

Admissions – 2016-2017

Applying for a school place in current Years 7-11

If you are looking for a place for your child at Tomlinscote School in the current years 7-11, please complete an In Year Application Form (available via our website under 'Admissions') and return to Tomlinscote School with the supporting documentation as required. A copy of this form is also available from the Surrey CC website: surreycc.gov.uk/admissions (form IYA-SMA), where you will also find further information on applying for a school place. You can usually apply for in year admission **up to four weeks** before the place is needed (although for members of the Armed Forces and Crown Servants with automatic right of entry to the UK who can prove their relocation, applications can be made up to four calendar months in advance).

If you are moving into the local area, your current address should be used when submitting your application. Your new address can only be taken into account once your move has taken place and you have provided either a copy of your signed tenancy agreement or a copy of your solicitor's letter confirming the sale/purchase after completion has taken place, plus Council Tax bill and utility bill.

Transfer from Primary/Junior School

The Planned Admission Number (PAN) for 2017 entry is 270 students. Please refer to our Admissions Policy and Catchment Area map for further details (under the 'Admissions' section on the website).

Year 6 children will receive information about applying for a secondary school place from their primary school in September. Applications must be submitted directly to the home County Council, preferably online, from 1st September 2016. The deadline for submitting applications is 31st October 2016. For further information and advice, go to www.surreycc.gov.uk/admissions or ring 0300 200 1015.

Parents and Year 6 children are invited to attend our Information Evening on Tuesday 27th September 2016. There are two sessions, one at 6pm and one at 7.30pm held in the Main Hall.

Tours of the school for parents and Year 6 pupils will take place from 26th September-14th October 2016, mornings only. Please contact the school office to book a place on a tour. Tours will start at 8.50am and last approximately two hours.

1st March 2017 – Letters will be sent by Surrey CC by 1st class post to applicants who applied on paper and to those who applied online and have not been offered their first preference school. Applicants who applied online will be sent an email or receive a notification through the app 'ParentComms' with their outcome. Online applicants may also log in to their online account to view the outcome.

Waiting Lists

Tomlinscote School is an Academy and holds its own waiting list. In the event that a place at our school is not offered, please contact our Admissions Officer so that your child can be added to our waiting list. Your child's place on the waiting list will be determined by our over subscription criteria as stated in our Admissions Policy.

Right of Appeal

If your child is not offered a place at our school, you have a right to appeal against that decision to an independent appeal panel. An Appeal Form and further guidance can be found online at www.surreycc.gov.uk/schoolappeals.

The decision of the appeal panel is final and both the Local Authority and the school must abide by it.

In year or immediate entry appeals

Appeals resulting from in year admission applications will be heard within 30 school days of the appeal being lodged.

September 2017 entry

Appeals resulting from year of entry or transfer applications for admission in September 2016 will be heard according to the following timetable:

	Secondary Offer	Appeals lodged by	Appeals to be heard by
Tomlinscote School	1 March 2017	t.b.c.	t.b.c. (40 school days)

Appeals lodged after these dates will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date.

Late Applications

Please refer to Surrey CC's website for details on how late applications are processed.

Sixth Form Admission

Please follow the links on the home page of the school website.