



Believe, Achieve, Succeed

ADMISSIONS POLICY

Responsibility for this policy lies with (Headteacher, Full Governing Body or Finance & Premises Committee)	Full Governing Board
Policy approved date	October 2025
Policy due for review annually	October 2026



1 Introduction

1.1 The governing body of Vicar's Green School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

2 Aims and objectives

2.1 We are an inclusive school that welcomes children from all backgrounds and abilities.

2.2 All applications will be treated on merit and in a sensitive manner.

2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

2.4 The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

3 How parents can apply for their child to be admitted to our school

3.1 As our school is a community school, the school determines the admission arrangements in agreement with the LA. The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

3.2 The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Education Department of the LA and should be completed by the date stipulated on the forms. The school notifies parents about the school place as soon as all the applications have been considered.

Foundation Stage Admissions –

Reception Class (Foundation 2) Children enter our Reception Class in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by the date set by the LA (Usually early January). Places applied for are allocated by the LA for this year group.

Nursery Class (Foundation 1) – The School has a Nursery which offers 52 part-time places (26 in the morning and 26 in the afternoon). Children are eligible for a Nursery place after their third birthday. However, resources are limited and it is not always possible to admit all the children whose parents wish to take advantage of the school's Nursery provision. **Children can only be admitted to the Nursery in the term following (up to 12 weeks after their third birthday depending on their readiness for school) their birthday where spaces are available.** Applications for the Nursery are only accepted after a child's 2nd birthday. Application forms are available from the school office but cannot be accepted without a copy of the child's birth certificate and proof of address (usually a council tax bill).

Additional Thirty Hours – These places are limited and are prioritised for families with two working parents. The child has to be ready for such long days and this decision lies at the discretion of the school.

Vicar's Green Primary School Nursery 30 hour sessions run Monday to Friday from 8.30am - 3.30pm term time only. Your child is welcome to bring a packed lunch,

AM Session 8.30-11.30am

Lunch 11.30am-12.30pm

PM Session 12.30-3.30pm

Eligibility and Responsibility:

It is parent’s responsibility to apply for the 30 hours code. Please check your eligibility and apply by visiting:

<https://www.gov.uk/30-hours-free-childcare>.

Once eligible, parents will receive an eligibility code – school must be sent this via email to ensure funding can be obtained.

If more applications are received than there are places for 30 hours, places will be offered to children in the following order:

Child’s Date of Birth (oldest children will be offered a place first)

Distance from school (this will be measured in a straight line from home to the school site)

As there is no statutory requirement for nursery, there is no right to appeal. Should a 30 hour offer be made it will be necessary for you to check your child’s eligibility and have your code validated by the school office. This code should be received by the school office by no later than 1 month prior to the end of each term or your place may be withdrawn.

4 Admission appeals

4.1 Take place through Ealing Local Authority.

5 The standard number

5.1 The standard number is the number of children the school can accommodate. The standard number for our school is **472** (incl. Nursery). We keep this number under review and the governors will apply to change the number if circumstances allow.

6 Infant class size

6.1 We teach Key Stage 1 (aged five to seven) in classes that have a maximum number of 30 children.

7 Review

7.1 This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

Signed by.

Headteacher: Date:

Chair of Governors: Date: