



**Rosebery School**  
**DRAFT Admissions Policy: Years 7-11**  
**2023-2024**

This document sets out the admission arrangements for Rosebery School, which is part of the GLF Schools Trust.

**1. Published Admission Number**

- 1.1. The Published Admission Numbers for initial entry to Rosebery School in September 2023 is 240.

**2. Admissions Authority**

- 2.1. The GLF Schools Trust is the admissions authority for all schools in the Trust including Rosebery School.

**3. Definitions**

- 3.1. Reference to a parent in this policy means a parent, carer, or other individual with parental responsibility for a child for whom an admissions application is being made.

**4. Coordinated Scheme**

- 4.1. Applications for admission at the normal intake are managed by Surrey County Council in accordance with the coordinated scheme for secondary admissions. Applications must be made using the Surrey County Council coordinated scheme by the stated closing date.
- 4.2. More information about the Surrey County Council coordinated scheme can be found here <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions>.

**5. Children with an education, health and care Plan (EHCP)**

- 5.1. Children with an education, health and care plan (EHCP) that names Rosebery School will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with an EHCP that has named Rosebery School.

**6. Oversubscription Criteria**

- 6.1. Where applications exceed the number of places available, the following oversubscription will be applied to rank the applications received.
- 6.2. Children will be ranked under each oversubscription criterion in order of the nearness of their home address to Rosebery School, Whitehorse Drive, Epsom, Surrey KT18 7NQ and will be allocated a place with the nearest having the highest priority. Nearness to the school is measured in a straight line from the address point of the child's home address, as set by Ordnance Survey to the nearest official school gate for pupils to use. See **Section 10** for information on the definition of home address:

#### 6.2.1. **First criterion: Looked after and previously looked after children**

See **Section 7** for information relating to looked after and previously looked after children.

#### 6.2.2. **Second criterion: Children who will have a sibling at the school**

See **Section 8** for information relating to siblings

#### 6.2.3. **Third criterion: Children of staff**

See **Section 9** for information related to children of staff. A supplementary information form (Appendix 1) must be completed and returned by the application closing date for all applicants wishing to apply under this criterion.

#### 6.2.4. **Fourth criterion: Any other children**

Remaining places will be offered on the basis of nearness to the school measured in a straight line from the address point of the child's home address, as set by Ordnance Survey to the nearest official school gate for pupils to use. See **Section 10** for information on the definition of home address. See **Section 11** for information on tie breakers.

### 7. **Looked after and previously looked after children**

7.1. 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:

7.1.1. children who are registered as being 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(a), e.g. fostered or living in a children's home, at the time an application for a school is made;

7.1.2. children who have previously been 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(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989); and

7.1.3. children who have been in state care outside of England and ceased to be in care as a result of being adopted.

7.2. Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

### 8. **Siblings**

8.1. A sibling will be considered to be a sister (that is, another child of the same parents, whether living at the same address or not), a half-sister or a step-sister or an adoptive or foster sibling, ordinarily living as part of the same family unit at the same address.

8.2. A child will be given sibling priority if they have a sister on roll at Rosebery School and that sibling is still expected to be on roll at Rosebery School at the time of the child's admission.

### 9. **Children of staff**

9.1. Priority will be given to a child if their parent is a permanent member of staff at the school and meets either or both of the following circumstances:

9.1.1. the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or

9.1.2. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

- 9.2. For applications made as part of a normal intake, the length of employment will be considered as of the closing date for applications. For in year applications and for the purpose of maintaining a waiting list, the length of employment will be considered as of the date the application is received or the date a place becomes available, if a place is considered from the waiting list.

## **10. Home address**

- 10.1. The child's home address excludes any business or childminder's address and must be the child's normal place of residence. It also excludes a relative's address unless the child lives at that address as their normal place of residence. Where the child is subject to a child arrangement order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent/carer is registered for child benefit, we will accept the application from the parent/carer whose address is registered with the child's current school or nursery.
- 10.2. We will not generally accept a temporary address if the main carer of the child still possesses or rents 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. All distances will be measured by the computerised Geographical Information System maintained by Surrey County Council admissions team.
- 10.3. 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 if there are exceptional reasons for 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.
- 10.4. Applicants have a responsibility to notify Surrey County Council of any change of address.

## **11. Tie breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year**

- 11.1. Unless stipulated otherwise, if within any criterion there are more children than places available, any remaining places will be offered to children who meet the criterion on the basis of proximity of the child's home address to the school, with children living nearest receiving the greater priority. Distance will be measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the nearest official school gate/s for pupils to use. This is calculated using the Geographical Information System.
- 11.2. Where two or more children share priority for a place, e.g. where two children live equidistant from a school, random allocation will be used to determine which child should be given priority.
- 11.3. In the case of multiple births, where children have equal priority for a place, random allocation will be used to determine which child should be given priority. If after the allocation one or more places can be offered but there are not sufficient places for all 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 ranked the highest will retain their offer and the applicant will be advised of their right of appeal and informed about waiting lists.

## **12. Waiting lists**

- 12.1. Where there are more children than places available, waiting lists will operate for each year group according to the oversubscription criteria without regard to the date the application was received or when a child's name was added to the waiting list.
- 12.2. Waiting lists for each year group will be maintained until 31 December when they will be cancelled. Applicants who wish a child to go on the waiting list for the 2023-24 academic year must reapply for in-year admission through Surrey School Admissions.

## **13. In-year admissions**

- 13.1. The following applications will be treated as in-year admissions during 2023-2024:
  - 13.1.1. applications for admission to Year 7 which are received after 1 September 2023;
  - 13.1.2. all other applications for admission to Years 8 to 11.
- 13.2. Where there are more applications than places available, each application will be ranked in accordance with the oversubscription criteria in **Section 6**.

## **14. The admission of children outside of their chronological year group**

- 14.1. 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.
- 14.2. Applicants who are applying for their child to have a decelerated entry to school, ie. 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. The School Standard Boards will determine the application taking into consideration the view of the Headteacher. If it is agreed 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.
- 14.3. Applicants who are applying for their child to have an accelerated entry to school, ie. 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. The School Standards Board will determine the application taking into consideration the view of the Headteacher. If it is agreed 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 to Rosebery School, the applicant will be invited to apply again in the following year for the correct cohort.
- 14.4. 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.

## **15. Providing false or misleading information**

- 15.1. If an applicant is found to have supplied false or deliberately misleading information or to have withheld any relevant information, Rosebery School reserves the right to withdraw any offer of a place, even if the child has already started at the school.

## Appendix 1

### Supplementary Information Form - For applicants applying under the criterion of Children of Staff

Applicants who wish to be considered for priority admission for Rosebery School under the criterion of Children of Staff must complete this form, **in addition to the local authority application form**.

Applications for Year 7 in September must be submitted by **31 October**.

#### Guidance

A member of staff will qualify as being employed at the school, or being in post at the school, if they satisfy all of the following:

1. They have a contract of employment with GLF Schools and;
2. For school-based staff, either:
  - 2.1 they are based permanently in the school; or
  - 2.2 they work regularly within the school as part of their work across a cluster of schools.
3. For central team staff:
  - 3.1 the school is their named base within their employment contract; and
  - 3.2 they work on the school site for a majority of their working time.

Please complete all boxes in CAPITAL LETTERS

#### 1. Child's details

Question	Answer
Surname	
Forename	
Date of Birth (dd/mm/yyyy)	

#### 2. Parent/guardian's details

Question	Answer
Surname	
Forename	
Relationship to child	
Name of school where employed	
Date employment commenced	
Address	
Postcode	
Telephone (home)	
Telephone (mobile)	
Email	

## Supplementary Information Form - Children of Staff

### Declaration

I am a permanent member of staff in accordance with the admissions policy of Rosebery School.

Delete as appropriate:

- I have been employed at the school for two or more years (at the time at which the application for admission to the school is made)
- I have been recruited to a post at the school for which there is a demonstrable skills shortage

Question	Answer
Signature of parent/guardian:	
Date:	

Your declaration should be confirmed by your line manager:

Question	Answer
Name of line manager:	
Confirm that the declaration is correct:	
Signature of line manager:	
Date:	

[This form is available via Surrey County Council admissions application page.](#)

Surrey County Council Admissions: <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions>

Email: [schooladmissions@surreycc.gov.uk](mailto:schooladmissions@surreycc.gov.uk)

Telephone: 0300 200 1004

Postal address: School Admissions Team, Quadrant Court, 35 Guildford Road, Woking, GU22 7QQ

Please also email a copy of this form to: [admissions@rosebery.surrey.sch.uk](mailto:admissions@rosebery.surrey.sch.uk)