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## HOE VALLEY SCHOOL ADMISSIONS POLICY 2025-26

### 1. HOE VALLEY SCHOOL ADMISSION ARRANGEMENTS FOR 2025-26

Hoe Valley School is a non-selective co-educational mainstream secondary school in South Woking. Our admissions policy reflects these aspirations.

Hoe Valley School will provide school places for young people aged 11 - 18 and the admissions arrangements for the Year 7 intake are set out below.

Hoe Valley School is committed to straightforward, open, fair and transparent admissions arrangements. The school will act fully in accordance with the School Admissions Code (as revised in September 2021), the School Admissions Appeals Code and admissions law as they apply to academies.

#### 1.1 Allocating Places

For admission to Hoe Valley School for September 2025 Hoe Valley School will be part of the local authority's co-ordinated arrangements for Year 7 admissions. This requires parents to complete a common application form (CAF) which is provided by the local authority in which the applicant lives.

#### 1.2 Admission number(s)

Hoe Valley School has an admission number of 150 for entry in Year 7.

Hoe Valley School will accordingly admit this number of pupils each year if there are sufficient applications.

Where fewer applicants than the published admission number for the relevant year group are received, places at Hoe Valley School will be offered to all those who have applied.

#### 1.3 Oversubscription criteria

When Hoe Valley School is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after and previously looked after children
2. Children of individuals granted founder status
3. Sibling(s) at the school at the time of the child's admission
4. Children of staff at the school
5. Any other applicant

### 2. ADMISSIONS CRITERIA

#### 2.1 First priority: Looked after and previously looked after children

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 in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangement order (in accordance with Section 8 of the Children Act 1989) or special guardianship order (in accordance with Section 14A of the Children Act 1989); and
- Children who appear (to the admission 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 of 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.

## **2.2 Second priority: Children of individuals granted founder status**

The individuals who have already been granted this provision by the Secretary of State are those who played a major role in establishing the school, undertaking activities during the application and pre-opening stages and who continue to play a significant role in the running of the school. . A list of the individuals granted founder status is available on request from the school.

## **2.3 Third Priority: Sibling(s) at the school at the time of the child's admission**

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 stepsister 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 have a sibling at Hoe Valley School at the time of the child's admission. 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 Hoe Valley School.

Where a sibling is in Year 11 or Year 12 at Hoe Valley School at the time of application for a younger child to start Year 7, they will be deemed as being in the school at the time of admission, unless the parent/carer has specifically expressed that they will not be continuing in the following academic year.

## **2.4 Fourth priority: Children of staff at the school**

Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

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

## **2.5 Fifth priority: Any other applicant**

Any other applicant who does not qualify under priorities 1-4 as set out in sections 2.1 to 2.4 above.

## **2.6 Tie-break and the admission of twins, triplets, other multiple births or siblings born in the same academic year**

If the school is oversubscribed within any criteria, then places will be offered on the basis of nearness to the school measured in a straight line from the address point of the student's address, as set by Ordnance Survey, to the central point of the entrance to the School reception. This is calculated using the Surrey School Admission Team's Geographical Information System.

Where two or more children share a priority for a place when using distance as a tiebreaker, e.g. where two children live equidistance from the School, lots will be drawn to determine which child should be given priority.

In the case of multiple births, where children have equal priority for a place, Hoe Valley School will use random allocation to determine which child should be given priority. If after the allocation, one or more places can be offered but there are not sufficient places for all of them, each child will be offered a place.

Applications under sections 2.2 and 2.4 above require the completion of a supplementary information form.

## **3. LATE APPLICATIONS**

All applications made after the deadline will be considered to be late applications. Late applications will be considered in accordance with Surrey County Council's coordinated admissions scheme.

## **4. IN YEAR ADMISSIONS**

The following applications will be treated as In Year Admissions:

- Applications for Year 7 received after 1 September 2025
- Any application for Year 8, Year 9, Year 10 or Year 11

In Year applications for Hoe Valley School must be made directly to the School using the IYA SMA form that is available from the School website.

Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria for Hoe Valley School.

## **5. WAITING LISTS**

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

become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Waiting lists for Hoe Valley School will be maintained until the last day of the Summer Term 2026 when they will be cancelled. Parents wishing to remain on the waiting list after this date must complete an In-Year SMA application form and return it along with the required evidence to the School. Waiting lists for all year groups will be cancelled at the end of each academic year.

## **6. APPEALS**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

In order to appeal please contact the Surrey Schools Appeals Service on 0300 2001004 or visit the Surrey County Council website for an appeals pack. Please check the Surrey Schools Appeals timetable for the closing date for appeals.

## **7. 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. It also excludes any relative's address unless the child lives at that address as their 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. All distances will be measured by the computerised Geographical Information System maintained by Surrey School Admissions Team.

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 in accordance with Surrey's Coordinated 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 Surrey County Council and Hoe Valley School of any change of address.

## **8. APPLICATIONS TO PLACE CHILDREN OUTSIDE OF THEIR CHRONOLOGICAL YEAR GROUP**

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, what is in the best interests of the child concerned and the wishes of the parent. The School will take into account the guidance published by Surrey County Council in relation to such applications

- 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 Head Teacher, the admission authority agrees 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 Head Teacher, the admission authority agrees 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, if they wish, 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](http://www.surreycc.gov.uk/admissions).'