CHRIST'S COLLEGE GUILDFORD

An Academy in The Good Shepherd Trust

'A Christian College serving Guildford, Woking and the surrounding areas'

Christ's College, Larch Avenue, Guildford, Surrey, GU1 1JY

Admissions Policy 2028 - 2029

"One day children were brought to Jesus in the hope that he would lay hands on them and pray over them. The disciples shooed them off. But Jesus intervened: "Let the children alone; don't prevent them from coming to me. God's kingdom is made up of people like these."

St Matthew Chapter 19 Verse 13 &14

As a distinctively Christian College in **The Good Shepherd Trust**, the Trust is the Admission Authority for the College and has agreed a Published Admissions Number (PAN) of **156** for Year 7 with the Local Authority (LA). Any child with an Education, Health and Care Plan naming the school will be admitted. Where possible such children will be admitted within the PAN. In addition, the Trust has determined the following over-subscription criteria in consultation with the Diocese of Guildford, which will be strictly applied in the order shown below as soon as the number of applications exceeds the PAN.

Over-Subscription Criteria

1 **Looked After Children and previously Looked After Children, including those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted (**see note 1)

2 **Practising Christians up to a maximum of 50% of the intake in any one year** (see note 2)

3 **Siblings** (see definitions) **of students currently in the College at the time of admission.**

4 **Children of Staff** (see note 3)

5 **Children attending Northmead Junior, or Weyfield Primary Academy Schools.**

6 **Any other children whose parents wish them to attend Christ's College Guildford.**

Application Process for September 2028

Applications from Surrey residents for admission to Year 7 in September 2028 must be made in accordance with Surrey County Council's (SCC) co-ordinated admissions scheme. They should be completed on-line via the SCC website www.surreycc.gov.uk/admissions or if a paper copy is required, please contact SCC on 0300 200 1004. Completed forms must be returned directly to the LA **by 31st October 2027.**

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Supplementary Information Form (SIF)

All parents applying for a place under Criterion 2 or Criterion 4 must complete a Supplementary Information Form (SIF). The relevant SIF **('A'** for Criterion 2, **'B'** for Criterion 4) should be downloaded from our website at www.christscollege.surrey.sch.uk and can also be found on the LA website at www.surreycc.gov.uk/admissions. Alternatively, hard copies of the form can be collected from the College Main Office adjacent to the reception area. **The SIF must be completed in full and returned by the Church Minister or Vicar (SIF 'A') or by the member of staff (SIF 'B') directly to the College admissions@christscollege.surrey.sch.uk by the published closing date. Failure to do so may result in the applicant only being considered under a lower Criterion.**

Notes

1. **Looked After Children and previously Looked After Children, including those who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted** - children who are in the care of the LA or provided with accommodation by a LA in accordance with S.22 of the Children Act 1989; or children who were in the care of the LA or provided with accommodation by a LA and who left that care through adoption, Child Arrangement Order or Special Guardianship Order. Official confirmation of the child's status must be submitted at the time of application.

2. **Practising Christians -** children who regularly attend a Christian Church or children whose parent(s) do so. A Christian Church is one so defined by the Churches together in Britain and Ireland or a member of the Evangelical Alliance. Regular attendance is defined as at least once a month over a period of at least 12 months immediately prior to making an application to start at Christ's College. This fact will need to be verified by the Church leader (e.g. Vicar, Priest, Curate, Pastor or Minister) using SIF 'A'. **Please note, if the number of applications received that meet Criterion 2 exceeds 50% of the total intake, then all of these applications will be ranked according to the distance tie breaker** (see definitions). **The remainder will be placed back into the general pool of applicants and ranked, along with all other applicants, according to the remaining criteria.**
   In the event that during the period specified for attendance at worship, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance, will only apply to the period when the church or alternative premises have been available for public worship.

3. **Children of Staff** – children of staff who have been employed at the College for more than two years. The date that will be used to assess the length of time that a member of staff has been employed will be the closing date for applications (31 October 2027). SIF 'B' must be completed to apply under this criterion. The child of a member of staff who does not qualify for priority admission, because the member of staff joined the College less than two years before the admissions deadline, will have priority on the waiting list from the time when their parent has been employed at the College for two years or more.

Definitions

Sibling – brother/sister, half-brother/sister, step-brother/sister, adoptive brother/sister or foster children, all living in as part of the same family unit at the same address.

Parent - a natural, adoptive, step or foster parent or other legal guardian.

Home Address – the child's permanent address or where the child lives for the majority of the school week. The address used for the initial allocation of places will be the child's address at the closing date for applications.

Tie Breaker - if the school is over-subscribed within any criterion, places will be allocated to the child living closest to the school. Distances are measured using Surrey's Geographical Information System (GIS) in a straight-line from the address point of the child's home as set by Ordnance Survey, to the nearest school gate available for pupils to use. Where there are two or more applicants who live equidistant from the school or multiple addresses with the same address point, priority will be decided by an independently supervised lottery.

Multiple Births - if the final place is offered to such a child, the school will admit any other consecutively ranked siblings from the same multiple birth, even though this may exceed the PAN. However, no further children will be admitted until the number drops below PAN.

Waiting List - Where the school is oversubscribed, a waiting list will be maintained until at least 31 December in the admission year. Children who are refused admission will be automatically placed on the waiting list, in accordance with the School Admissions Code. Parents do not need to make a separate request for their child's name to be added. The waiting list will be ranked in accordance with the oversubscription criteria set out in this policy and not in the order in which applications were received. Whenever a place becomes available, it will be offered to the child at the top of the waiting list at that time. Parents may request that their child's name is removed from the waiting list at any time. The Trust may also contact parents to ask whether they wish their child to remain on the waiting list. The WL will be maintained until the last day of the academic year, after which an in-year application should be completed if parents still wish their child to be considered for a place.

Out of Chronological Age Education - parents may wish to seek places outside their child's chronological year group although in the first instance, this should be discussed with the Headteacher. Applicants must state clearly why they feel admission to a different year group would be appropriate and submit supporting documentary evidence if they wish. The local committee will make their decision in the best interests of each child, taking into account the particular circumstances of the case, including the views of the Headteacher. Reasons for the decision will be shared in writing with parents but please note that there is no right of appeal if a place is offered that is not in the parents' preferred age group. For more information, please see www.surreycc.gov.uk/admissions

In-Year Applications – these should be made direct to the school.

Late Applications – these will be considered in accordance with the LA's co-ordinated admissions scheme.

Right to Appeal – if your application is unsuccessful, you have the right of appeal to an Independent Appeal Panel. Details are available from the school or by contacting SCC on 020 8541 8092. If you wish to lodge an appeal, please visit the Surrey Schools Appeals website at School admission appeals - Surrey County Council (surreycc.gov.uk) for further information. The Surrey Appeals Services administers the appeal process for Christ's College. Alternatively, please call the Surrey Schools Appeals Service on 0300 200 1004 or 0208 541 9029 to request appeal papers.
The right of appeal is entirely separate from the operation of the waiting list. A child's position on the waiting list will not be affected by whether or not an appeal is lodged, heard, or decided.

***All Applicants to Note** – The Trust reserves the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child.*