



Governors' Committee Responsible:	Resources Committee / Full Governing Body
Nominated Lead Member of Staff:	Headteacher
Status & Review Cycle:	Statutory Annually
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Admissions Policy – YEAR 7

Surrey will operate an Equal Preference System for the annual September Year 7 intake.

The following Admissions Criteria will be used to allocate places within the Local Authority Community or Voluntary Controlled School which is oversubscribed;

1. Looked after children
2. Exceptional circumstances
3. Siblings
4. Nearest school
5. Feeder School
6. Any other applicant

NB: Distance from home to schools measured by a straight line, will apply within each category, as a means of prioritising places.

Waiting Lists

For those students who do not obtain a place at their highest ranked school the Local Authority will operate a waiting list for the period of one academic year only. Waiting list places will be allocated as and when vacancies occur according to the admissions arrangements.

Admissions Policy - YEARS 8-11

Statement of Principle

- This policy supersedes all previous documents on admissions and relates to students admitted to Ash Manor School in Years 8-11.
- This policy should be read in conjunction with the County policy on admissions.
- This policy accepts that admissions to Year 7 at the beginning of that year are decided and administered by County.

Aim

To enable all pupils whose parents/guardians choose Ash Manor School to be admitted to the school.

Practice

- Criteria for admission to Ash Manor School will not include colour, culture, gender or disability, except where any disability makes access to the building impossible.
- As an LEA School, in admissions relating to the beginning of Year 7, we adhere to Surrey County Council's admissions criteria.
- Admission to Ash Manor School at any other time other than at the beginning of Year 7 will be dependent on the following criteria:
 - a place exists in the relevant year group;
 - a suitable curriculum can be offered (e.g. in the Upper School some courses may be full so choice of courses becomes limited).
- Admission to Ash Manor School is on condition that parents and students know and accept Ash Manor School policies.