



# Admissions Policy

## September 2023



Approved by	Trustees	Date Approved	9 February 2022
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### 1. Admissions Criteria

The admission number for entry to Esher Church of England High School (EHS) in September 2023 will be 240. Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below. Children with an Education, Health and Care Plan (EHCP) will be allocated a place before the admission arrangements below are applied; in this way, the number of places available will be reduced by the number of children with an EHCP that have named the school.

1. Looked After Children (children in public care) and previously looked after children who have left care through adoption or following a child arrangement or special guardianship order. [See note 3]
2. Exceptional social/medical need: In exceptional circumstances students will be admitted on medical and/or social grounds; the grounds on which the application is made must be supported by written evidence. This evidence must be submitted at the time of application. [See note 4]
3. Children of Staff: Where a member of staff has been permanently employed, either full time or part time at EHS for two or more years on the closing date of applications. Such children must be living at the same address as the member of staff under their parental care.
4. Children who have a sibling attending EHS at the time of admission. [See note 5]
5. Children who attend one of the ECM Cluster Primary Schools (Esher Cobham Molesey Cluster) (listed in alphabetical and not priority order):
  - Chandlers Field School, Molesey
  - Cranmere Primary School, Esher
  - Esher Church School, Esher
  - Hurst Park Primary School, Molesey
  - St Albans Catholic Primary School, Molesey
  - St Andrew's C of E Primary School, Cobham
  - St Lawrence C of E (Aided) Junior School, Molesey
  - St Paul's Catholic Primary School, Thames Ditton **AND whose permanent home is within the catchment area for EHS as defined on the EHS catchment map.**
6. Children who attend Claygate Primary School, Claygate. **AND whose permanent home is within the catchment area for EHS as defined on the EHS catchment map.**

7. Children who attend Thames Ditton Junior School, Thames Ditton. **AND whose permanent home is within the catchment area for EHS as defined on the EHS catchment map.**
8. Children whose permanent home is within the catchment area for EHS as defined on the EHS catchment map.
9. Children attending one of the ECM Primary Schools listed above in categories 5 order whose permanent home is outside the catchment area for EHS as defined on the EHS catchment map.
10. Children attending Claygate Primary School, Claygate or Thames Ditton Junior School (in no particular order) whose permanent home is outside the catchment area for EHS as defined on EHS catchment map.
11. Children who wish to attend this Church of England School.

\*Please note that Category 5, 6, 7, 9 and 10 do not apply to in-year admissions from the start of the September term in the initial year of intake.

## **2. Oversubscription**

If the school is oversubscribed within any category, priority will be given to those living closest to the school. Home to school distance will be measured by a straight line from the address point of the child's permanent address as set by Ordnance Survey to the official school gate. This is calculated using the Local Authority Admission and Transport Team's Geographical Information System.

Where two or more children from different families share a priority for a place, e.g., where two or more children live equi-distant from the school, the school will draw lots to determine which child(ren) should be given priority.

In the case of multiple births or other siblings in the same school year (see note 5), where only one place remains, the school will admit each child even if it means going over PAN - but only if they are ranked consecutively.

## **3. Waiting Lists**

Waiting lists will be held by the school for all year groups and are cancelled at the end of each academic year. Applicants will be ranked according to the published admissions criteria.

## **4. Notes**

1. Applications for year 7 entry should be made on-line by visiting the Surrey County Council website. Applications for all other year groups should be made in the first instance to Surrey County Council using the 'in year' application form on the website [www.surreycc.gov.uk](http://www.surreycc.gov.uk).
2. All applications for EHS included in the six preferences for those applying on the Surrey LA preference form or from the London boroughs, will be considered equally against the school entry criteria.

3. In category 1, looked after and previously looked after children will be considered to be:
  - 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 in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangement order (in accordance with Section 8 of the Children Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).
  - children 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.
  
4. Occasionally there will be a very small number of children for whom exceptional social or medical circumstances apply which will warrant a placement at Esher High School. The exceptional social or medical circumstances might relate to either the child or the parent/carer. Please note that a letter from a General Practitioner will not be sufficient medical evidence. Supporting evidence from a professional is required such as a consultant doctor 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 EHS and why no other school could meet the child's needs. Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under the exceptional medical criterion would not normally be given for these. In addition, routine child-minding arrangements will not be considered to be an exceptional social reason for placement at the school. Providing evidence does not guarantee that a child will be given priority at EHS, 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.
  
5. 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 as part of the same family unit at the same address. A child will be given sibling priority if they have a sibling on roll at EHS who is still expected to be on roll at EHS at the time of the child's admission.
  
6. In all categories, the child's permanent home address is used. This is defined as the permanent home address of the parent or legal guardian with whom the child lives. In the case of formal equal shared custody, it will be up to the parents/carers to agree which address to use. In other cases, it is where the child spends most of the time. Additional evidence of a student's 'permanent home address' may be sought and this may include historical checking with the student's primary school. We will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.
  
7. 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 permanent home 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 of the offer. Applicants have a responsibility to notify Surrey County Council and the school of any change of address. Proof of address at the time of application will be requested. Such proof may include current council tax or utility bills.

8. Applicants may be eligible for more than one category but will be ranked in the highest category for which they are eligible.
9. For secondary school transfer from primary school into Year 7, unless a late application has been accepted as on time in accordance with Surrey's co-ordinated admission scheme, any applications received after the published closing date will be deemed as late applications and will be considered only after all those applications received by the closing date.
10. If it is found that a place has been obtained on a fraudulent basis, the offer will usually be withdrawn.
11. Applicants may choose to seek places outside of 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, wherever possible, provide evidence to support this. Parents are advised to contact EHS at the earliest opportunity for advice. EHS follows Surrey's guidance on educating children out of their chronological year group, and further information is available at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).
12. Parents of students who are not offered a place will be notified of the appeals' process.

Home School Transport Surrey County Council has a Home to School Transport policy that sets out the circumstances that children might qualify for free home to school transport. Eligibility to transport is not linked to the admission criteria. A full copy of Surrey's Home to School Transport policy is available on the website at [www.surreycc.gov.uk](http://www.surreycc.gov.uk) or from the Surrey Schools and Childcare Service on 0300 200 1004.



**Appendix 1**

**Esher Learning Trust  
Supplementary Staff Information Form**

**To be completed for applications submitted under Criterion 3 (Children of Staff)**

Applications for entry on a staff basis must be made by submission of this form. Once completed, the form must be returned to the Admissions Manager who will seek the endorsement of the Head of School and Chair of the Enlighten Learning Trust.

Name of Child: .....

Date of birth of Child: .....

Name of Staff Member: .....

Relationship to Child: .....

Address: .....

Tel Nos: Home ..... Mobile .....

Email Address: .....

I am a member of staff at Esher High School and I have been permanently employed, either full time or part time, since ..... (date of appointment).

Signature of Staff Member: ..... Date: .....

**To be completed by the Head of School and Chair of the Enlighten Learning Trust**

We confirm that the above-named member of staff meets the criterion necessary for their child(ren) to be offered a place under criterion 3.

Name of Head of School:  
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Name of Chair:  
.....

Signature of Head of School:  
.....

Signature of Chair:  
.....

Date: .....

Date: .....