

Surrey School Admissions: briefing for the Surrey County Council Civilian-Military Partnership Board, 25 September 2023

New round admissions

The application process is underway for Secondary (Year 7) for September 2024 entry, with a national closing date of 31 October 2023.

[Apply for a place at a secondary school - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk)

The application process for Primary (Year R and Year 3) for September 2024 entry opens on 30 October 2023, with a national closing date of 15 January 2024.

[Apply for a place at a primary, infant or junior school - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk)

In year admissions

[Apply for an in year school place - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk)

In Surrey, we accept in year applications from UK service personnel families four calendar months ahead of a school place being required (as opposed to four school weeks ahead for civilians), to ensure a school place can be identified in good time.

In line with the Department for Education (DfE) School Admissions Code, we also accept a unit posting address (via official documentation) when considering the application if a home address is not yet known. This differs from civilian families, where we will only use an address once a move has taken place.

Children of UK service personnel remain a permitted exception to the Infant Class Size Regulations, which means that a school can lawfully exceed 30 in a class for Years R, 1 and 2 to admit a child who comes under this category, if the child is top of the waiting list and so would be the next to be offered a place.

We provide all schools with guidance on the admission of children from overseas, and this includes a section on children of service personnel:

[Guidance on admission of children from overseas \(surreycc.gov.uk\)](https://www.surreycc.gov.uk)

This all means that as far as possible, we are satisfied that applications for children of service personnel are treated consistently across Surrey.

There are four schools in Surrey that currently give priority to children eligible for the service premium:

Gordon's School (West End, Woking)
Kings International (Camberley)
Royal Alexandra & Albert (Reigate)
The Winston Churchill School (Woking)

Parents should send admission queries to schooladmissions@surreycc.gov.uk, or they can call us via (0300 200 1004), Mon-Fri 9am-5pm.

Janet Carless, Operations Manager - School Admissions Team

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