



**GORDON'S SCHOOL**  
**BAGSHOT ROAD, WEST END, WOKING, GU24 9PT**

**MAIN SCHOOL ADMISSIONS POLICY 2024-25**

Gordon's is a boarding school committed to providing an education which combines the best aspects of boarding school life with the benefits of strong links with the local community.

**1. PUBLISHED ADMISSION NUMBERS**

**YEAR 7**

FULL AND WEEKLY BOARDERS	32	(16 girls / 16 boys)
DAY BOARDERS	88	

**YEAR 9**

FULL AND WEEKLY BOARDERS	8	(4 girls / 4 boys)
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**2. DAY PLACES APPLICATION PROCEDURE FOR YEAR 7**

- All Academies operate individual admissions policies within a national framework. Consequently parents should read the Gordon's Admissions Policy within the context of the current Surrey Local Authority booklet "Secondary School Admissions".
- **Compulsory:-All applicants are required to complete their Local Authority (LA) Application Form** which must be returned to the address on the form by the closing date of 31 October 2023. Places will be offered on 1 March 2024. **Please note a Local Authority form must be completed in all cases, and the Gordon's Supplementary Information Form must be completed for all staff applications and all residential boarding (full and weekly) applications.** For example – if you live in Surrey apply through Surrey. If you live in another county which is part of the co-ordination process nationally you should use our DfE number 936 5403 to apply for Gordon's. If you live in an area of the UK outside the national co-ordination process or live abroad you will still need to apply – see [www.surreycc.gov.uk](http://www.surreycc.gov.uk) for further detailed advice.
- **Compulsory:-All applicants for residential (full or weekly) boarding are required to complete the Gordon's Supplementary Information Form** which must be returned to the school by the closing date of 31 October 2023. Please note that applicants for day boarding are **NOT** required to complete the Gordon's Supplementary Information Form **unless** you are applying for a staff priority place.
- Parents and their children are encouraged to attend one of the main school open mornings for an in depth tour of Gordon's. This will enable them to see teachers teaching, children learning and to talk with both students and staff.
- In common with all other Surrey schools, Gordon's operates an equal preference system. This means that we consider all ranked preferences equally against our admissions criteria.

**Governors reserve the right to withdraw an offer of a place if information contained on the Common Application Form or Supplementary Information Form is found to be incorrect or intentionally misleading, even after a child has started at the school.**

### 3. OVERSUBSCRIPTION CRITERIA – DAY BOARDERS

Where applications exceed the number of places available the following criteria will be applied in the order set out below:

- a. Looked after children and post looked after children will be considered to be:
- children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, e.g. fostered or living in a children's home, at the time an application for a school is made; and
  - children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989); 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

Official confirmation of the child's status will be required from the LA at the time of application in all cases.

- b. Children who live within a 1500m radius of the school main gate who have a sibling on roll as a day boarder who was on roll at Gordon's in the calendar year preceding the date of admission for normal round applicants, or at the time of admission for in year applicants. In this category priority will be given to those children living nearest the school.
- c. Children of staff directly employed by the school in either or both of the following circumstances:
- a) 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
  - b) the member of staff is permanently employed to fill a vacant post for which there is a demonstrable skill shortage, where the child would require the place at the time of the member of staff taking up the post.

If oversubscribed, lots will be drawn to determine which children shall have priority.

Children of staff are those where the staff member is the child's parent by blood or adoption, or the member of staff has legal parental responsibility for the child. The child must have lived at the same address as the parent employed by the school for at least one year at the time of application.

- d. Children on the basis of the shortest radial distance from the home address to the main school gate within a radius of 1500m (see paragraph 10).
- e. Children who live outside a 1500m radius of the main school gate who have a sibling on roll as a day boarder who was on roll at Gordon's in the calendar year preceding the date of admission for normal round applicants or at the time of admission for in year applicants. In this category priority will be given to those children living nearest the school.
- f. Children on the basis of the shortest radial distance from the home address to the main school gate outside a radius of 1500m. (See paragraph 10.)

## 4. FULL AND WEEKLY BOARDING PLACES APPLICATION PROCEDURE

There are two different types of residential boarding at Gordon's, Full Boarding and Weekly Boarding. A more detailed description of these can be found on the School's website.

### 4.1 Applications for Year 7 places

- **Compulsory:**-All residential (full or weekly boarding) applicants are required to complete their Local Authority (LA) Application Form which must be returned to the address on the form by the closing date of 31 October 2023. Places will be offered on 1 March 2024. Please note a Local Authority form must be completed in all cases, in addition to the Gordon's Supplementary Information Form. For example – if you live in Surrey apply through Surrey. If you live in another county which is part of the co-ordination process nationally you should use our DfE number 936 5403 to apply for Gordon's. If you live in an area of the UK outside the national co-ordination process or live abroad you will still need to apply – see [www.surreycc.gov.uk](http://www.surreycc.gov.uk) for further detailed advice. For example if you are in the UK Armed Forces serving abroad you can contact Surrey for a special UK address and postcode to enable you to apply online and give details of your address abroad as an additional note. (This is usually The Quadrant, 35 Guildford Road, Woking, Surrey, GU22 7QQ.)
- **Compulsory:**-All residential applicants are required to complete the Gordon's Supplementary Information Form which must be returned to the school by the closing date of 31 October 2023.
- Parents and their children are encouraged to attend one of the main school open mornings for an in depth tour of Gordon's.

### 4.2 Applications for Year 9 places

- All applicants are required to complete a Gordon's Supplementary Information Form which must be returned to the school by 2 October 2023. Places will be offered by 30 November 2023.
- Parents and their children are encouraged to attend one of the main school open mornings for an in depth tour of Gordon's.

**Governors reserve the right to withdraw an offer of a place if information contained on the Common Application Form or Supplementary Information Form is found to be incorrect or intentionally misleading, even after a child has started at the school.**

There are three separate and distinct parts to the residential boarding admissions process:

- i. Eligibility for a residential boarding place
  - ii. Suitability for residential boarding
  - iii. Main admission process
- i. Eligibility for a Residential Boarding Place

The process for considering eligibility for a residential boarding place is distinct from the suitability for residential boarding process and the main admission process.

In order for prospective students to demonstrate that they are eligible for a residential boarding place, they must meet one of the following criteria before an application can proceed:

- full UK Citizenship; or
- a permanent or temporary UK Residency Permit with access to public funds; or
- have other approved access to public funds.

The school will require proof of eligibility before processing the application. The submission of photographic identification may be used to assess eligibility only and is not used as part of the admission process. The restriction in paragraph 1.9 (o) of the School Admissions Code (2014) does not therefore apply.

The school reserves the right to re-assess eligibility for a residential boarding place at any time during the student's time at the school.

## ii. Suitability for Boarding

The process for considering suitability for boarding is distinct from the eligibility for a residential boarding place process and the main admission process. This is to determine whether a candidate would, if admitted:

- a) present a risk to themselves, other people or to the boarding environment; or
- b) be able to cope with and benefit from a boarding environment.

The assessment includes the following:

- i) An interview, which includes the opportunity for each child to be present without their parent/carer
- ii) Information from the candidate's present school and/or previous school where the candidate is not currently at school or has recently changed school
- iii) Consideration of any other information that the parent/carer of the candidate may wish to provide to support the candidate's application or which may be provided at the request of the parent/carer by another person
- iv) Information provided by a LA (or equivalent authority outside England and Wales) where relevant

In determining whether or not a candidate is suitable to board, Gordon's School has regard to the following questions:

- Does the candidate wish to board?
- Does the candidate have experience of staying away from their parents/carers whether or not s/he is currently a boarder?
- Does the candidate show evidence of self-reliance and independence?
- Does the candidate show evidence of understanding and relishing the challenges of a communal life?
- Does the candidate show understanding of the responsibilities of being a member of a boarding community?
- Is there any medical or psychological reason why boarding would not be appropriate, or any need that could not be met by reasonable adjustment to the boarding accommodation, routine and practice?

A final decision on suitability for boarding will be made by the Head Teacher.

The school will inform the parent/carer of candidates whether or not their child is considered suitable for boarding within 14 days of the interview. Applicants judged to be unsuitable for boarding will not be kept on a waiting list for another place.

The school reserves the right to re-assess suitability for boarding at any time during the student's time at the school.

Applicants judged to be unsuitable for boarding may reapply and be reassessed for each year of entry.

***NB Residential boarding places are not transferable to day boarding places.***

## 5. OVERSUBSCRIPTION CRITERIA – FULL AND WEEKLY BOARDERS

Where applications exceed the number of places available the following criteria will be applied in the order set out below:

- a. Looked after children and post looked after children will be considered to be:
- children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, e.g. fostered or living in a children's home, at the time an application for a school is made; and
  - children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989); 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

Official confirmation of the child's status will be required from the LA at the time of application in all cases.

- b. Children of Members of the UK Armed Forces, who qualify for Ministry of Defence financial assistance with the cost of boarding school fees and children whose parents are in the diplomatic service and eligible for continuity of education allowance, who have a sibling on roll as a full or weekly boarder at Gordon's on 31 October in the calendar year preceding the date of admission.
- c. Children of Members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees and children whose parents are in the diplomatic service and eligible for continuity of education allowance. If oversubscribed, lots will be drawn to determine which children shall have priority.
- d. Children with a boarding need not included in c. above who have a sibling at Gordon's on roll as a full or weekly boarder on 31 October in the calendar year preceding the date of admission for normal round applicants or at the time of admission for in year applicants. This may include children who would benefit from respite from an unstable home environment and children of service personnel who have died whilst serving or have been discharged as a result of attributable injury, children of key workers working abroad and Crown Servants working abroad (e.g. the children of charity workers, people working for voluntary service organisations, the diplomatic service not included in 5b or 5c above, law enforcement officers and medical staff) whose work dictates that they spend much of the year overseas; young carers; and children of UK citizenship living overseas without access to a UK education. If oversubscribed, lots will be drawn to determine which children shall have priority.
- e. Children with a boarding need not included in c. above. This may include children at risk or with an unstable home environment and children of service personnel who have died whilst serving or have been discharged as a result of attributable injury, children of key workers working abroad and Crown Servants working abroad (e.g. the children of charity workers, people working for voluntary service organisations, the diplomatic service, law enforcement officers and medical staff) whose work dictates that they spend much of the year overseas; young carers; and children of UK citizenship living overseas without access to UK education. If oversubscribed, lots will be drawn to determine which children shall have priority.

- f. Children who have a sibling on roll as a full or weekly boarder at Gordon's on 31 October in the calendar year preceding the date of admission for normal round applicants or at the time of admission for in year applicants. If oversubscribed, lots will be drawn to determine which children shall have priority.
- g. All other applicants for places as boarders. If oversubscribed lots will be drawn to determine which children shall have priority.

## 6. APPLICATIONS FOR IN YEAR DAY AND RESIDENTIAL PLACES

Applications for a day or residential place for:

- Year 7 after 1 September 2024
- Years 8 – 11

are made directly to the School using the School's Supplementary Information Form and returning it to the School. Also complete the relevant local authority form such as SMA.

## 7. SIBLINGS

If you wish your application to be considered under the sibling priority, you *must* indicate that your child has a brother or sister already at Gordon's when you submit your application/preference form and provide relevant details. A sibling is defined as a child who has a brother or sister or a half brother or sister, adopted or fostered brother or sister or step brother or sister living as part of the same family unit at the same address, Monday to Friday.

**NB** Sibling priority is only applicable where an application is made for the same boarding category as the current sibling, as laid down in the oversubscription criteria above.

## 8. EDUCATIONAL HEALTH & CARE PLANS

The admission of a student with EHCP (Educational Health & Care Plan) will be administered through Surrey Local Authority in accordance with the requirements of the Education Act 1966 Section 324(5)(b) and Schedule 27 3 (3) and 3 (4) and the Special Educational Needs and Disabilities Code of Practice: 0 to 25 years.

## 9. HOME ADDRESS

The address on the form must be your child's permanent place of residence. This will usually be the parents' address; if the parents do not live together, the address must be of the parent the child spends most time with – usually the parent receiving child benefit (where applicable). If there is equal shared custody of the child, it is left to the parents to decide which address to use.

It should not be a business or childminder's address. It also excludes any relative's address unless the child lives at that address as their normal place of residence. We will not accept a temporary address if the main carer of the child still owns 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.

An application can only be made from one address, and only one application per child can be made. We will need proof of where you live – usually your council tax number, or if you are not responsible for council tax some alternative evidence, which should be a copy of your signed tenancy bill and a recent utility bill.

Any offer of a place based on where your child lives is conditional on your child being resident at this address at the closing date for applications.

The School, in conjunction with Surrey, may investigate any applications:

- Where there are any doubts about the information provided
- Where information has been provided from a member of the public to suggest a fraudulent application has been made
- Where records show a change of address within the previous 12 months
- Where the council tax account number is in a different name to the applicant

Addresses may be investigated under Surrey's 'address of convenience protocol'.

**Governors reserve the right to withdraw an offer of a place if information contained on the Common Application Form or Supplementary Information Form is found to be incorrect or intentionally misleading, even after a child has started at the school.**

## 10. DISTANCE

Distance is measured using Surrey Admissions team's Geographical Information System which measures in a straight line from the child's home address (or in cases of shared custody, where he or she lives for the majority of the school week) as set by Ordnance Survey, to the main school gate. Where there are multiple addressees with only one address point e.g. blocks of flats, or where applicants are equidistant from the school, priority will be decided by lottery.

## 11. MULTIPLE BIRTHS

In the case of multiple births (e.g. twins or triplets etc.), the governing body will admit twins and all siblings from multiple births within the same criterion. Where there are children from a multiple birth from the same criterion, the children will be ranked consecutively following the random allocation for the first multiple birth sibling i.e. the ranking of the first multiple birth child will determine the ranking of the second and so on. Where children from a multiple birth are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) to be offered the last remaining place(s) will be determined by their rank position.

Consideration for logistic possibility includes

- Classroom size
- Pastoral House capacity – such as locker space for a day House or bed availability for residential
- Access to education such as technology limitations/practical lesson maximum capacity.

## 12. APPLICATIONS OUTSIDE A CHILD'S CHRONOLOGICAL YEAR GROUP

Applicants may choose to seek places outside of their child's chronological year group. Decisions will be made on the basis of the circumstances of each case. Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide evidence to support this. More information on educating children out of their chronological year group is available at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

## 13. WAITING LISTS

A waiting list will be operated for applicants unable to obtain a place at Gordon's School using the oversubscription criteria above for the relevant boarding category and will be adjusted to take

account of late or in year applications. Applications to go on the waiting list should be made in writing to the Admissions Registrar. Should vacancies occur they will be allocated on the basis of the oversubscription criteria above.

The waiting list for Year 7 entry will operate until 31 December 2024 and we will write to applicants to check whether they wish their child to remain on the waiting list until the end of the academic year. If we do not get a response the child will automatically be removed from the waiting list.

The waiting list for in year applicants will operate until the end of the academic year in which they applied for a place.

Prior to the end of each academic year, a new in year application form will be sent to all those on the waiting list. To apply for a place for the following academic year the in year application form must be completed and returned by the last day of the summer term, if the form is not returned the child will automatically be removed from the waiting list.

#### **14. LATE APPLICATIONS**

Late applicants will only be considered after the applicants who met the deadline have been processed.

#### **15. SCHEDULE OF CHARGES**

Please see [attached](#) Schedule of Boarding Charges which forms part of the Admissions Policy.

**Jane Valner**  
**Chair of Governors**