an 11-16 Academy and part of the Bourne Education Trust. It is a mixed comprehensive school. Application to the Academy is via Surrey Education Admissions service who co-ordinate our applications. Information can be obtained from:

Local Education Office
Quadrant Court
Guildford Road
Woking
Surrey GU22 7QQ

The telephone number is 08456 009009 or go online at www.surreycc.gov.uk/admissions

The deadline for applications for entry in September 2021 is 31st October 2020. National offers day is 1st March 2021.

For September 2021 the school will offer 196 places to Year 7 students; this is our Planned Admissions Number (PAN).

If the number of applicants is greater than the Published Admission Number, the school is oversubscribed. This means the school's published oversubscription criteria will be used to determine which children can be offered a place. The following priorities will be used to offer places.

Admissions criteria for The Matthew Arnold School for September 2021

i) First priority: Looked after and previously looked after children

Looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children will be considered to be:

- Children who are registered as being in the care of or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
- Children who have left care through adoption (in accordance with Section 46 of the Adoption and Children Act 2002), child arrangements order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Places will be allocated under this criterion when places are first offered at a school and if the Local Authority asks the school to admit over their Published Admission Number at other times under this criterion. *See Appendix A Surrey County Council Protocol for admission of children in care June 2012*

ii) Second priority: Exceptional social/medical need

Occasionally there will be children for whom exceptional social or medical circumstances will apply which will warrant a placement at a particular school. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

Places will be allocated under this criterion when places are first offered at a school and if the Local Authority asks the school to admit over their Published Admission Number at other times under this criterion.

iii) Third priority: Children who will have a sibling at the school at the time of the child's admission

A sibling will be considered to be 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 a step-brother or step-sister or an adoptive or foster sibling, living at the same address.

A child will be given sibling priority if they have a sibling at the school concerned at the time of the child's admission. For the initial intake to the school a child will be given priority for admission only if their sibling will still be at the school in September 2021. This will apply both at the initial allocation of places and also when prioritising the waiting list. Giving sibling priority has the effect of maximising the opportunity for children in the same family to be educated at the same school.

If within this category there are more applicants than places available, any remaining places will be offered to applicants who meet this criterion on the basis of proximity of the child's home address to the school (please see paragraph v).

iv) Fourth priority: children for whom the school is the nearest to their home address

The nearest school within the admission arrangements for The Matthew Arnold 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 and which admits local children. The nearest school may be inside or outside the county boundary.

v) Fifth priority: any other applicant

Remaining places will be offered on the basis of nearness to the school 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 County Council Admission and Transport team's Geographical Information System.

Home Address:

Within the admission arrangements for The Matthew Arnold School the child's home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. In the case of formal equal shared custody it will be left to the parents to decide the address to be used. In other cases it is where the child spends most of the time. All distances will be measured by the computerised Geographical Information System maintained by Surrey's Admissions and Transport team.

The address to be used for the initial allocation of places to Year 7 will be the child's address at the closing date for application. Changes of address may be considered in accordance with Surrey's Coordinated Scheme if there are exceptional reasons behind the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify Surrey County Council and The Matthew Arnold School of any change of address.

Tiebreaker:

Where two or more children share a priority for a place when using distance as a tie breaker, eg where two children live equidistant from a school, lots will be drawn to determine which child should be given priority.

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) to be offered the last remaining place(s) will be determined by their rank position.

Waiting lists

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria for each school without regard to the date the application was received or when a child's name was added to the waiting list.

Waiting lists for the initial intake to The Matthew Arnold School will be maintained until the last day of the autumn term when it will be cancelled. Parents wishing to remain on the waiting list after this date must write to The Matthew Arnold School by 31 December 2021, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 31 December 2021, parents whose children are not already on the waiting list but who wish them to be so must apply for in-year admission. Waiting lists for all year groups will be cancelled at the end of each academic year.

As an academy The Matthew Arnold School is responsible for its own waiting lists. As new applications are made The Matthew Arnold School will add children's names to the waiting list in rank order, according to its admission criteria and to give out waiting list positions to parents.

In-year applications

Parents wishing to apply for a place outside the normal admissions round should complete an in-year application form.

For pupils who meet the conditions of the Fair Access Protocol, the school reserves the right to refer their applications for placement under that Protocol.

Appeals

As its own Admissions Authority The Matthew Arnold School delegates this role to the Surrey Schools Appeal Service. www.surreycc.gov.uk/schoolappeals. All appeals will be handled in accordance with the School Admission Appeals Code.

Special educational needs

If your child has a current statement of special educational needs or an education, health and care plan (EHP), you will have been sent information at the beginning of the autumn term explaining what you need to do about his or her future placement. If you have any questions about this, please contact your child's case officer at your local area office.

The local authority may identify a particular school that it considers to be suitable for your child's needs, and name the school in the statement or EHP. If a school is named in the statement of special educational needs or the education, health and care plan (EHP), the Governing Committee must offer a place for your child at that school. All schools can offer appropriate support for children with special educational needs where their school place has been confirmed by a statement of educational needs or an education, health and care plan (EHP).

Children with a disability but who do not have a statement of special educational needs

We treat applications for children with disabilities who do not have a statement of special educational needs in the same way as all other applications. If your child has a disability which you feel means that they must go to this school, you must put this on the application form. You must provide evidence of the disability with your application form.

For further information on admissions please refer to Surrey County Council's website: <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions> and to the Secondary School Admissions 2021-2022 booklet.

Children outside of their chronological year group

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 who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, should initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the Headteacher, the Governing Committee agrees for the child to have a decelerated entry the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort
- Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the Headteacher, the Governing Committee agrees for the child to have an accelerated entry, the application will be processed. If it is not agreed for the child to have an accelerated entry, the applicant will be invited to apply again in the following year for the correct cohort

Applicants must state clearly why they feel admission to a different year 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 chronological year group and the process for making such requests is available at www.surreycc.gov.uk/admissions.

Ratified By:

Anne Field

13.01.20

**Chair of the Governing
Committee**

Date