



# Admissions Policy

## September 2025



Approved by	Local Governing Body	Date Approved	Draft
Review cycle	Annual	Date of next review	

Version	Author	Date	Changes
V1	Alison Morgan	01/12/23	Adoption of new trust wide Admission Policy format. No material changes.

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## 1. Introduction

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 Admission Number (PAN) of **240** children at the age of 11+. 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 exceeds the PAN.

## 2. Over-subscription criteria

1. **Looked After and previously Looked After Children** (see Note 1)
2. **Exceptional medical or social circumstances** (see Note 2)
3. **Children of Staff** (see Note 3)
4. **Siblings** (see Note 4) **of children on roll at EHS at the time of admission**
5. **Children who attend one of the Esher, Cobham, Molesey (ECM) Cluster Primary Schools below, (not in priority order) **AND whose home address** (see Definitions) **is inside the EHS catchment area** (see catchment map)
  - a. Chandlers Field School, Molesey
  - b. Cranmere Primary School, Esher
  - c. Esher Church School, Esher
  - d. Hurst Park Primary School, Molesey
  - e. St Albans Catholic Primary School, Molesey
  - f. St Andrew's C of E Primary School, Cobham
  - g. St Lawrence C of E (Aided) Junior School, Molesey
  - h. St Paul's Catholic Primary School, Thames Ditton**
6. **Children who attend Claygate Primary School AND whose home address** (see Definitions) **is inside the EHS catchment area** (see catchment map)
7. **Children who attend Thames Ditton Junior School AND whose home address** (see Definitions) **is inside the EHS catchment area** (see catchment map)

8. **Children whose home address** (see Definitions) is **inside** the EHS catchment area (see catchment map)
9. **Children who attend one of the ECM Primary Schools listed above in Criterion 5, whose home address** (see Definitions) is **outside** the EHS catchment area (see catchment map)
10. **Children who attend Claygate Primary School or Thames Ditton Junior School, whose home address** (see Definitions) is **outside** the EHS catchment area (see catchment map)
11. **Any other children whose parents wish them to attend this Church of England School.**

*Please note that over-subscription criteria 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.*

### 3. Application Process for September 2025

Applications from Surrey residents for Y7 in September 2025 must be made in accordance with Surrey County Council's (SCC) coordinated admissions scheme, which operates an Equal Preference System where parents may express a preference for six schools. All applications should be completed on-line via the SCC website [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions) or if a paper copy is required, by contacting SCC on 0300 200 1004. Completed forms must be returned directly to the LA **by 15th January 2025**.

### 4. Out of Chronological Age Education

Occasionally a parent may wish their child to be educated outside the normal age group. In the first instance, they should discuss their request with the Co-Headteachers, stating clearly why admission to a different year group would be appropriate and providing any supporting evidence they may have. The Local Committee will then make a decision in the best interests of the child and based on the particular circumstances of the case, including the views of the Co-Head Teachers. Reasons for the decision will subsequently be set out for parents. Please note there is no right of appeal if a place is offered that is not in the parent's preferred age group. For further information, please see [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)

### 5. Notes

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. **Exceptional Medical or Social circumstances** – a child who has a serious medical condition or if there are sensitive family circumstances which make it ***essential*** that the child attends Esher High 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 this school is essential. The Local Committee will assess such evidence and make a decision 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.
3. **Children of Staff** – children of full or part-time members of staff on the school payroll at the closing date for applications, who have been so employed at the school for two or more years by that date. Or, members of staff who were recruited to fill a vacant post for which there is a demonstrable skills shortage, as agreed by the Local Committee. Children must be living at the same address as

the staff member. Qualifying staff should apply using the **Supplementary Information Form** (attached at Appendix 1), or available from the school office or on the school website. The completed SIF must be returned to the school office by the closing date for applications.

4. **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, adopted or fostered brother or sister or step-brother or step-sister, living as part of the same family unit at the same address.

## 6. Definitions

**Parent** – a natural, adoptive, step or foster parent or other legal guardian.

**Home address** – the child's permanent address or in cases of shared custody, where the child lives for the majority of the school week. The address used for the initial allocation of places will be the child's address at the closing date for applications.

**Tie-Breaker** – if the school is over-subscribed within any criterion, places will be allocated to the child living closest to the school. Distances are measured using Surrey's Geographical Information System (GIS), in a straight line from the address point of the child's home as set by Ordnance Survey, to the nearest school gate available for pupils to use. Where there are two or more applicants who live equidistant from the school, or multiple addresses with the same address point, priority will be decided by an independently supervised lottery.

**Multiple Births** – if the final place is offered to such a child, the school will admit any other consecutively ranked siblings from the same multiple birth, even though this may exceed the PAN.

**Waiting List** – if there are more applicants than places, the school will hold a Waiting List (WL), which will be ranked strictly in accordance with the over-subscription criteria, taking no account of the date that a child's name was added to it. The WL will be maintained until the last day of the academic year, after which parents must complete an in-year application if they still wish their child to be considered for a place.

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

**Late Applications** – these will be considered in accordance with the LA's co-ordinated admissions scheme.

**Right to Appeal** – if your application is unsuccessful, you have the right of appeal to an Independent Appeal Panel. Details are available from the school office on 01372-468068 or by contacting Surrey CC on 020 8541 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.*

**Appendix 1: 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 by the closing date. Once completed, the form must be returned to the school office, who will seek the necessary endorsements.

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 employed, either full time or part time, since ..... (date of appointment). Or, \*I was recruited to fill a vacancy at the school, for which there was a demonstrable skills shortage, as agreed by the Local Committee. \* *please delete as appropriate*

Signature of Staff Member: .....

Date: .....

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**To be completed by the Head of School:**

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 Headteacher:.....

Signature of Headteacher:.....

Date:.....