





# Coordinated scheme for admission to primary school (Reception and Year 3) for 2026/27

## Applications

1. Surrey's admissions team will distribute information leaflets on admissions early in September 2025. These will be available in all Surrey primary schools. The leaflet will refer parents to the Surrey County Council website [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions) via which parents will be able to access the admissions information and apply online from 3 November 2025. Alternatively, they can obtain a primary school admissions booklet and a paper preference form by ringing the Surrey Schools and Childcare Service on 0300 200 1004.
2. All parents living in Surrey must only complete Surrey's online application form or a Surrey paper form which will be available from 3 November 2025. Parents living outside Surrey must use their home local authority's form to apply for a place at a Surrey school. Parents living in Surrey can apply for a school in another local authority on Surrey's online or paper form. Along with all other local authorities, Surrey operates an equal preference system. Surrey's application form invites parents to express a

6. Where a school in Surrey receives a supplementary form, Surrey's admissions team will not consider it to be a valid application unless the parent/carer has also listed the school on their home local authority's application form.
7. Any paper application forms handed in to schools should be sent to Surrey's admissions team immediately.
8. Surrey's admissions team will confirm the status of any resident child for whom it receives an application stating s/he is a looked after or previously looked after child and will provide evidence to the maintaining local authority in respect of a preference for a school in its area by 5 February 2026.
9. Surrey's admissions team will advise a maintaining local authority of the reason for any preference expressed for a school not in its area and will forward any supporting documentation to the maintaining local authority by 5 February 2026.
10. Surrey's admissions team will

## Offers

17. Surrey's admissions team will identify the school place to be offered and communicate information as necessary to other local authorities by 27 March 2026. In instances where more than one school could make an offer of a place to a child, Surrey's admissions team will offer a place at the school which the parent had ranked highest on the application form. Where Surrey is unable to offer a place at any of the preferred schools the admissions team will offer a place at an alternative community or voluntary controlled school with places or by arrangement with an academy or foundation, free, trust or voluntary aided school with places.
18. Surrey's admissions team will not make an additional offer between the end of the iterative process and 16 April 2026 which may impact on an offer being made by another participating local authority.
19. Notwithstanding paragraph 18, if an error is identified within the allocation of places at a Surrey school, the admissions team will attempt to manually resolve the allocation to correct the error. Where this impacts on another local authority (either as a home or maintaining local authority) Surrey's admissions team will liaise with that local authority to attempt to resolve the correct offer and any multiple offers which might occur. However, if another local authority is unable to resolve a multiple offer, or if the impact is too far reaching, Surrey's admissions team will accept that the applicant(s) affected might receive a multiple offer.
20. Surrey's admissions team will participate in the Pan London offer data checking exercise scheduled between 26 March and 8 April 2026.
21. Surrey's admissions team will send a file to fi

parent has been ill or where there has been a recent bereavement of a close relative. These cases will be considered individually on their merits.

26. The latest date that an application from a Surrey resident can be accepted as late for good reason is 12 February 2026. If an application is deemed late for good reason and all supporting information is received by this date it will be passed to any admission authority named for consideration, alongside all applications received on time.
27. Where applications which have been accepted as late for good reason contain preferences for schools in other local authorities, the admissions team will forward the details to maintaining local authorities as they are received.
28. The latest date for the upload to the Pan London Register of late applications from Surrey residents which are considered to be on time is 13 February 2026.
29. Where an applicant lives out of county, Surrey will accept late applications which are considered to be on time within the terms of the home local authority's scheme up to 13 February 2026.
30. Where an applicant moves from one home local authority to Surrey after submitting an on time application under the terms of the former home local authority's scheme, Surrey will accept the application as on time up to 12 February 2026, on the basis that an on time application already exists within the system, but only if all evidence is received by this date. Applicants moving to or from non-participating Pan London local authorities will be managed on a case by case basis.
31. Late applications from parents where it could reasonably have been expected that an application could have been made by the closing date and those received after 12 February 2026 will be considered as late. These applications will not be processed until after all on time applications have been considered.

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# **Coordinated scheme for admission to secondary school (Year 7 and Year 10) for 2026/27**

## **Applications**

1. Surrey's admissions t

forms are used by admission authorities within Surrey, the admissions team will seek to ensure that these only collect additional information which is required by the published oversubscription criteria in accordance with the School Admissions Code.

6. Where a school in Surrey receives a supplementary form, Surrey's admissions team will not consider it to be a valid application unless the parent/carer has also listed the school on their home local authority's application form.
7. Any paper application forms handed in to schools should be sent to Surrey's admissions team immediately.
8. Surrey's admissions team will confirm the status of any resident child for whom it receives an application stating s/he is a looked after or previously looked after child and will provide evidence to the maintaining local authority in respect of a preference for a school in its area by 14 November 2025.
9. Surrey's admissions team will advise a maintaining local authority of the reason for any preference expressed for a school not in its area and will forward any supporting documentation to the maintaining local authority by 14 November 2025.
10. Surrey's admissions team will advise a maintaining local authority of the reason for any application made in respect of a child resident in Surrey to be admitted outside of their correct age cohort and will forward any supporting documentation to the maintaining local authority by 14 November 2025.
11. Surrey County Council participates in the Pan London Coordinated Admission Scheme. Surrey's admissions team will upload application data relating to preferences for schools in other participating local authorities, which have been expressed within the terms of Surrey's scheme, to the Pan London Register by 14 November 2025. Alternative arrangements will be made to forward applications and supporting information to non-participating local authorities.
12. Surrey County Council will participate in the Pan London application data checking exercise scheduled between 15 December 2025 and 2 January 2026.

## Processing

13. By 28 November 2025, Surrey's admissions team will have assessed the level of preferences for each school and will share a list with each admission authority school so that they can apply their admission criteria.
14. By 9 January 2026 all schools which are their own admission authority will have applied their admission criteria and will provide Surrey's admissions team with a list of all applicants in rank order. This will enable Surrey to offer places to ensure that under the terms of the coordinated scheme each applicant is offered the highest possible ranked preference. Surrey County Council will expect schools to adhere to their published admission number unless there are exceptional circumstances such as if this would not enable the local authority to fulfil its statutory duty where the demand for places exceeds the number of places available.
15. Surrey's admissions team will carry out all reasonable checks to ensure that pupil rankings are correct for all schools in Surrey before uploading data to the Pan London Register.
16. Between 2 and 13 February 2026 Surrey's admissions team will send and receive electronic files with all coordinating local authorities, in order to achieve a single offer. Where a

management decision is made that additional iterations are necessary, these will continue no

expected that an application could have been made by the closing date. Applicants must be able to provide recent proof of ownership or tenancy of a Surrey property (completion or signed tenancy agreement). Other cases might relate to a single parent family where the parent has been ill or where there has been a recent bereavement of a close relative. These cases will be considered individually on their merits.

26. The latest date that an application from a Surrey resident can be accepted as late for good reason is 8 December 2025. If an application is deemed late for good reason and all supporting information is received by this date it will be passed to any admission authority named for consideration, alongside all applications received on time.
27. Where applications which have been accepted as late for good reason contain preferences for schools in other local authorities, the admissions team will forward the details to maintaining local authorities as they are received.
28. The latest date for the upload to the Pan London Register of late applications from Surrey residents which are considered to be on time is 11 December 2025.
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Once the outcome is known for each preference Surrey's admissions team will issue the

46. When acting as a home local authority, when Surrey has agreed to a change of preferences or preference order, it will inform any maintaining local authority affected by the change.
47. When acting as a maintaining local authority, Surrey will inform the home local authority, where different, of any change to an applicant's offer status as soon as it occurs.
48. When acting as a maintaining local authority, Surrey will accept new applications (including additional preferences or preference order changes) from home local authorities for maintained schools and academies (including free schools) in its area.

## **Waiting Lists**

49. Where a child does not receive an offer of their first preference school, their name will be placed on the waiting list for Surrey schools that are named as a higher preference school to the one they have been offered, in accordance with the policy of each admission authority. Parents will be advised that if they want to go on the waiting list for any out of county preference school that they should contact the school or the maintaining local authority for the school to establish their policy on waiting lists.
50. Details of pupils who have not been offered a higher preference school will be shared with the admission authority of each Surrey school by 2 March 2026.
51. Each admission authority will operate waiting lists so that it is clear which child will be eligible for the next offer of a place should a vacancy arise. The waiting list order will be determined by the admission criteria of the school. However, all offers must be made by the home local authority. Admission authorities are encouraged to share waiting list information confidentially with other local schools to support effective planning of school places.
52. Schools within Surrey will not inform any applicant that a place can be offered from a waiting list in advance of such notification being sent by the home local authority.