G E O R G E A B B O T S C H O O L

Policy Title:	**Admissions Policy 2027-28 George Abbot School and Sixth Form**
Author:	**Chair of the Local Governing body**
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Date of next review:	**Autumn Term 2026**

School Mission Statement:
Academic excellence within a strong community of equality and respect, where potential and opportunity are realised.

Introduction

1. This Admissions Policy is part of the admission arrangements for George Abbot School (**School**), which is part of Learning Partners Academy Trust (**Trust**), a multi academy trust.

2. The School is a co-educational, non-selective, publicly funded secondary academy, that welcomes applications for the admission of children/external applicants regardless of aptitude, ability, special educational or other needs, disabilities or other protected characteristics.

3. The School admits children into Year 7, who will usually continue until they finish the compulsory phase of their education in Year 11. The School has a sixth form (Years 12 and 13) which caters for transferring Year 11 pupils, as well as external applicants.

4. The 'admission authority' for the School is the Board of Trustees of the Trust, who delegate their admission functions to the School's Local Governing Body, who in turn delegate to an Admissions Committee. These functions are carried out in compliance with the School Admission Code 2021 and School Admission Appeals Code 2022 (as revised and republished from time to time), as well as other relevant laws relating to equality, human rights and special educational needs.

5. In education law and this policy, a 'parent' means a natural or adoptive parent of a child/external applicant (irrespective of whether they have care of, contact with or parental responsibility for, the child/external applicant), as well as other persons who are not the natural or adoptive parent of the child/external applicant but who have care of and/or parental responsibility for them.

Children/External Applicants with an Education, Health and Care plan (EHCP)

6. Children/external applicants with an EHCP are not admitted under this policy, they are admitted under separate statutory processes set out in the Special Educational Needs and Disability Code of Practice. Their EHCPs are maintained by their home Local Authority, which is responsible for making decisions as to which educational setting will be named in the EHCP as the one the child/external applicant will attend.

7. Where the parents of a child/external applicant with an EHCP want them to be educated at the School, they must discuss this with the SEN team at their home Local Authority. The home Local Authority may then consult the School on its suitability and compatibility, before deciding whether or not to name the School in the child/external applicant's EHCP.

8. Where the School is named in an EHCP, it will admit the child/external applicant. Where this happens in the

'normal admission round' (i.e. admission to Year 7 or Year 12 at the start of September), their place will be allocated before others within the PAN, reducing the number remaining. Where this happens at any other time, they will be admitted when the school is named regardless of numbers.

Published Admission Number (PAN) for Year 7

9. The PAN for Year 7 is **300**.

In School Admissions, PAN stands for Published Admission Number, which is the maximum number of pupils the admission authority will admit to a specific group at the school. Each school has a PAN for each age group, and this number is determined by the school's admission authority in agreement with the local authority.

Oversubscription Criteria for Year 7 to Year 11

10. Where there are fewer applications than places available, all applicant children will be offered a place. Where there are more applications than places available, the order in which places will be allocated will be:

10.1. **Looked after and previously looked after children**

A 'looked after child' is one who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions, in England. A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admissions Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence, such as a signed letter from the child's current or former Social Worker confirming their status, and/or an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England, evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When considering the evidence provided, the DfE's current guidance will be followed.

Where the Virtual School Head (**VSH**) at the Local Authority has already verified the child's status and the School is able to confirm this with them, there will be no need for documentary evidence to be provided with the application.

10.2. **Children with a sibling at George Abbot School at the time of application**

The sibling must be on the roll in any year group at George Abbot School at the time of application only.

A 'sibling' means a full brother or sister (sharing both parents), a half brother or sister (sharing one parent), an adopted brother or sister (sharing one or both parents), a foster brother or sister on a long term placement (a looked after child), a step brother or sister (where one child's parent is married or in a civil partnership with the other child's parent) and a child of the applicant's parent's partner.

In all cases, the sibling must live at the applicant child's home address (as defined in this policy) as part of the same core family unit. For the avoidance of doubt, a child of an extended family member (e.g. cousin or grandchild), or of a friend, will not be a 'sibling' even if they live at the same address as the applicant child.

10.3. **Children of staff at George Abbot School**

The staff member must have been employed at George Abbot School for more than 50% of their working week during term time, on a permanent contract or consecutive fixed term one year contracts, for two or more years at the time of application.

The staff member may be full or part time, teaching or non-teaching staff. For the avoidance of doubt, it is not possible for staff to have priority for the admission of their children at more than one school within the Trust.

A 'child of a staff member' means their natural child, adopted child, long term foster child, step-child (the child of their spouse or civil partner) or the child of their cohabiting partner.

In all cases, the child of the staff member must live and sleep for more than 50% of their time from Sunday to Thursday night during term time at the home address recorded for the staff member in their HR file (which will also meet the definition in this policy for the child's home address). For the avoidance of doubt, a child of another family member (e.g. niece, nephew or grandchild), or of a friend, will not be a 'child of a staff member', even if they live at the same address as the staff member.

The staff member must be the parent whose details are given in the application form, as obtaining details for more than one parent is prohibited. A Children of Staff Form must be submitted with the application in order to ensure that eligibility under this category is identified.

10.4. **Children for whom George Abbot School is the nearest relevant secondary school**

George Abbot School must be the nearest state funded secondary school to the child's home address (as defined in this policy) measured in a straight line, excluding St Peter's Catholic School, Horseshoe Lane East, Merrow, Guildford, Surrey, GU1 2TN, and St John the Baptist Catholic Comprehensive School, Elmbridge Lane, Kingfield, Woking, Surrey, GU22 9AL.

Parents are able to check whether this criterion is met by accessing **Surrey County Council's Distance Measuring Tool**, inputting their address and postcode, searching for 'up to 5 results' for secondary schools within a 5 mile radius. George Abbot School must be top of the list (except where either or both of the two Catholic schools named above are higher). This tool will be used by the School to check eligibility.

10.5. **All other children**

All applicant children not included in any of the categories above will be allocated places in this category. Places in this category will be allocated in order based on the distance between the child/external applicant's home address and the School, with those living closer receiving higher priority. The Tie Breaker paragraphs (18-20) explain this fully.

Published Admission Number (PAN) for Year 12

11. The PAN for Year 12 is **15**.

In School Admissions, PAN stands for Published Admission Number, which is the maximum number of pupils the admission authority will admit to a specific group at the school. Each school has a PAN for each age group, and this number is determined by the school's admission authority in agreement with the local authority.

12. This PAN relates to external applicants for Year 12 only, as existing Year 11 pupils are already on the roll and do not need to apply for admission under this policy - if they meet the Minimum Academic Entry Criteria below and want to continue their education into Year 12, they will simply transfer from Year 11.

13. This PAN is a statutory requirement – in practice, the School is able to offer places to external applicants over the PAN stated above.

Minimum Academic Entry Criteria for Year 12

14. All external applicants and existing Year 11 pupils must meet the Minimum Academic Entry Criteria to be considered for a place in Year 12. These criteria are:

Course	Minimum Threshold
Core criteria for all vocational (e.g. BTEC) and A Level courses	A minimum of four GCSEs (or equivalent) at Grade 4
PLUS the subject specific requirements for each course	As set out in the Sixth Form Subject Guide, which is published alongside this policy on the School's website

15. These criteria set a threshold which, once reached, puts all external applicants on an equal footing for places, with the oversubscription criteria and tie breaker set out below being applied where there are more eligible external applicants than places available. For the avoidance of doubt, applicants achieving higher grades will not receive higher priority.

16. These criteria are part of the School's determined admission arrangements and will be strictly applied. They will only be adjusted (in respect of internal Year 11 pupils and external applicants) where this is necessary in order to avoid a particular/substantial disadvantage caused by a disability or other protected characteristic in their application, which has not already been addressed during the examination process via special consideration or access arrangements.

Oversubscription Criteria for Years 12 and 13

17. The following 6th Form oversubscription criteria is required by law; in practice, the 6th Form has not been oversubscribed previously. Where there are fewer applications than places available, all external applicants who meet the Minimum Academic Entry Criteria will be offered a place. Where there are more applications than places available, the order in which places will be allocated will be:

17.1. **Looked after and previously looked after external applicants**

A 'looked after external applicant' is one who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions, in England. A 'previously looked after external applicant' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as an external applicant who appears to the Admissions Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence, such as a signed letter from the external applicant's current or former Social Worker confirming their status, and/or an adoption, child arrangements or special guardianship order. In the case of external applicants adopted from state care outside England, evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When considering the evidence provided, the DfE's current guidance will be followed.

Where the Virtual School Head (**VSH**) at the Local Authority has already verified the external applicant's status and the School is able to confirm this with them, there will be no need for evidence to be provided with the application.

17.2. **All other external applicants**

All external applicants not included in the category above will be allocated places in this category.

Tie Breaker

18. In any of the oversubscription categories above for any year groups, where there are more applications than places available, the order in which places are allocated will be determined by reference to the distance between the child/external applicant's home address and the School, with those living closer receiving higher priority.

19. Distance will be measured by Surrey County Council using their dedicated Geographical Information System software for this purpose, which measures in a straight line from the Ordnance Survey address point for the child/external applicant's home address (as defined in this policy) to the nearest official school gate for pupils to use at the School.

20. Where the distance is equal, the order in which places are allocated will be determined by random lottery, which will be performed in front of a person who is independent of the School.

21. In the case of twins, triplets or siblings of a higher multiple birth, where one or more of this sibling group achieve a place in the usual way, but the remaining sibling(s) do not, all of them will be offered a place even where this means exceeding pupil numbers for that year group.

Child/External Applicant's Home Address

22. The child/external applicant's home address is defined in this policy. It is the address meeting this definition that must be stated in the application, and which will be used when processing the application.

23. The child/external applicant's home address is the residential (not business) address at which they live and sleep for more than 50% of their time from Sunday to Thursday night each week during term time, at the time of the application. On the rare occasions where the child/external applicant lives with more than one parent during the school week, and the pattern for overnight stays is irregular from one week to the next, this will be assessed over the most recent five term time week period immediately preceding the application being made.

24. Where there is any doubt over whether the child/external applicant's home address stated in the application form meets the definition, parents must provide satisfactory documentary evidence confirming this. This may also be required for other children, for example siblings. Satisfactory documentary evidence may include family court orders setting out child arrangements and/or proof of ownership and renting.

25. Where the family owns or rents another property, additional documentary evidence that the address stated in the application is the applicant child or sibling's permanent home address may be requested. If the child/external applicant/sibling moves address during the course of the application process, Surrey County Council and (if different) their home Local Authority must be provided with satisfactory documentary evidence that the new address will meet the definition, and the expected moving date, as soon as possible.

26. Applications are welcomed for the admission of the children of UK Armed Forces personnel and Crown Servants. Where the family is relocating from overseas, the address used will be the address at which the applicant will live when they return, as long as the parents provide some evidence of this address. Alternatively, a Unit or Quartering address may be used, at the parent's request.

Application Process in the 'Normal Admission Round' (Year 7)

27. All local authorities are required to coordinate admission in the 'normal admission round' for all schools in their area.

28. The 'normal admission round' for applications for admission to Year 7 in September covers all applications made by the statutory deadline for applications (**31 October 2026**), as well as applications made after this date but in time for the Local Authority to offer a place by 'national offer day' (**2 March 2027**).

29. Applications in the 'normal admission round' for Year 7 must be made to the child's home Local Authority using their Common Application Form, which will be available on their website. For children resident in Surrey County Council, the webpage can be accessed by clicking on this link: **Secondary school applications - Surrey County Council**

30. The completion of additional forms is only required for a child applying under the following oversubscription criteria:

    10.3 – Children of staff at George Abbot School
    Where a Children of Staff form must be completed and submitted with the application.

31. A 'late application' is one received before the first day of term but not in time for the Local Authority to offer a place on 'national offer day'. As these applications cannot be processed until after the first round of place allocations has happened, this is likely to adversely impact on the chances of achieving a place. Parents are therefore strongly encouraged to submit applications by the statutory deadline.

Application Process for Admission to Year 12 in September 2027

32. Applications for the admission of external applicants to Year 12 in September must be made directly to the School by completing a Sixth Form Admission Application Form.

33. This form can either be completed online via the School's website by clicking here, or it can be downloaded and printed out or obtained in hard copy format from the School's main office and then submitted to the School either to by email to: admissions-sixthform@georgeabbot.surrey.sch.uk or by post/hand delivery to the School's main office marked for the attention of the Admissions Officer.

34. Parents/external applicants must carefully consider the oversubscription criteria above to check whether any additional documentation must accompany the application for inclusion in a particular category, as failing to do so is likely to prevent the right category being identified, which could result in a place not being offered.

35. Applications should be submitted by the last day of the Autumn Term 2026. All applications received will be processed and conditional offers of a place will be made no later than the Friday of the first week of the Summer Term 2027, based on the predicted grades stated in the application form.

36. Any external applicants receiving a conditional offer who subsequently meets the Minimum Academic Entry Criteria (including subject specific requirements) for the courses they applied for on GCSE results day will then be made a firm offer of a place on receipt of documentary evidence of their GCSE grades.

37. External applicants without a conditional offer should nevertheless still attend the school on GCSE results day with documentary evidence of their GCSE grades, as further places may be offered once actual grades are known.

Application Process for In-Year Admission

38. An 'in-year application' is one made for Year 7 or Year 12 on or after the first day of term in September, or for any other year group at any time.

39. The PANs set for Year 7 and Year 12 apply throughout the year of admission, but cease to apply after that. This means that in-year applications made for these year groups may be refused on the basis that there are no places available within the PAN.

40. In respect of all other year groups, a place will be offered unless admitting an additional child/external applicant would prejudice the efficient provision of education, and/or the efficient use of resources, at the School.

41. Where multiple in-year applications for the same year group are received and processed at the same time, and some but not all can be offered a place within the PAN/without causing prejudice, the oversubscription criteria and tie breaker will be applied to determine the allocation of these places.

42. In respect of Year 7 to Year 11, in-year applications must be made directly to the School by completing an In-Year Admission Application Form. This form can be downloaded and printed out or obtained in hard copy format from the School's main office and then submitted to the School either to by email to admissions@georgeabbot.surrey.sch.uk or by post/hand delivery to the School's main office marked for the attention of the Admissions Officer.

43. In respect of Year 12 to Year 13, in-year applications must be made directly to the School by submitting a Sixth Form Admission Application Form. This form can either be completed online via the School's website by clicking here, or it can be downloaded and printed out or obtained in hard copy format from the School's main office and then submitted to the School either to by email to admissions-sixthform@georgeabbot.surrey.sch.uk or by post/hand delivery to the School's main office marked for the attention of the Admissions Officer.

44. The completion of additional forms is only required for a child applying under the following oversubscription criteria:

    10.3 – Children of staff at George Abbot School
    Where a Children of Staff form must be completed and submitted with the application

45. The outcome of in-year applications will be notified in writing to parents within a maximum of **15 school days** of receipt.

Requests for Admission Outside Normal Age Group

46. Parents have a right to request permission for admission to a year group outside their normal age group, which may be above or below, however this is not an absolute right. The request must be considered by the Admissions Committee which must decide whether to agree it in principle, or refuse it, taking into account the factors set out below.

47. These requests are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make these requests as early as possible, preferably well ahead of any deadlines for their normal age group, so that they make informed decisions when they subsequently apply for admission. A request must be made to the 'admission authority' for each school for which admission is sought outside normal age group, as the outcome may not be the same for all.

48. The Admissions Committee make decisions on the basis of the circumstances of each case and in the best interests of the child/external applicant concerned, taking into account the parents' views, the Headteacher's views, information about the child/external applicant's academic, social and emotional development, the child/external applicant's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. This is not an exhaustive list, and parents may put forward any matters or documents for consideration.

49. Parents must complete a Request for Admission Outside Normal Age Group Form. This form can be downloaded and printed out or obtained in hard copy format from the School's main office and then submitted to the School either to by email to admissions@georgeabbot.surrey.sch.uk or by post/hand delivery to the School's main office marked for the attention of the Admissions Officer.

50. The Admissions Committee will notify parents of the outcome of their request in writing, and will explain its reasons in sufficient detail for them to understand why it came to that decision.

51. Where the request is agreed in principle, the letter should accompany the application for admission subsequently made. Parents should note that receiving agreement in principle to admission outside normal age group does not guarantee a subsequent offer of a place, it opens the door for an application for that year group to be made which will be processed with all others received.

52. Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, however they may complain to the School about the outcome under its published Complaints Policy, if they wish.

Statutory Right of Appeal

53. Parents have a statutory right of appeal to an independent Admission Appeal Panel against the refusal of a place at the School. The refusal letter will set out full details of this right, including where the grounds of appeal must be sent and the deadline for doing so.

54. All appeals will be dealt with strictly in accordance with the School Admission Appeals Code 2022 (as revised and republished from time to time).

55. The School will publish an admission appeal timetable for appeals against refusals in the 'normal admission round' on or before 28 February 2027.

Waiting List

56. The School operates a waiting list for each year group from Years 7-11, throughout the whole of the school year. All names are deleted at the end of each school year, unless parents contact the School to say that they want their child/external applicant's name to remain on the waiting list for the next year group the following year.

57. Waiting lists are ranked by reference to the oversubscription criteria above, and not by reference to the date that the child/external applicant's name was added to the list. This means a child/external applicant's name can go up, as well as down, the list as more names are added.

58. When a place becomes available, the tie breaker set out above (i.e. random allocation) will be used to determine which child/external applicant in the highest category (if more than one) will be offered the place.

59. Children allocated a place under the Fair Access Protocol (which all schools are required to participate in) will take precedence over children on the waiting lists.

Review and Determination of Admission Arrangements

60. The admission arrangements for every school must be determined each year by the school's 'admission authority' (or delegated committee).

61. Where any changes are proposed from the substantive criteria determined for the previous intake (other than an increase in PAN), these must be consulted on for a minimum of 6 calendar weeks between 1 October and 31 January, ahead of determination on or before 28 February.

62. The admission arrangements for the 2027/28 intake were determined by the School's Admissions Committee on 19 November 2025, ahead of consultation and publication no later than 15 March 2026.