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ADMISSIONS POLICY

2026 - 2027

Reviewer:	Sarah Holman
Review date:	27 th February 2025
Committee:	LGB
Next review:	September 2025

With effect from 1st February 2025, Eggar's School became an Academy within the Weydon Multi Academy Trust and the Weydon Multi Academy Trust is the admissions authority.

For any questions with regards to this Admissions Policy please either email the WMAT Admissions team on admissions@wmat.org.uk or telephone 01252 900550 or telephone Eggar's school directly on 01420 541194

Admission Criteria

Eggar's School is an academy within the Weydon Multi Academy Trust and the Weydon Multi Academy Trust is the admission authority. The admissions process is administered by the school in accordance with these Admission Arrangements, in accordance with and pursuant to the Admissions Policy of the Weydon Multi Academy Trust.

The school participates in the Local Authority co-ordinated scheme and all deadlines within that scheme should be adhered to by the applicants. Applications for admission to Year 7 must be made in October of the year before admission and be made to the child's home local authority.

For entry into Year 7, the local authority will consider first all those applications received by the published deadline of midnight on 31st October 2025. Notifications to parents offering a secondary school place will be sent by the local authority on or around 1st March 2026

Applications made after midnight 31st October 2025 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

The published admission number (PAN) for Eggar's School for 2026-2027 is 175, (this includes 4 students with an Education, Health and Care Plan admitted to specialist SEN provision).

For the main admission round, all preferences will be considered simultaneously and ranked in accordance with the admission criteria.

The School's Admissions Code (2021) will take precedence if there is any disparity with the Admissions Policy.

If more than one school can offer a place, the parent's highest stated available preference will be allocated.

If Eggar's school is oversubscribed, places will be offered up to the published admission number (PAN) in the following priority order. Places for applications received after the deadline will be allocated using the same criteria:

- I. Children who are in the care of a Local Authority (LA), or have been previously in the care of a Local Authority.

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

- 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 Act 1989, e.g. fostered or living in a children's home, at the time an application for a school is made; and 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).
- Children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

The parent/carer will need to provide evidence to demonstrate that the child was in state care outside England and left that care as a result of being adopted.

Places will be allocated under this criterion when places are first offered at a school and the Local Authority may also ask schools to admit over their Published Admission Number at other times under this criterion.

2. **Children or families who have a serious medical, physical or psychological condition** which makes it essential that the child attends Eggar's School rather than any other. Appropriate medical or psychological evidence must be provided in support; this should be a letter from a GP or equivalent.
3. **Children living in the catchment area of Eggar's School who at the time of application have a sibling on the roll** of Eggar's School who will still be on roll at the time of the sibling's admission. *
4. **Other children living in the catchment area** of Eggar's School.
5. **Other children who at the time of application have a sibling on the roll** of Eggar's School who will still be on roll at the time of the sibling's admission. *
6. **Children who at the time of application attend one of the linked primary or junior schools:**
 - Andrews' Endowed Church of England Primary School
 - Bentley Church of England Primary School
 - Binsted Church of England Primary School
 - Rowledge Church of England Primary School
 - Selborne Church of England Primary School
 - Wootey Junior School

All linked schools are treated on an equal basis.

7. **Children of staff** who are employed directly by the school itself who have been employed at the school for two more years at the time application is made, and/or is recruited to fill a vacancy for which there is demonstrable skill shortages.
 - 'Staff' includes all those on the payroll of the school.
 - 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident step- parent.
8. **Other children** Remaining places will be offered on the basis of nearness to the school. Distances will be measured from the Ordnance Survey home address point to school address point using Hampshire County Council's Geographic Information Systems (GIS).

* 'Sibling' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, foster brother or foster sister, stepbrother or stepsister living as one family unit at the same address. It will also be applied to situations where a full, half or adoptive brother or sister are living at separate addresses.

Criteria 3 and 5 include children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

In Year Admissions

If parents decide to apply for a place at Eggar's School outside of the main round, they must fill in an In-Year application form which can be obtained via the local authority website <https://www.hants.gov.uk/educationandlearning/admissions> or via the Eggar's School admission page <https://www.eggars.net/admissions>

The school will consider those applications against the same criteria as used for the main admissions round, according to the number of spaces available based on the Published Admission Number for that year group.

Students with an Education, Health and Care Plan (EHCP)

Eggar's will admit any student whose Education, Health & Care Plan (EHCP) names the school. Where possible, such children will be admitted within the PAN.

School Closures

In the event of a school closure, students from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the local authority in accordance with the School Admissions Code and will be published at the time for the specific schools affected.

Late applications

Late applications and any changes to the application will be considered in line with Hampshire's Coordinated Admission Scheme and deadlines within the Scheme.

<https://www.hants.gov.uk/educationandlearning/admissions/applicationprocess/changeorlateapplication>

Definition of Home address

The address on the application must be the child's current permanent place of residency. An application can only be made from one address and only one application per child can be made.

Proof of residence will be required by the co-ordinated scheme. This is usually the council tax number, or if the parent/carer making the application is not responsible for council tax, some alternative evidence such as a utility bill. The offer of a place may be withdrawn if proof of residency is not met. In the case of temporary address, a rental agreement is required.

We will not generally accept a temporary address if the main carer of the child still possesses or rents 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.

Where a child lives part of the week with one parent and part with another member of the family the 'home address' will be considered to be residence where the child spends at least three nights of the school week each week. This is usually the address of the parent receiving child benefit (where applicable)

The address to be used for the initial allocation of a place for Year 7 will be the child's address at the closing date for application. Changes of address that affect waiting list positions may be considered in accordance with Hampshire's Co-ordinated Schemes if there are exceptional reasons behind the change, such as if a family has just moved into 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. Parents have a responsibility to notify Hampshire local authority and Eggar's School of any change of address.

<https://www.hants.gov.uk/educationandlearning/admissions/guidance/addressconfirmation>

Distance Measurement

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Distances will be measured from the Ordnance Survey home address point to school address point using Hampshire County Council's Geographic Information Systems (GIS).

Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. Where two or more applicants are equidistant, random allocation will be used to allocate the place. Eggar's School will use the local authority random allocation procedure published on the local authority's website. <http://documents.hants.gov.uk/education/Random-Allocation.pdf> The local authority will carry

out the random allocation process on behalf of the school if the situation arises.

Multiple Births

In the case of multiple births or siblings born within the same academic year, any child from a multiple birth or sibling born within the same academic year will be offered a place if one child has already been offered a place and the subsequent child/children are ranked consecutively. If this results in the PAN being exceeded, the school will not offer new places until numbers have reduced to PAN-1.

Notification and acceptance of offers

Notification of offers for admission to year 7 will be sent to parents by their home local authority on or about 1 March. If the home local authority requires it, written acceptance of the offer of a place must be sent to the local authority to be received by the closing date as stated in the offer letter.

Notification of offers for admission other than year 7 will be sent to parents by the school. Written acceptance of the offer of a place must be sent to the school to be received by the closing date as stated in the offer letter.

In-Year Fair Access Placements by the Local Authority

The local authority must ensure that all students are placed in schools as quickly as possible. It may therefore sometimes be necessary for a student to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the local authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

Waiting Lists

When all available places have been allocated, waiting lists will be operated by the school on behalf of the local authority.

In the case of main round application waiting lists these will be retained for the first term after which places have been offered (i.e., until 31st December).

In-year applications for places which result in a child being placed on a waiting list will be retained on the waiting list for 6 weeks, after which time then unless the school receives notice from the parent, the child will be removed from the waiting list. The school will keep the local authority advised of any changes made to the waiting list.

Any places that become available to children on a waiting list, will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list.
- when a child's changed circumstances affect their priority.

At the time of receiving an offer of a school place parents will be advised of the process for adding their child's name to a school's waiting list.

Admission of Children Outside Their Normal Age Group

When applying, applicants may make a request in writing to the School's Admissions Committee for a place for their child outside of the normal age group. The School's Admission Committee will consider this request and the decision will be made on the basis of the evidence supplied to the committee of the circumstances of each case and in the best interests of the child concerned.

For further understanding please refer to the Department of Education Guidance on 'Advice of the admission of summer born children.

[Summer born children: advice for parents - GOV.UK](#)

- 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 Principal, Governors agree for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.
- 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 Principal, Governors agree for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort.

Appeals

If you are not offered a place at our school, you have the right to appeal to an independent panel.

If you were offered a school lower on your preference list or a centrally allocated school, you may Appeal. Parents wishing to appeal must contact Surrey Schools Appeals Service by telephone 0300 200 1004, by email on surrey.schoolappeals@surreycc.gov.uk or visit www.surreycc.gov.uk/schoolappeals or via the school website.

When Eggar's informs a parent, in writing, of a decision to refuse their child a place at the school, the school will include the reason why admission was refused and information about the right to appeal; Parents will be informed that, if they wish to appeal, they must set out their grounds for appeal in writing. Eggar's will not limit the grounds on which appeals can be made.

All applicants please note

If an applicant is found to have supplied false or deliberately misleading information or to have withheld relevant information, the Local Authority or School reserve the right to withdraw any offer of a place prior to the child starting school.

Withdrawal of an Offer

Should the school wish to withdraw an offer, the requirements of the Code as specified in 2.13 and 2.14, are adhered to: <https://www.gov.uk/government/publications/school-admissions-code--2>

Legislation

This policy takes account of all relevant legislation including the legislation on sex discrimination, race relations, and disability, together with all relevant regulations and the School Admissions Code (published by the DfE in 2021).