



Godalming Junior School

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If you have any concerns, you should contact our Designated Safeguard Leads, Adam Samson, Nick MacIver, Kate Wilkinson, Louise Munz and Nancy Kirby

ADMISSIONS POLICY 2026/27

This policy was reviewed: Summer 2025

This policy will be reviewed next: Summer 2026

This policy will be reviewed by: The Resources Committee

As a Foundation School, the governing body of Godalming Junior School is the admission authority. As a school, we choose to buy back the service of coordinating the school admissions from our local authority (LA), Surrey through a service level agreement. To find up to date information about the school's admission arrangements and details on how to apply, either as part of the normal intake or during the school year, please go to:

<https://www.surreycc.gov.uk/schools-and-learning/schools/school-admissions>

If the number of applications received is greater than 60, the school is said to be oversubscribed, and the number of admissions has to be limited. Children with an education, health and care plan (EHCP) that names the school will be allocated a place **before** other children are considered and are not considered to require **exceptional arrangements** (category 2) though the school may feel it cannot meet the specific needs. In this way, the number of children with an EHCP that names the school will reduce the number of places available. Surrey LA will therefore use the following priorities when offering places at this School:

1. Looked After Children and Previously Looked After Children (CLA)

A 'Looked After Child' (CLA) is a child who is in care of the LA or who is being provided with accommodation by such an authority in accordance with section 22 of the [Children Act 1989](#). A 'previously looked after child' is a child who was in the care of the LA, provided with accommodation by a LA and who left that care through adoption, Child Arrangement Order or Special Guardianship Order and those adopted from state care outside England. Confirmation of the child's status must be provided by a letter from the Children's Services Department submitted with the application.

2. Exceptional Arrangements (social or medical need)

Medical and other reasons (children with a disability). For an application in this category, written evidence must be provided from a relevant professional (e.g. medical consultant or social worker), setting out *why* a specific medical condition or social need makes it essential that the child attends the school rather than any other.

3. Brothers and Sisters (siblings)

A sibling* is a child who will have an older brother or sister at Godalming Junior School at the time of the younger sibling's application.

4. Children of Staff (see note below)

The school will admit a child of a member of staff of the school under this criterion provided that:

- i) the member of staff (defined below) 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
- or
- ii) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

For the purposes of satisfying this criterion, a member of staff is defined as a member of the school's full time staff or a part-time member in a particular role. A panel from the Governors will determine whether the member of staff meets the requirements of this criterion.

For a child to be considered under this category, the school must receive from the relevant member of staff on or before the closing date for applications a completed and signed Supplementary Information Form (SIF) verified by the Headteacher and Chair of Governors. This form can be found on the school's website or can be obtained from the school office.

5. Any other applicant

If this school is over-subscribed within any category, the LA will offer places according to the criterion and distance measured in a straight line from the permanent home address, as set by Ordnance Survey to the main school gate, which is located in **Hallam Road**. This is calculated using Surrey admissions team's Geographical Information System.

Where two or more children share a 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.

In the case of an application in which the applicants are:

- multiple births (such as twins, triplets etc); and
- one of the children is awarded a place according to the Admissions Policy

It shall be a rebuttable presumption that the needs of the family and applicants will outweigh the adverse effects on the quality of education received by the other pupils at the school as a result of exceeding the Published Admission Number (PAN). Thus under these circumstances all applicants should expect to be admitted.

6. In year admissions

For any in-year admissions please see the Surrey County Council website by following this link: <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/in-year>

Waiting List

An applicant for Year 3 not initially offered a place at the school will be placed on a waiting list, if the school is so requested, following the initial allocation of places. The LA, who do this on the school's behalf maintains the waiting list.

Where there are more children 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.

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of their circumstances of each case, what is in the best interests of the child concerned, the long term impact and should be considered as a last resort.

Applicants who are applying for their child to have 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 Headteacher, governors agree for the child to have 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 when there may be a significantly different birth rate for that year group.

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 in their child's chronological age group are applying for that cohort. If, in liaison with the Headteacher, governors agree for the child to have accelerated entry, the applicant will be invited to apply again the following year for the correct cohort.

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. More information on educating children out of their chronological year group and the process for making such requests is available at www.surreycc.gov.uk/admissions.

**Sibling - A brother or sister of the same parents whether living at the same address or not, a half-brother, half-sister, step-brother, step-sister or adoptive or foster sibling, ordinarily living as part of the same family unit at the same address.*

***Home Address - 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 any relative's address unless the child lives at that address as their normal place of residence. Where the child is subject to a child arrangements 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 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.*

We will not generally accept a temporary address if the main carer of the child still possesses 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's admissions team.

The address to be used for the initial allocation of places to Year 3 will be the child's address at the closing date for application. Changes of address may be considered in accordance with Surrey's coordinated scheme if there are exceptional reasons behind 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. Applicants have a responsibility to notify the school and Surrey County Council of any change of address.

