Admissions Policy
Fullbrook
2027 – 28

Responsible Committee:	Local governing body
Responsible Officer:	Miss A Wallis Principal
Board Approval Date:	11 February 2026

Policy Type:	Statutory
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Allocating Places

The primary aims of this admissions policy are to maintain the character of the school and to enable it to continue to serve the same communities as in previous years.

In September 2027 the school will admit 240 children into Year 7 without reference to ability or aptitude.

Applications for Fullbrook School must be made by 31 October 2026. Places at Surrey secondary schools, including Fullbrook School, will be offered on the basis of the preferences that are shown on the application form. Parents will be asked to rank up to six preferences and these will be considered under an equal preference system.

Children with an Education, Health and Care Plan (EHCP) that name Fullbrook School will be allocated a place before other applicants are considered. In this way, the number of places available will be reduced by the number of children with an EHCP that has named Fullbrook School.

In the event of over-subscription, places will be allocated in the following order:-

1. Looked After and Previously Looked After Children

Places will be offered firstly to looked after children i.e. children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after. Applications made under this criterion must be accompanied by details of the circumstances and professionally supported evidence.

Definitions

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the satisfaction of the school's admissions committee] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child 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 (see the definition in Section 22 of the Children Act 1989).

i. *An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).*
ii. *A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014.*
iii. *A 'special guardianship order' is set out in section 14A of the Children Act 1989 and is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

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. Exceptional Circumstances

Children with a serious or life-threatening medical condition or disability, or children where there are sensitive and/or serious individual and/or family circumstances that make attendance at Fullbrook School essential, can be considered under the exceptional circumstances criteria. A case should be provided which demonstrates clearly why you feel it is essential for your child to attend Fullbrook School, and why no other school can meet your child's needs. In the case of a medical condition or disability, this should be stated on the application form and can only be considered if substantive medical evidence from a professional such as a doctor and/or hospital consultant is attached and for other circumstances, evidence from a social worker, health visitor, housing officer, the police or probation officer. Please note that a letter from a GP will not normally be deemed sufficient evidence. If there are sensitive and/or serious individual and/or family circumstances, these should be stated at the time of application. Substantive evidence, such as a report from a support service, must be provided.

Common medical conditions and allergies can usually be supported in all mainstream schools, therefore priority under a school's exceptional circumstances criterion would not normally be given for these. In addition, routine childminding arrangements will not normally be considered to be an exceptional circumstance for placement at a particular school.

Providing evidence does not guarantee that a child will be given priority at Fullbrook School and in each case a decision will be based on the merits of the case and whether the evidence demonstrates that a placement should be made at Fullbrook School above any other.

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

3. Siblings

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit, at the same address.

A child will be given sibling priority if they will have a sibling at Fullbrook School at the time of the child's admission. For the initial intake to the school a child will be given priority for admission only if their sibling will be at Fullbrook School in September 2027. This will apply both at the initial allocation of places and also when prioritising the waiting list. Giving sibling priority has the effect of maximizing the opportunity for children in the same family to be educated at Fullbrook School.

4. Children of Staff

Priority is given to the children of Fullbrook staff where the member of staff has been employed at the school for more than two years at the time at which the application for admission to the school is made. The member of staff must complete the Supplementary Information Form attached to this policy.

A person will be considered to be a child's parent for the purpose of this criterion if they are living in the same family unit as the child at the same address and are:

- their mother or father

- any other person who has parental responsibility, such as an adoptive parent, step-parent, a special guardian or person named in a child arrangements order
- any other person who does not have parental responsibility but otherwise has the care of the child, such as a foster carer

5. Children living within the Admission Area

A map defining this area is available for inspection on the school's website, as set by Ordnance Survey.

6. Children who live outside the Admission Area and attend a feeder school

Children who live outside the Admission Area and, at the time of the application are attending Byfleet Primary School, Ottershaw C of E Junior School, New Haw Junior School, Pyrford C of E Primary School, St Mary's School (Byfleet), or West Byfleet Junior School.

7. Any Other Applicant

Remaining places will be offered on the basis of nearness to the school's Admission Area measured by a straight line drawn on the map from the address point of the child's home to the nearest point on the edge of the Admission Area. This is calculated using a Geographical Information System.

Oversubscription

In the case of oversubscription in any of the categories 1 – 5, priority will be given to those children who live nearest the school measured by a straight line drawn on the map, as set by Ordnance Survey, from the main school gate to the child's home. This is calculated using a Geographical Information System. If distances measure the same for more than one applicant, lots will be drawn.

In the case of oversubscription in any of the categories 6 – 7, priority will be given to those children who live nearest the school's Admission Area measured by a straight line drawn on the map from the address point of the child's home to the nearest point on the edge of the Admission Area. This is calculated using a Geographical Information System. If distances measure the same for more than one applicant, lots will be drawn.

ADDITIONAL INFORMATION

Home Address

The home address of the child excludes any business or childminder's address and must be the child's normal place of residence. In the case of formal equal shared custody, it will be up to the parents to agree which address to use. In other cases, it is where the child spends most of their time. 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. A relative's address is also excluded, unless the child lives there as their normal place of residence. All distances will be measured using a Geographical Information System.

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 may be considered 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 Surrey County Council and Fullbrook School of any change of address.

Multiple Births

In the case of multiple births, where a child whose twin or sibling from a multiple birth is admitted, subsequent siblings will be admitted into the year group.

Tie Breaker

If within any category there are more children than places available, priority will be given to those living closest to the school. Home to school distance will be measured by a straight line from the address point of the pupil's home, as set by Ordnance Survey to the main school gate. This is calculated using a Geographical Information System.

Where two or more children share a priority for a place when using distance as a tie breaker, e.g. where two children live equidistant from a school, lots will be drawn in the presence of an independent person from one of the Trust's other schools to determine which child should be given priority.

Waiting Lists

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown for Fullbrook School and without regard to the date the application was received or when a child's name was added to the waiting list.

Waiting lists for the initial intake to Fullbrook School will be maintained throughout the 2027/28 school year.

After the end of the summer term, parents who wish their children to remain on the waiting list must apply for in year admission via the In Year Application Form available on Surrey Admissions website at www.surreycc.gov.uk/schools-and-learning/schools/admissions/in-year

Waiting lists for all other year groups are also cancelled at the end of each academic year.

Where an applicant is added to the waiting list, or an existing applicant becomes eligible for a place under a higher priority criterion, the list will be ranked again in accordance with the published oversubscription criteria.

Children of Staff

The child of a member of staff who does not qualify for priority admission, because the member of staff joined the school 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 school for two years or more.

Where the child of a staff member does not qualify for priority under this criterion, they will be ranked according to the remaining oversubscription criteria.

Out of Year Group requests

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

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, must 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.

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.

In Year Admissions

The following applications will be treated as In Year Admissions during 2027/28:

- Applications after 1 September 2027 for admission into Year 7
- All other applications for admission to Years 8 to 11

In Year applications for Fullbrook must be made via Surrey Admissions. All the information is on their website at www.surreycc.gov.uk/schools-and-learning/schools/admissions/in-year
Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria for Fullbrook School.
As provided in the Government Code of Practice on Special Educational Needs, children having an EHCP will, if the School can meet the need, be admitted to one of the 240 places after the appropriate discussions with the parents and local authority. For such children, their secondary placement is normally discussed at their

Year 6 “Annual Review” in their Primary or Special School. The only grounds for the school refusing an application is if the child’s admission would be incompatible with the efficient education of other students or use of resources or if the school is unsuitable for the age, ability, aptitude or SEN of the child.

Appeals

Fullbrook, in line with current legislation, has established an admission appeals procedure. Where an application has not been successful but the parents feel there are particular reasons why their child should be admitted to Fullbrook, they are able to put their case to the admission appeal panel. The panel comprises three independent persons from outside the school.