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| Policy Approved: | 21st February 2023 |
| Next Review: | January 2024 |
| Effective Date: | September 2023 |

The Local Governing Council has responsibility for admissions at the school and for **September 2024, 255** students will be admitted into Year 7. All available places will be offered - no places will be held back for late applicants who may move into the area. Any places that have been offered based on incorrect, or fraudulent information, may be withdrawn.

Criteria

First priority: Looked After children and previously Looked After children

Children who are in the care of a Local Authority, as well as previously looked after children who have left care through adoption, a child arrangements order, or special guardianship order.

Looked after and previously looked after children will be considered to be:

- i. 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's Act 1989 (e.g. fostered or living in a children's home, at the time an application for a school place is made; and
- ii. 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 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).
- iii. Children previously in State care outside of England, who left that care as a result of being adopted. (The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.)

Second priority: Exceptional circumstances

Occasionally there will be a very small number of children for whom exceptional arrangements will apply, which will warrant a placement at a particular school. The exceptional social or medical circumstances might relate to either the child or the parent/carer.

Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases, or 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 The Magna Carta 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 The Magna Carta 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 above any other.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under The Magna Carta School's exceptional medical criterion would not normally be given for these.

In addition, routine child minding arrangements would not normally be considered to be an exceptional social reason for placement at the school.

Third priority: Siblings

A sibling is a child who will have a brother or sister still at the school at the time of admission. (A sibling of the same parents, will be considered to be a brother or sister whether living at the same address or not. Fostered and adopted children and step, or half brothers and sisters, living at the same address will all be classed as siblings.)

Fourth Priority: Students who attend named Feeder schools

Children who attend the following Primary schools :- The Hythe School, Thorpe Lea Primary School, Manorcroft School, St. Ann's Heath Junior School, St. Jude's Church of England School, Thorpe Church of England Primary School and Lyne and Longcross C of E (Aided) Primary School.

Fifth priority : Children for whom the school is nearest to their home

Priority will be given to children who live nearest the school. The distance is measured in a straight line from the address point of the student's house, as set by ordnance survey, to the nearest school gate available for students to use. (*The nearest school may be either inside or outside the County boundary*).

Sixth priority: Any other applicant

These places will be given to the remaining children on the basis of the distance they live from the school, with priority being given to the children who live nearest the school. (*Distance will be measured as for fifth priority*).

Tie-breaker:

Within each priority, where there are more applicants than places available, priority will be given to children who live nearest the school. The distance is measured in a straight line from the address point of the student's home, as set by ordnance survey, to the nearest school gate available for students to use. This is calculated using the Geographical Information System.

- i. Where two or more children share a priority for a place, e.g. where two children live the same distance from the school, the school will draw lots to determine which child should be given priority.
- ii. In the case of multiple births, and there is only one place remaining, each child will be offered a place and subsequent children will be ranked consecutively.

Late Applications:

Applications received after the published closing date will be deemed as late and will only be considered, in accordance with Surrey's Secondary Co-ordinated Admissions Scheme, after those received by the published closing date.

Waiting List:

Waiting lists will be ranked according to the school's Admission criteria. This list will be maintained by the Admission Authority for the school under the guidance of the Governing Body.

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria for the 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 will be maintained until the last day of the Autumn term, when they will be cancelled. Parents wishing to remain on the waiting list after this date, must write to the school by 31st December, stating their wish and providing their child's name, date of birth and the name of their child's current school. After 31st December, 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.

Right to Appeal:

If the applicant does not receive the offer of a place at the school of their choice, there is a right of appeal to the Independent Appeal Committee, details of which can be obtained from the school, or the Surrey County Council Appeal Service.

Children with an EHCP (Education, Health and Care Plans):

A separate admissions process exists for children with an EHCPs. Any discussions regarding meeting a child's needs, will be had at the child's Annual Review in Year 5 and/or Year 6. The school will admit any child for whom The Magna Carta School is named in their EHCP, *provided the school can meet their needs.*

The Admission of 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:

- i. 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 Head of School for admissions, Governors agree 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
- ii. 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 Head of School for admissions, Governors agree 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.

Further information:

- i. Applications for places in year groups other than Year 7 should be made through submission of an In-Year Application Form to The Magna Carta School
- ii. Please visit our website: www.magnacarta.surrey.sch.uk, to view our Prospectus, our Admissions Policy, and for further information about the school.