

**Admissions Waiting List**Approved by Governing Body: 5<sup>th</sup>  
December 2019

Next Review Date: Autumn Term 2020

1. St Paul's maintains a Waiting List for in-year\* entry into all class years which are full. All vacancies occurring in such years will be filled from this Waiting List.

**How to Join the Waiting List**

Contact the Admissions Officer at St Paul's, in writing or by email ([admissions@stpauls-thamesditton.surrey.sch.uk](mailto:admissions@stpauls-thamesditton.surrey.sch.uk)), if you wish your child to be added to the Waiting List. You must be the child's parent/carer. Complete the St Paul's Supplementary Information Form (SIF) and return it to the school. (The SIF is needed to rank the Waiting List according to the school's over-subscription criteria. Without the SIF the application will still be considered but it will not be possible to put it in one of the higher admission categories).

Each added child will require the Waiting List to be ranked again in line with the school's over-subscription criteria.

**Filling Places from the Waiting List**

2. Any vacant place which arises will be offered to the highest ranked applicant on the Waiting List. This ranking is determined by St Paul's over-subscription criteria set out in the school's Admissions Policy which govern intake into St Paul's in this academic year.
3. The Waiting List to be ranked is that which exists at the time the school becomes aware of a vacancy and only the information held by the school at that time from the application to join the Waiting List and corresponding SIF will be taken into account when determining the ranking.
4. In accordance with the requirement of the Schools Admissions Code, time on the Waiting List plays no part in determining the priority of an application.
5. If random allocation is required to rank the Waiting List, then that allocation shall be conducted in the presence of at least 2 members of the Admissions Committee (or such body constituted by the Governing Body for the purpose of this allocation) and independently verified.
6. The day-to-day management of the Waiting List is the Admission Officer's responsibility.

**Offers of Places**

7. For all in year applications\* for admission, the offer of places is the responsibility of St Paul's which is its own admissions authority and any acceptance of the offer should be sent to St Paul's.
8. An offer must be accepted within the timescale set out in the offer letter, which is 10 working days. If no acceptance within this timescale is received the offer will lapse and the place may be re-allocated by St Paul's to the next highest applicant on its Waiting List.
9. Any child for whom an offer has been accepted is expected to occupy that place at St Paul's by the next half term or new term, whichever is the sooner. If the place is not taken up within this timescale, the offer may be withdrawn and the place may be offered to another child on the Waiting List. In exceptional circumstances the Headteacher may vary this period after consultation with the Chair of the Admissions Committee.

**Term of the Waiting List**

10. A Waiting List will last for one year. It will lapse each 31<sup>st</sup> August and a new one will start with effect from each 1<sup>st</sup> September.
11. In order to be included on the Waiting List after 1st September, parents/carers are required to contact the school in writing to confirm that they wish to remain on the Waiting List. A new Supplementary Information Form must be submitted. (*Explanatory note: A new Supplementary Information Form is necessary to ensure that changed circumstances have not invalidated old certifications*). In the absence of this confirmation they will not be included on the new List and only Supplementary Information Forms with signatures dated after 1 June will be taken into account when prioritising applications on the new Waiting List. The school is under no obligation to send a reminder if it gets no reply to its invitation to join the new Waiting List.

\* "in-year" covers all admissions outside the annual admission round into Reception