

Information on school admissions and transfers

Secondary schools in Surrey 2009/10



Apply on-line
www.surreycc.gov.uk/admissions

If English is not your first language, and you have difficulty understanding this document and would like help translating it into any language, please contact the Woking Interpreting Translating Service Linkline on 01483 750970.

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Se avete difficoltà di comprensione riguardando questo documento, e desiderate parlare con qualcuno in italiano, siete pregati di contattare WTTTS LinkLine al numero 01483 750948. Lasciate il vostro nome e numero di telefono e sarete richiamati.

如閣下對此文件有任何疑問，希望用中文圖話解答，請電 WTTTS LinkLine 01483 750948，留下姓名和電話號碼，我們將會回電給閣下。

Si tiene algún requerimiento o a pregunta obtener información sobre nuestros servicios y personas con quienes se pueden en español, por favor contacte al WTTTS LinkLine Teléfono 01483 750948. Deje su nombre y número telefónico y alguien se comunicará con usted.

Se trovate alcune parti di questo documento difficili da capire e avete bisogno di un aiuto in lingua italiana, siete pregati di contattare WTTTS LinkLine al numero 01483 750948. Lasciate il vostro nome e numero di telefono e sarete richiamati.

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Se quer si alguma dificuldade em compreender o conteúdo desse documento e precisa ajuda em português, devem contactar com o WTTTS pela LinkLine através do telefone 01483 750948. Deixe o seu nome e número de telefone para que alguém possa entrar em contato consigo.

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Se precisa de qualquer esclarecimento ou precisar falar com alguém em português para mais informações sobre os nossos serviços, faça o favor de contactar a LinkLine do WTTTS através do telefone 01483 750948. Deixe o seu nome e número de telefone para que alguém possa entrar em contato consigo.

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If you have a sight difficulty or any other support needs and need help reading this booklet or filling in the form, please phone the contact centre on 08456 009 009 or email admissionsandtransport@surreycc.gov.uk

The information in this booklet is in line with The Education (School Information) (England) (Amendment) Regulations 1999. Admission arrangements may change before the start of, or during, the school year 2009/2010, or in later school years. If arrangements or policies change and this affects your preferences for schools in September 2009, we will try to tell you about these changes as soon as possible.

You can now apply on-line for your child's school place

- It is simple and convenient.
- You can change your application at any time up until the closing date.
- You will receive email confirmation once you have sent us your form.
- You will be able to print off a copy of your filled-in form, to keep for your own records.
- You do not need to fill in a paper form, although some voluntary-aided and foundation schools may also ask you to fill in a separate form as well.
- You can find links to school webpages and additional admissions information.
- You can also find your nearest maintained school by using the Surrey SMART online web page at <http://findaschool.surreycc.gov.uk/>
- For more details see question 15.

Where can I access the website to apply on-line?

- At home • At an internet café • At work • At some schools • At a library

If you are a library member, you can get free internet access at any Surrey library.

We recommend that you book beforehand by phoning the contact centre on 08456 009 009.

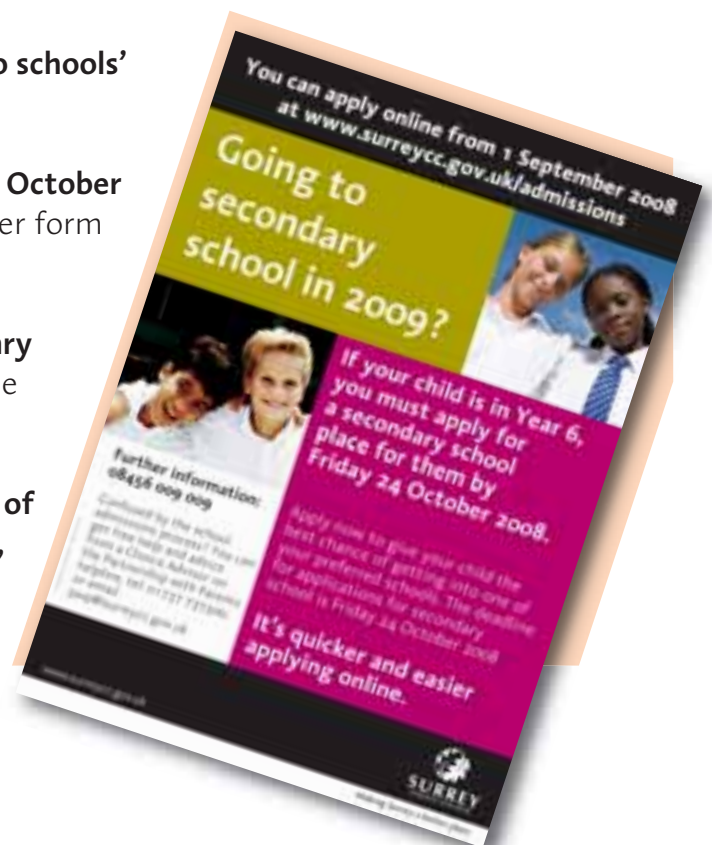
To apply on-line for a school place go to:
www.surreycc.gov.uk/admissions

At this page you will also find details and links to schools' webpages and admission information.

The closing date for secondary applications is **24 October 2008**, whether you apply on-line or fill in the paper form enclosed with this booklet.

Surrey County Councils poster, **Going to secondary school in 2009** encourages parents to apply online for school places.

Briam Kemp from Guildford said **"We left plenty of time to get it right online and we're glad we did, my son James is happy in his new school."**





September 2008

Dear Parent

Your child's education is very important, and you will wish to make the right decision about the schools they attend. For most parents the starting point will be your local school, though some of you will wish to look at a number of options. It is difficult to know if a school will be right for your child without visiting, and talking to the head teacher, and we always recommend that you do this. The high quality of Surrey's schools means that some of them are oversubscribed every year, and others have particular years when applications peak. Because of this, it will be important that you follow the correct application procedure, and understand the basis on what decisions will be made.

- **You can now apply on-line instead of using the paper form. Please question 12 for more details.**
- Please note that all schools operate an equal preference system. (Please see question 9 for details.)
- For admissions to schools we will be using 'straight line' distance for measuring your nearest school to your home address and also for prioritising within each category.
- Please remember that as a parent you can express a preference for three schools but there is no guarantee that you will get a place at your preferred schools.
- When making your preferences, please note that aided and foundation schools will have different admission arrangements from community schools.
- When making your preferences, please consider any transport issues carefully and do not presume that free transport will be provided.

If you have any more questions, you may want to contact the school concerned or speak to one of our officers in the County Council, via its contact centre on 08456 009 009. Alternatively you will find more information on our website at www.surreycc.gov.uk

Please make a note of the following important dates.

- **24 October 2008 - closing date for applications**
- **2 March 2009 - letters sent to parents by first class post telling them the outcome of their application.**
- **17 April 2009 - appeals must be lodged by this date.**
- **Beginning of July 2009 - target date for all appeals lodged by 17 April to be heard.**
- **24 June 2009 - final date for late appeals to be lodged.**

I wish you and your child every success in one of our Surrey schools.

Strategic Director, Services for Families

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Definitions of terms used in this booklet

These definitions are relevant for all Schools within Surrey except where schools that are their own admission authority have indicated separate definitions.

Additional/supplementary information forms (SIF) - All parents who list their preferred schools on the Local Authority's Common Application Form are regarded as having made valid applications. An additional or supplementary form may also have to be completed for applicants considered under faith criteria of faith schools, for boarding school and for selective schools.

Admissions criteria - The conditions of admission agreed by Surrey county councillors (in the case of community schools or voluntary controlled schools) or by the governors (in the case of voluntary-aided or foundation schools).

DCSF - Department for Children, Schools and Families.

Equal preference system - We consider all ranked preferences equally against the admissions criteria for the named schools. We then offer a place at the highest-ranked school for which the applicant meets the admissions criteria.

Nearest school for admissions - The nearest school is defined as the school closest to the home address which admits pupils of the appropriate age-range. The distance is measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey, to the nearest school gate available for pupils to use. This is calculated using the Admission and Transport Team's Geographical Information System.

Non-sibling applicant - A child who will not have an older sibling at the school at the time of their admission.

Out-county schools - Schools which are not within the administrative area of Surrey Local Authority, for example, Richmond, Sutton, Croydon, Kingston.

Oversubscribed - A school is oversubscribed when the number of applications for places is greater than the number of places available.

Parent - A parent is any person who has parental responsibility or care of the child.

Preference - This means that parents can say which school they would like, but they do not necessarily have a legal right to a place at the school of their choice.

Sibling - A brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister or a step-brother or step-sister, living at the same address, or foster children living at the same address.

Special measures - The DCSF uses this term when schools are experiencing particular difficulties and are receiving extra help, either with delivering the National Curriculum or managing the school.

Statement of special educational needs - A child will have a statement of special educational needs if those needs have been formally recognised as being so severe that they cannot be met by the school's existing arrangements and funding, and so the child needs specific extra help.

The Executive - The Executive is the part of the County Council which is responsible for most of the day-to-day decisions relating to services.



Deciding on a school for your child

1 What secondary education is provided in Surrey?

Secondary education is provided for pupils aged 11 and over in the following types of school.

- Community
- Voluntary-controlled (usually schools with links to a church, but which have the same admissions criteria as community schools)
- Voluntary-aided (usually church schools)
- Foundation schools

Please note: The local authority (LA) is responsible for admissions arrangements in community and voluntary-controlled schools only.

For voluntary-aided and foundation schools, the governing body is responsible for admission arrangements so they may be different in each case.

Surrey secondary schools are comprehensive and cater for pupils of all abilities from age 11 to 16 or from age 11 to 18.

2 At what age should my child transfer to secondary school?

Normally, your child will change school when they are 11 (for September 2009 entry, that is those pupils who have reached the age of 11 between 1 September 2008 and 31 August 2009).

3 How should I select a school for my child?

Any decision as important as deciding your child's school should always be based on your own judgement, with as much information as you can get to help you make that decision.

Do not base your decision on other people's opinions - they are deciding for their child. You will want to make the decision for your child.

Check whether your ideas about a school are correct.

Find out as much as you can about what each individual school has to offer. You should go to secondary school open evenings (the dates of which are printed in the list of secondary schools enclosed with this booklet) and read the school prospectuses before you make your decision.

The list of schools enclosed with this booklet lists all schools by borough or district. You should use it to find out about all the schools in your area, including those in neighbouring boroughs or districts.

You can also find your nearest maintained school by using the Surrey SMART online web page at <http://findaschool.surreycc.gov.uk/>

4 What basic information will I need?

The type of school - If the school is a **community or voluntary-controlled school**, the admissions criteria are listed in question 14.

If the school is a **voluntary-aided or foundation school**, a summary of their admissions criteria is given in the list of schools enclosed with this booklet. However, you will need to get the full details from the school because the governing body of the school concerned is responsible for admissions.

5 How do I find out more information about the school?

Every school produces a **school brochure or prospectus** each year. This brochure will contain certain basic information about the school and the way in which it provides for the pupils at the school. Not all of the information will necessarily be found in one brochure. Schools can choose to distribute their information in a variety of different ways. Individual brochures are available free from the school.

Remember that schools are producing the brochures from their own resources. All schools will want to make their brochures as attractive and distinctive as possible, but there is more to what goes on in a school than just the information contained in the brochure.

6 What information is in the school brochure that will help me decide my school preferences?

As well as including details about school policies, educational needs, curriculum and sex education, there will also be a summary of the achievements of the pupils in the school, including GCSE results. You can also find this on our website at www.surreycc.gov.uk. The schools may also provide information about their Ofsted inspections, at a small charge, if you ask them. Reports are also available on the internet at www.ofsted.gov.uk.

For the very few Surrey schools identified by Ofsted as having difficulties, we work closely with the governing bodies and head teachers to make sure they improve quickly. The steps taken by the LA and the schools working together have been very successful in helping schools to develop.

7 Should I visit the school?

Yes. Visit as many schools as you can. Secondary schools hold open days or open evenings during the autumn term each year.

You may have already formed some impression of the schools you are planning to visit from the school brochures, and perhaps from other information you have received. A visit will give you another opportunity to find out more about what goes on in those schools.

8 Do I have a choice of which school I can send my child to?

You do **not** have a right to choose which school your child will go to. You only have **a right to express a preference for a school**. Our ability to satisfy your preferences will depend not only on the demand for places at individual schools but also on the total number of school places available in the area. The fact that you name a school on your preference form does not automatically mean that your child is entitled to a place there. If a school is oversubscribed, the admissions criteria explained under question 13 will be used to work out which pupils will be offered places. **If your child has a current statement of special educational needs, please see question 18.**

Surrey and its neighbouring local authorities have agreed to co-ordinate admissions to their schools. This means you must fill in the 'common application form' which is the form enclosed with this booklet or, if you live outside Surrey, the form issued by the council you pay your Council Tax to.

- You should list all the schools (both in and outside Surrey) you want to apply to, in order of preference.
- You will receive one offer of a school place from your local authority.
- If your child meets the admissions criteria for more than one school, we will offer you a place, if possible (on 2 March 2009) at the school that you have given as the higher preference on your form. The admission criteria are the rules we follow to decide how to offer places at schools that receive more applications than they have places available (see question 14).
- All preferences stated in applications received on time for individual schools will be considered before any other applicants who have not expressed a preference for that school. As a result applicants stating only 1 preference will, if they are unsuccessful in gaining a place at that school, only be considered for other alternative provision after all other stated preferences have been administered. This could result in applicants receiving offers for schools that they deem as unacceptable when they could have been offered places at other schools.



9 How does the admissions system work in Surrey?

Before you decide on your preferences, it is important that you consider the following information.

Normally if your child goes to a certain primary or junior school, they will not automatically go to a certain secondary school. However, there are some exceptions which are explained in question 15. Places in oversubscribed schools are offered according to the priorities set out in question 14 and not according to the school which your child currently goes to. This means that he or she may not be able to continue with the rest of his or her class to the local secondary school to which most of the pupils move on to. If you are not sure about this, you can phone the contact centre on 08456 009 009.

All schools in Surrey have an equal-preference system for admissions. This means that they consider all applications equally against their admission criteria and, for example, an application from a parent who has given a school as their third ranked preference is treated initially in the same way as an application where the school is shown as the first ranked preference.

It is important that you check the admission criteria for the school you apply to, including selective schools (that is, schools which have an entrance test) outside Surrey, as we will not offer a place at a selective school, no matter how well your child has done in the entrance tests, if we are able to offer a place at a school which you have shown as a higher ranked preference.

If your child meets the admission criteria for more than one school, we will, if possible offer you a place at the school which you have shown as the highest ranked of these.

Transport may be an important consideration when deciding on your preferences. Please see questions 29, 30 and 31. You will not necessarily qualify for free transport just because you are offered a place at a school.

10 How many children are admitted to each school each year?

Each year, the LA publishes an admission number for each school. This is the number of pupils that the LA intends to offer a place to in each school during the next school year.

Enclosed with this book is a list of secondary schools by borough and district. You will find alongside each school its **Published Admission Number**, often referred to as the **'PAN'** for short.

You will be required to provide proof of address when confirming your acceptance of an offer of a school place. Further details of this can be found at www.surreycc.gov.uk/admissions

11 How do I apply for a place at a secondary school?

If your child was born between 1 September 1997 and 31 August 1998, and once you have visited the schools that you are interested in **you can apply on-line**, or alternatively please fill in the form enclosed with this booklet and **return it to your child's junior or primary school** by the closing date (24 October 2008).

If you live in Surrey you can apply online (see question 12) or you must fill in the form enclosed with this booklet, even if you are applying for a school outside Surrey. If you do not live in the administrative county of Surrey, please contact your own local authority for a form.

If any of your ranked preferences are for a **voluntary-aided** or **foundation** school, the school concerned may ask you to fill in another form (as well as the Surrey form) giving more information. The school concerned will send you this form if you ask them to. Please contact the school, or check the list of schools enclosed with this booklet to see whether you need to fill in another form. The list of schools clearly shows which schools need this extra form, and you must provide any extra information they ask for to make sure that your application can be properly processed.

If your child is currently at an **independent or out-county school**, please return the filled in application form to The Admissions and Transport Team, Grosvenor House, London Square, Cross Lanes, Guildford, Surrey GU1 1FA. This address is also on the form.

Please also check the school's own admissions criteria as these may be different from those for community and voluntary-controlled schools. For example, some voluntary-aided and foundation schools give priority to nearest applicants (marked with ****** in the enclosed list of schools). This means that these schools are taken into account when deciding the nearest school to your home. **If you live near the county border, you should also check whether there are nearer schools outside Surrey.**

It is **important** that you give **three** preferences to increase your chances of getting one of your preferences. **By only giving one preference, you may reduce your chance of getting a local school if your preferred school is a popular one which is oversubscribed.**

When filling in the application form, please make sure you write in the **first 20 letters** of the name of the school or schools. In the case of a Surrey school, please enter the **school code** found to the left of the school name in the list of schools.

The child's home address is his or her permanent address or, in cases of shared custody, where he or she spends most of the time. If your child does not live with you, you must tell us when filling in the application form and explain why this is the case. If you do not tell us

about an arrangement like this or use a relative's address for your application, we may consider this to be an attempt to get a school place using false information and withdraw any place offered. Childcare arrangements are not a good enough reason for listing another address.

You will be required to provide proof of address when confirming your acceptance of an offer of a school place. Further details of this can be found at www.surreycc.gov.uk/admissions

12 How can I apply on-line for a school place?

You can apply on-line for your child's school place. You can get free internet access at any Surrey library. The benefits of applying on-line are:

- there are simple step-by-step instructions;
- you can change your application at any time up until the closing date;
- we will confirm we have received your application automatically by sending you an e-mail;
- you can see the Information on School Admissions and Transfers booklet on-line;
- You can find your nearest maintained school and check distances to other schools by using the Surrey SMART online web page at <http://findaschool.surreycc.gov.uk/> and;
- you can link to neighbouring LA websites to check information about schools and their admissions procedures.

For more information please go to www.surreycc.gov.uk/admissions

13 What happens if I miss the closing date?

It is important that you return your form by the closing date. We will only consider late applications after the applicants who met the deadline have been offered places. However, we may consider some late applications (up to 30 November) if the application could not reasonably have been made by the closing date. This may happen, for example, when contracts are exchanged on a new house after the closing date, or in certain other exceptional circumstances. You must provide proof of permanent residency (that is, evidence of an exchange of contracts or a rental agreement that must be for at least 12 months). If you fill in a form after the closing date, please send it to the Admissions and Transport Team, Grosvenor House, London Square, Cross Lanes, Guildford, Surrey GU1 1FA. Any application received after this date will be treated as a late application and will not be processed until after 2 March 2009.

Admissions criteria

14 How are places allocated?

Legislation requires that all admission authorities give looked-after children (children in public care) top priority in their admission criteria. Schools with a religious character may give priority to looked-after children of their faith over looked-after children belonging to other faiths. Please see the list of schools enclosed with this booklet for the admission criteria for voluntary-aided and foundation schools.

The majority of Surrey's Community and Voluntary Controlled Schools use the following criteria when a school is oversubscribed:

First priority: Looked-after children

Children who are registered as being in the care of a local authority (for example, fostered or living in a children's home).

Second priority: Exceptional arrangements

Occasionally there will be a very small number of children for whom exceptional arrangements will apply (see question 17). These exceptional arrangements may override other admissions priorities and the LA may apply them when they first offer places. The LA may also ask schools to admit over their Published Admission Number at other times under this category.

Third priority: Brothers and sisters (siblings)

After 'Exceptional arrangements', places are then offered to siblings. A sibling is a child who will have an older brother or sister still at the school concerned at the time of the younger sibling's admission. (So, a younger sibling will be given priority for admission only if the older sibling will still be at the school in September 2009.)

Please note: this does **not** apply if the older brother or sister joined the school at sixth-form level.

If, at the time of **admission**, your child has a brother or sister at the secondary school, you must show this on your preference form.

Fourth priority: Children for whom the school is the nearest to their home

The nearest school is defined as the school closest to their home address which admits pupils of the appropriate age-range. The distance is measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey, to the nearest school gate available for pupils to use. This is calculated using the Admission and Transport Team's Geographical Information System. Parents should note that if they apply for free transport, different criteria apply. Please see question 29 for more details.

The nearest school may be either inside or outside the county boundary.

The voluntary-aided and foundation schools in Surrey taken into account when assessing priority for admission to the nearest school are marked with ** in the list of schools enclosed with this booklet.

Fifth priority: Any other applicant

Please note: For the majority of Community and Voluntary Controlled Schools, in the event of any category being oversubscribed 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 house, as set by Ordnance Survey to the nearest school gate for pupils to use.



15 Are there any community or voluntary-controlled schools which have different admissions criteria?

The majority of community and voluntary controlled schools in Surrey operate the standard Surrey admissions criteria. The exceptions to this are listed below.

Arrangements for admission to the Waverley schools are as follows:

The September 2009 admissions criteria will be:

- (1) Looked After Children
- (2) Exceptional arrangements
- (3) Siblings
- (4) Children attending a named partner school. These are:

Farnham Heath End School

Potters Gate Primary
St Micheals CE Junior (Hampshire)
Hale Primary
William Cobbett Junior

Woolmer Hill School

Beacon Hill Community Primary
St Bartholomew's Church of England (Aided) Primary
St Mary's Church of England (Aided) Primary
Shottermill Junior

- (5) Children for whom the school is the nearest to their home address
- (6) Any other applicant

If the school is over-subscribed, within any category, we will offer places according to distance from the permanent home address to the school. Home to school distance will be measured by a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest school gate for pupils to use.

Arrangements for admission to Warlingham School are as follows:

The September 2009 admissions criteria will be:

- (2) Looked After Children
- (2) Exceptional arrangements
- (3) Siblings
- (4) Children who live within the catchment area
You can find out about the catchment area for this school by accessing;
 - **Surrey SMART online web page at <http://findaschool.surreycc.gov.uk/>**
 - **<http://www.surreycc.gov.uk/admissions>**You may also phone the contact centre on 08456 009 009
- (5) Any other applicant

If the school is over-subscribed, within any category, we will offer places according to distance from the permanent home address to the school. Home to school distance will be measured by a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest school gate for pupils to use.

Arrangements for admission to Oxted School are as follows:

The September admissions criteria will be as follows:

- (1) Looked After Children
- (2) Exceptional arrangements
- (3) Siblings
- (4) Those children who **both** live in the catchment area **and** who attend one of the following partner/feeder schools:
Crockham Hill, (Kent)
Dormansland,
Godstone,
Holland,
Lingfield,
St Catherine's,
St John's,
St Mary's,
St Stephen's,
Tatsfield and Woodlea
- (5) Those children who live in the catchment area but do not attend one of the partner/feeder schools named in (4) above
You can find out about the catchment area for this school by accessing;
 - **Surrey SMART online web page at <http://findaschool.surreycc.gov.uk/>**
 - **<http://www.surreycc.gov.uk/admissions>**You may also phone the contact centre on 08456 009 009
- (6) Any other applicant

If there is oversubscription within any criteria priority will be given to children who live furthest from their nearest alternative school as measured by straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest school gate for pupils to use.

Arrangements for admission to the Howard of Effingham School are as follows:

The September 2009 admissions criteria will be as follows:

- (1) Looked After Children
- (2) Exceptional arrangements
- (3) Siblings
- (4) Those children who **both** live in the catchment area **and** who attend one of the following partner/feeder schools:
Oakfield,
Eastwick,
St Lawrence,
The Raleigh and The Dawnay
- (5) Those children who live in the catchment area but do not attend one of the partner/feeder schools named in (iv) above
You can find out about the catchment area for this school by accessing;
 - **Surrey SMART online web page at <http://findaschool.surreycc.gov.uk/>**
 - **<http://www.surreycc.gov.uk/admissions>**You may also phone the contact centre on 08456 009 009
- (6) Any other applicant

Please note: If there is oversubscription from applicants within the catchment area priority will be given to children who live furthest from their nearest alternative school as measured by straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest school gate for pupils to use.

Please note: If the school is oversubscribed from applicants living outside the catchment area we will offer places, after all other criteria have been satisfied, according to distance from the permanent home address to the school. Home to school distance will be measured by a straight line from the address point of the pupil's house, as set by Ordnance Survey to the nearest school gate for pupils to use.

Please note: School Admission arrangements are subject to consideration by the Schools adjudicator. At present Surrey County Council is not anticipating any changes however anything determined by the Schools adjudicator will be published on line and directly to any schools concerned.

16 May I change my preferences after the closing date?

You may not normally change your preferences after the closing date. If you do change your mind about the schools you want your child to go to, we will withdraw your original application. You will then have to send in a new application, which will be treated as a late application (see Question 13).

However, once the offer letters have been sent out we will not accept a new application from you unless there has been a significant change of circumstances.



17 What is an exceptional arrangement?

Medical and other reasons

If, when you apply, your child has a disability or a serious or life-threatening medical condition which means that you feel they must go to your first-ranked school, you **must** put this on the application form. We will only consider this if you **attach medical evidence from a consultant doctor**.

Please note: a letter from your GP will not normally be sufficient medical evidence.

We will then consult our own medical advisors. We will only agree to a priority placement if our medical advisors consider that it is essential for your child to go to a particular school. It is expected that all mainstream schools and not just the school of your first preference will support children with the more common medical illnesses or stress-related symptoms (or both).

If there are sensitive family circumstances, perhaps involving the support services (for example, Social Services), we may also consider these when you apply. Again, you must provide documented evidence or reports, as appropriate. If your child is the subject of an Education Supervision Order or is permanently excluded from school, exceptional circumstances may also give priority for offering your child a place.

It is important that any **exceptional circumstances**, as described before, are **shown on the application form when you apply and you attach supporting written evidence**. If you do not do this, we cannot consider offering your child a priority placement.



18 What if my child has special educational needs?

If your child has a current statement of special educational needs, you will have been sent information at the beginning of the autumn term explaining what you need to do about his or her future placement. If you have any questions about this, please contact your child's case officer at your Local Area Office.

The closing date for special needs applications is 3 October 2008.

The LA may identify a particular school that it considers to be suitable for your child's needs, and name the school in the statement. If a school is named in the statement of special educational needs, the governing body must offer you a place for your child at that school.

All schools can offer appropriate support for children with special educational needs who have been identified as being able to cope in mainstream education.

19 What if my child has a disability but does not have a statement of special educational needs?

We treat applications for children with disabilities who do not have a statement of SEN in the same way as all other applications. If your child has a disability which you feel means that they must go to your first-ranked school, you must put this on the application form. You must provide evidence of the disability with your application form.

20 Are any places held back for parents who may move into the area at a later date?

No. All available places will be offered. No places will be held back for late applicants who may move into the area.



21 If I do not get the school I want, can I have my child's name put on a waiting list?

Yes. If any of your preferences are for a community or voluntary-controlled school and you are not offered a place at that school, your child's name will be put on the waiting list of any higher-ranked preferences than the one offered. We will hold these lists until the end of the summer term 2010. If you want your child's name to stay on the waiting lists in subsequent years you must let us know, in writing.

If we are unable to offer any of your stated school preferences, we strongly recommend that you consider accepting the school offered for your child. This will not prejudice any potential appeal and you would still be able to take up a place at one of your preferred schools should vacancies become available from the waiting list.

Foundation and voluntary-aided schools deal with their own waiting lists for all years and you should contact the schools concerned directly.

22 How are places on the waiting list prioritised?

Vacancies from the list will be filled in accordance with the school's admissions criteria (see questions 14 and 15)

Please note: priority for places on the waiting list will not depend on the order in which you ranked the schools. No matter how long your child's name has been on the waiting list, his or her position on the list may change if we add a child's name to the list who has a higher priority but whose parents were late applying.

Applications received after 30 November will be processed and added to the waiting lists for schools that are oversubscribed.

If twins, triplets and so on are at the top of the waiting list and only one place is available, the other siblings will remain at the top of the waiting list until they can be offered a place, even if another child moves into the area with a higher priority.

23 Can I appeal against the decision not to offer my child a place at the school or schools of my preference?

Yes. If your child is not offered a place at one of your preferred schools, you have a right to appeal against that decision to an independent appeal panel.

If you lodge your appeal by 17 April 2009, we will aim to hear your appeal by the beginning of July 2009. Appeals lodged after 17 April 2009 may be delayed, but we will give priority to hearing appeals for new parents and pupils who move into the area after the closing date for admissions. Any appeal lodged after 24 June 2009 will not be heard before the start of the September term.

Before lodging an **appeal for admission** to a **community or voluntary-controlled school**, you may find it helpful to have a discussion with an officer at The Contact Centre. He or she may be able to offer information on other acceptable schools. If not, you may want to consider filling in an appeal form and returning it to: **The Appeals Service, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN. Appeals forms are obtainable from the contact centre on 08456 009 009.**

Similarly the **Advisory Centre for Education (ACE)**, provides free, independent advice on the admissions process and a range of education issues including bullying, exclusion and attendance. They can be contacted at 0808 800 5793 or online at **www.ace-ed.org.uk**

Note: The decision of the appeal panel is final, and both the LA and the school must keep to it.

If your **appeal is unsuccessful**, you cannot appeal for that school again in the same academic year, unless there is a significant change in your circumstances, but you can, of course, stay on the waiting list for that school (see question 21).

To lodge an **appeal** for a **voluntary-aided or foundation school**, you should write to the head teacher or to the clerk to the governing body of the school concerned.

Please note: this appeals procedure only applies to pupils who do not have a statement of special educational needs.

If your child has a statement of special educational needs and you wish to appeal against the school named in that statement, please contact your child's case officer at your local area office.

24 Can I apply for schools outside Surrey?

Yes, you may apply to schools outside Surrey but if you live in Surrey you must use Surrey's application form. In this case, you should phone or write to the LA concerned to find out about their schools, their admissions criteria and closing dates, that may be different from those operated in Surrey. There is a list of neighbouring local authorities at the back of this booklet.

Please note: not all schools with a Surrey address (such as those in Sutton, Kingston, Croydon, Merton and so on) are within the Surrey Local Authority. If you are not sure, please check with the contact centre on 08456 009 009.

Surrey County Council has an agreed **Coordinated Admission Scheme** details of which can be found at: www.surreycc.gov.uk/admissions

25 Can I move my child to another school other than at the usual age of transfer?

We do not recommend moving a child from one school to another even if the child is experiencing particular difficulties at the school.

If you are thinking about changing your child's school, you should consider this decision very carefully, bearing in mind that other schools may be full and that the upheaval may be damaging to your child's progress. You should first discuss any concerns with your child's current head teacher or class teacher to try to sort out any issues. You should also remember that moving to a new school may not sort out the underlying reasons for your child's unhappiness or difficulties.

If you do decide to move your child, it is essential that you get a place at a new school before he or she leaves his or her current school.

26 When can my child leave secondary school?

Legislation has been introduced which sets a new single date for when children may legally leave school. This is the **last Friday in June in the school year in which a child reaches age 16.**

The LA and school governors cannot change this school-leaving date.

27 How can my child be educated after the age of 16?

The arrangements for education after the age of 16 vary within the county. In some areas, secondary schools cover the full age-range from 11 to 18. In other areas, pupils from secondary schools (aged between 11 and 16) transfer to sixth form colleges. There are also colleges of further education for post-16 education. You can get more information at www.surrey-area-prospectus.co.uk

28 Will my child be given a grant for post-16 education?

If your family income is below about £30,810 a year, you may be able to apply for an Education Maintenance Allowance. If you qualify for a grant, your child will receive an allowance of up to £30 a week and may also qualify for bonus payments of £100 during the year. You can get more details by phoning the national helpline on 0808 101 6219 or by visiting <http://ema.direct.gov.uk/>



Other school-related issues

29 Will I receive help with transport to school?

It is the responsibility of the parent to get your child to and from their allocated school place. In some instances a child will be entitled to free home to school transport.

For **pupils aged between 11 and 16**, the qualifying distance for free transport from your home to school is three miles from home by the shortest walking route to your nearest school with places (accompanied by an adult if necessary).

Note: In some instances there may be a school closer to the home address if measured by a straight line (as used in the admissions criteria for Surrey community and voluntary controlled Schools from 2008/09) than that which is closest if measured according to the process above. In this situation the Authority will provide free transport to either school so long as the age and distance criteria are met.

With effect from September 2008, for pupils aged 11 – 16, if you are in receipt of the **maximum** Working Tax Credit or your child qualifies for free school meals then transport assistance will be awarded to one of his/her three nearest schools where the distance is more than 2 miles and not more than 6 miles from the home address. You will need to contact us, giving proof of receipt of the stated benefit, if you are initially assessed as not being eligible for free transport and this would apply in your case.

If your application for a place at your nearest school is unsuccessful, you will be eligible for free transport to your next nearest school with an available place as long as it is more than three miles from your home by the shortest walking route.

However, you should be aware that if your child is granted transport to a school further away due to a shortage of places at local schools, this does not necessarily mean that their younger brothers or sisters will also get transport to the same school as places may then be available at nearer schools.

If your child is not eligible for free transport and the school that your child goes to is served by a contract vehicle, it may be possible to offer a seat at a concessionary fare if there are spare seats on that vehicle. Current costs (from September 2008) are £105 a term for pupils aged between 8 and 16. If you are paying a concessionary fare on a contract vehicle for more than one child in your family, you will need to pay only half the fare for a second or any other child in your family. You can get more details of the scheme from the Transport Co-ordination Team at County Hall, by phoning 0208 541 9618 or 0208 541 9449. If the distance to your nearest school is under the qualifying distance, you will not normally be entitled to free transport. However in some cases it may be necessary to assess the suitability of the route and this may affect your eligibility for free transport.

We have made changes to our practice on exceptional arrangements for transport. Please see the extra information at the back of this book.

Please note: the law on home-to-school transport is complicated. You can get more advice from the contact centre and the leaflet **'A Guide to Home to School Transport in Surrey'**. You should check local details with the contact centre if you think this will affect your school preference.

Free transport is not usually granted outside our normal policy. However in exceptional circumstances we will reconsider an original decision to refuse it.

30 Are there special arrangements for transport to church schools?

If you choose a school on denominational grounds (Church of England (voluntary-aided) or Catholic (voluntary-aided) school), your **nearest** school is the **nearest school of that denomination**. You will have to get your minister to sign the declaration form to confirm that you or your child either regularly go to that church (on 40 separate occasions each year) or are baptised into that faith and meet a number of other conditions set out on the application form. However, we will not guarantee free transport if your nearest denominational school is over ten miles away. We will consider applications for free transport over these distances individually.

If you are in receipt of the maximum Working Tax Credit or your child qualifies for free school meals travel assistance for a faith-based preference will be considered. If your child is aged 11 to 16 and you have specific requirements based on your religion or belief and the nearest school which meets these requirements of faith or belief is over 2 but under 15 miles travel distance, then you will be eligible for free home to school transport.

Some church schools are voluntary-controlled schools and the above arrangements will not apply.

The Executive also has the right to review pupils' entitlement to denominational transport, so we may ask you to fill in a new eligibility form in later years.

31 How will I know whether my child is entitled to free school transport?

For all community, voluntary controlled and foundation schools, we will tell you about the transport arrangements by June 2009 if you meet the criteria outlined in question 29. However, for all voluntary-aided schools you can get an application form from the contact centre on 08456 009 009 or the school itself.

Please note: It is our policy to withdraw any transport that has been issued in error.

32 What are the arrangements for travel for students aged 16 and over?

Help with travel expenses for pupils above statutory school age is discretionary so policies will be regularly reviewed and may change in the future. Most young people over 16 in full-time education **are not entitled to free travel from their home to their school or college.**

There are however two schemes that support student in this position.

1 The Surrey Student Fare Card Scheme - Students living in Surrey who are aged between 16 and 18, who have access to a public bus service route or who can travel by rail, can apply for a Surrey Student Fare Card that costs £10 a year. Using this card, the student will be able to travel at the same fare as someone who is under 16. You can get full details of the scheme from: **The Transport Co-ordination Centre, Environment Division, Room 306, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DJ.**

You can get full details of the scheme from the contact centre on 08456 009 009.

2 The LA Scheme - Students aged between 16 and 18 can apply for help under the LA Scheme if they:

- live in Surrey but cannot use a Surrey Student Fare Card because they travel to school or college on a contract coach;
- need a refund of their petrol costs;
- make a journey to school or college which goes outside Surrey and is not covered by the Surrey Student Fare Card.

Under this scheme the student must be in full-time education and live over three miles from the school or college. The school or college must be:

- the nearest Surrey further education college;
- the nearest Surrey school with a sixth form; or
- the nearest establishment that offers the appropriate course.

Each student must contribute towards the cost of travel, and the amount is reviewed each year. For 2008/2009 it is £3 a day (£1.50 for each journey). Students travelling on a contract coach will pay £190 each term, which is equal to £3 a day. Other students will be able to claim back their travel costs with the student contribution of £3 a day taken off.

There is also a scheme where students who qualify for the highest level (£30 each week) of the national Education Maintenance Allowance and whose travel expenses, wherever possible using a Surrey Student Fare card, are more than £10 a week, may claim back the difference, as long as they also meet the conditions of the LA Scheme.

Parents of students aged 18 and over, who currently (during 2008/2009) receive an Education Maintenance Allowance under the local scheme run by the LA and colleges, are entitled to free transport if they meet the criteria set out in the LA transport scheme above.

There are full details of the LA scheme on the application form, which you can get from the schools, colleges and the contact centre on 08456 009 009.

You can find details of other transport schemes, such as 'Wheels to Learn' and 'Buses 4 U', on the Surrey Student Transport Partnership website at www.sstp.org.uk

You should get up-to-date information about any help with transport your child may be entitled to when he or she becomes 16.

33 Do you provide boarding education?

We do not have any boarding schools of our own except for residential special schools. However, we do provide the teaching at a charitable foundation which has boarding facilities. For more information, contact **The Royal Alexandra and Albert (Aided) School**, Gatton Park, Reigate (01737 642565) or **Gordons School**, West End, Woking (01276 858084).

34 What if I have a complaint about my child's school?

If you have a complaint, it is clearly in everyone's interest that it is dealt with as quickly and efficiently as possible. **You should contact the head teacher of your child's school first.** If this does not sort out the issue, you can get a complaints procedure leaflet from the contact centre or your Local Area Office.



Help and more information

You can get more help and information about the schools admissions process by calling our contact centre on **08456 009 009**
Lines are open Monday to Friday from 8am to 6pm.

You can also visit your Local Area Office at one of the addresses below

North West

**Runnymede, Surrey Heath, Woking, Elmbridge,
Epsom and Ewell, Spelthorne**

Quadrant Court, Guildford Road, Woking, Surrey GU22 7QQ

South East

Mole Valley, Reigate and Banstead, Tandridge

Omnibus, Lesbourne Road, Reigate, Surrey RH2 7JA

South West

Guildford, Waverley

Grosvenor House, London Square, Cross Lanes, Guildford, Surrey GU1 1FA

or visit the Surrey website at **www.surreycc.gov.uk/education**



Neighbouring local authorities

Bracknell Forest Borough Council

Director of Education
Education Department
Seymour House
38 Broadway
Bracknell RG12 1AU
Phone: 01344 424642
Website: www.bracknellforest.gov.uk

Bromley

Director of Education
Education Department
Bromley Civic Centre
Stockwell Close
Bromley BR1 3UH
Phone: 020 8464 3333
Website: www.bromley.gov.uk

Croydon

Director of Education
Education Department
Taberner House
Park Lane
Croydon CR9 1TP
Phone: 020 8686 4433
Website: www.croydon.gov.uk

East Sussex

Director of Education
Education Department
PO Box 5, County Hall
St Anne's Crescent
Lewes BN7 1SG
Phone: 01273 481000
Website: www.eastsussex.gov.uk

Hampshire

County Education Officer
Education Department
County Office, The Castle
Winchester SO23 8UG
Phone: 01962 841841
Website: www.hampshire.gov.uk

Hillingdon

Corporate Director of Education
Education Department
4E/01 Civic Centre
High Street
Uxbridge UB8 1UW
Phone: 01895 556000
Website: www.hillingdon.gov.uk

Hounslow

Director of Education
Education Department
Civic Centre, Lampton Road
Hounslow TW3 4DN
Phone: 020 8583 2000
Website: www.hounslow.gov.uk

Kent

Strategic Director of Education
and Libraries
Education Department
Sessions House, County Hall
Maidstone ME14 1XQ
Phone: 01622 671411
Website: www.kent.gov.uk

Kingston upon Thames

Learning and Children's Services
Guildhall 2
Kingston upon Thames KT1 1EU
Phone: 020 8547 5234
Website: www.kingston.gov.uk

Merton

Children, Schools and Families
Merton Civic Centre
London Road
Morden SM4 5DX
Phone: 020 8545 3118
Website: www.merton.gov.uk

Richmond upon Thames

Admissions Officer
Education Arts and Leisure Department
Regal House
London Road
Twickenham TW1 3QB
Phone: 020 8891 7514
Website: www.richmond.gov.uk

Slough Borough Council

Chief Education Officer
Education Department
Town Hall
Bath Road
Slough SL1 3UQ
Phone: 01753 552288
Website: www.slough.gov.uk

Sutton

The Strategic Learning for Life Director
The Learning for Life Department
The Grove
Carshalton SM5 3AL
Phone: 020 8770 6080
Website: www.sutton.gov.uk

West Sussex

Director of Education
West Sussex Education Department
County Hall
West Street
Chichester PO19 1RF
Phone: 01243 777100
Website: www.westsussex.gov.uk

The Royal Borough of Windsor and Maidenhead

Director of Education
Town Hall
St Ives Road
Maidenhead SL6 1RF
Phone: 01628 798888
Website: www.rbwm.gov.uk

Extra information about exceptional arrangements for home to school transport

The following exceptional arrangements for transport have now stopped from September 2003. This will not affect children who are already receiving free transport under an exceptional arrangement. If you are affected by these changes, you will have the option of buying a concessionary seat on the school contract coaches, as we will not be withdrawing any transport from the areas affected.

The cost of concessionary fares is £62 each term for 4- to 8-year-olds and £105 each term for 8 to 16-year-olds. For sixth formers, the cost of a concessionary fare is £190 each term. If families can prove they are experiencing severe financial hardship, they may not have to pay concessionary fares.

The exceptional arrangements that ended from September 2003 are listed below.

- 1 Pupils who went to The Acorns First School (Leigh site) as their nearest school received free transport to Brockham Primary and then to The Ashcombe or The Priory C of E (VA) (Secondary), even though there may be other schools nearer to their home.
- 2 Pupils living in the Camberley, Frimley and Mytchett areas received free transport to All Hallows Catholic (VA) and St John the Baptist (VA) (Secondary) no matter which school is nearer to their home.
- 3 Pupils living in the Pirbright Camp area and those living in the area of Pirbright that is within the Guildford borough, received free transport to Ash Manor (Secondary), even though Winston Churchill School (Secondary) may be nearer to them.
- 4 Pupils living within the catchment area of the old Dorking Middle Schools, and over three miles from the nearest of The Ashcombe or The Priory C of E (VA) school (previously Sondes Place) (Secondary), received free transport to either school, no matter which is nearer to their home.
- 5 Pupils living in Buckland received free transport to The Ashcombe (Secondary), even though it may not be their nearest school.
- 6 Pupils living in the Hooley and Lower Kingswood areas received free transport to The Beacon and The Warwick (Secondary) if they lived more than three miles from either school, no matter which is nearer to their home.
- 7 Pupils living in the Chobham area received free transport to The Bishop David Brown (Secondary), even though it may not be their nearest school.
- 8 Pupils living in Albury, Shere and Gomshall received free transport to Broadwater, George Abbot or The Priory C of E (VA) (Secondary), no matter which school is nearer to their home.
- 9 Some pupils, mainly those living in Walton and the Molesey area, received free transport to Esher C of E High School (Secondary) because of their religious beliefs, even though this school is not voluntary-aided.
- 10 Pupils living in the Hooley area who went to either Furzefield Community or Woodmansterne (Primary) received free transport to either school, no matter which is nearer to their home.

- 11 Pupils from the Peaslake area received free transport to George Abbot School (Secondary), even though Glebelands (Secondary) may be nearer to them.
- 12 Pupils living in Thorncombe Street received free transport to Glebelands (Secondary), even though it may not be their nearest school.
- 13 Pupils living in Thursley received free transport to Milford Infant School, even though it may not be their nearest school.
- 14 Pupils from the Chiddingfold area received free transport to either Rodborough or Woolmer Hill (Secondary) school, no matter which is nearer to their home.
- 15 Pupils living in Alfold received free transport to Park Mead Junior School, even though it may not be their nearest school.
- 16 Pupils in the Byfleet area received free transport to either Salesian (VA) or St John the Baptist Catholic Comprehensive (VA) (Secondary), depending on their religious beliefs, no matter which school is nearer to their home.
- 17 Pupils from the Forest Green area received free transport to either Scott-Broadwood C of E (VA) (Infant) or The Weald C of E (VA) (Primary), even though there may be other schools nearer to their home.
- 18 Pupils living in the areas of Oakwood Hill, Walliswood and Ockley received free transport to Scott-Broadwood C of E (VA) (Infant) and The Weald C of E (VA) (Primary), even though there may be other schools nearer to their home.
- 19 Pupils living in the Buckland and Brockham area received free transport to St Bede's (VA) (Secondary) because of their religious beliefs, even though there is a voluntary-aided school (The Priory C of E (VA) Secondary) nearer to them.
- 20 Pupils living in the Wisley area received free transport to St Bede's C of E (VA) (Junior) and George Abbot (Secondary) schools even though these may not be their nearest schools.
- 21 Pupils living in Oxted received free transport to either St Francis' Catholic or St Joseph's Catholic (VA) (Primary), Redhill, no matter which is nearer to their home.
- 22 Pupils from Islamabad Centre received free transport to St James C of E (VA) (Primary), Elstead, even though it may not be their nearest school.
- 23 Some pupils living in Ash and Ash Vale received free transport to St Joseph's Catholic (VA) (Primary), Guildford, even though it may not be their nearest Catholic school.
- 24 Pupils living in Tandridge Lane received free transport to St Mary's C of E (VA) (Junior) in Oxted, even though it may not be their nearest school.
- 25 Junior-age pupils living in the Bramley, Wonersh, Hascombe and Thorncombe Street areas received free transport to St Nicolas C of E (VA) (Primary) in Cranleigh, even though it may not be their nearest school.
- 26 Pupils living in the Cobham area received free transport to St Paul's Catholic (VA) (Primary), Thames Ditton, even though it may not be their nearest school.
- 27 Pupils living in the Godstone area received free transport to St Stephen's C of E (VA) (Primary) in Godstone, even though it may not be their nearest school.
- 28 Pupils living in the Effingham area received free transport to St Thomas of Canterbury Catholic (VA) (Primary), even though it may not be their nearest Catholic school.

- 29 Pupils living in the Peaslake area received free transport to Tillingbourne (Junior), even though it may not be their nearest school.
- 30 Pupils living in the Seale area received free transport to Waverley Abbey C of E (VA) (Junior), even though it may not be their nearest school.
- 31 Pupils living in the Headley Court area received free transport to The Woodville (Junior), even though it may not be their nearest school.

The following exceptional arrangements stopped from September 2004.

- 1 Pupils living in the Ash, Ash Vale, Normandy, Christmaspie or Wanborough areas received free transport to St Peter's Catholic School in Merrow because of their religious beliefs and because it was the nearest Catholic school to their home. However, All Hallows Catholic School is now a Surrey school since a boundary change several years ago. This is now the nearest Catholic school for pupils living in Ash, Ash Vale, Normandy, Christmaspie or Wanborough.
- 2 Pupils living in Ripley received free transport to George Abbot School, even though Bishop David Brown and Fullbrook schools may be nearer to their home.
- 3 Pupils from Wisley received free transport to Ripley C of E Infant School, even though Pyrford C of E Primary School may be nearer to their home.
- 4 Pupils from 'north of the river' (Staines, Ashford, Stanwell) received free transport because of their religious beliefs to St Paul's Catholic College, although, in some cases, Salesian Catholic School is nearer to their home.
- 5 Pupils 'south of the river' (Weybridge, Walton, Molesey, Hersham, Esher, Thames Ditton) received free transport because of their religious beliefs to Salesian Catholic School, although, in some cases, St Paul's Catholic College or St Andrew's Catholic School may be nearer to their home.
- 6 Transport for 16- to 19-year olds
Help with transport was given to either Brooklands College or Guildford College of Further and Higher Education, for students living in the Borough of Woking, no matter which of the colleges is nearer to their home.
- 7 Pupils from Dockenfield and Frensham received free transport to Waverley Abbey C of E (VA) Junior School, even though the nearest C of E (aided) school may be St Peter's C of E (A) at Wrecclesham. Pilgrims Way Primary, South Farnham Junior and, in some cases, Potters Gate Primary schools, may also be nearer, unless parents are applying to the voluntary-aided school because of their religious beliefs.
- 8 Pupils living in the Holmbury St Mary area and transferring to junior school at age 8 received free transport to the nearest of the Dorking primary schools, although in some cases schools in Cranleigh (Park Mead Junior or St Nicolas C of E (A) Primary) may be nearer to their home.
- 9 Pupils living in the Box Hill area of Tadworth received free transport to St Michael's C of E (A) First School at Mickleham. Walton-on-the-Hill Primary School and The Acorns First School at Betchworth may be nearer to their home, unless parents are applying to the voluntary-aided school because of their religious beliefs.

The following exceptional arrangements stopped from September 2005 for new pupils.

- 1 Pupils living in the Gomshall and Shere areas received free transport to Tillingbourne Junior School, even though the nearest school may be either Bushy Hill Junior or Park Mead Primary School.
- 2 Pupils living in Rushmoor received free transport to either Weydon or Woolmer Hill School, no matter which was nearer to their home.
- 3 Pupils living in Thursley received free transport to The Chandler C of E (Aided) Junior School, even though St James' Primary School at Elstead may be nearer to their home.







Surrey County Council
County Hall
Kingston upon Thames
Surrey KT1 2DN

