



# Ryefield Primary School Admission policy 2025-2026

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## Section 1: Introduction

### 1.1 School ethos and status

Ryefield Primary School (the “School”) is a school with academy status, serving the children of its local community. The School is part of the Vanguard Learning Trust (the “Trust”). The School aims for the entire school community to strive for excellence, and treat everyone with kindness and care; this is in line with the Trust’s vision of outstanding, inclusive education.

### 1.2 Admissions authority

The Trust is the admissions authority and has delegated responsibility for admissions to the local governing body of this School. The London Borough of Hillingdon, the local authority, undertakes the co-ordination of admission arrangements during the normal admission round. In-year admissions are co-ordinated by the School and are outlined in Section 6.1.

### 1.3 Admissions Code 2021

This policy is fully compliant with the Admissions Code 2021 ([click here](#)) which is the mandatory guidance that all schools must follow when establishing their admissions policy and procedures.

## Section 2: Admissions number

### 2.1 Published Admissions Number

The local governing body has set its Published Admission Number (“PAN”) at 60 pupils for entry into Reception in September 2025. The Nursery will take 78 children, this being the school’s Published Admissions Number (PAN) meaning there will be 39 morning places and 39 afternoon places in the nursery. Of those 39 nursery spaces, the school has the capacity to offer up to 24 all day spaces. Ryefield School will take children who have turned 3 by September 2025. If there are still places in January the school will then take children who have turned 3 by January 2026. The local governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the School’s PAN. This would supersede the need for a tie break as noted in Section 3.2.

### 2.2 Pupils with an Education, Health and Care Plan<sup>1</sup>

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the School must be admitted. Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available for other children.

## Section 3: Oversubscription criteria and tie break

### 3.1 Oversubscription criteria<sup>2</sup>

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. **Looked after** and **previously looked after** children. This includes those children who appear (to the Trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted (refer to Section 7.1)

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<sup>1</sup> An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

<sup>2</sup> For definitions in bold text refer to Section 7 at the end of this policy.

2. Children of members of **staff** working at the school who meet specific criteria (refer to Section 7.2).
3. Children who suffer from a **long-term medical and/or psychological condition**, which makes it necessary for them to attend Ryefield Primary School (refer to Section 7.3).
4. Children who have a member of the immediate family who suffer from a **long-term medical and/or psychological condition** which makes it necessary for them to attend Ryefield Primary School (refer to Section 7.3).
5. Children who have a **sibling** attending the school at the time they start school (refer to Section 7.4).
6. Children living nearest the school. Distance is measured in a straight line from the child's home address to the School (eastings 508478 and northings 183834) using a Geographical Information System (GIS) which is based on ordnance survey data.

### **3.2 Tie Break**

Priority will be given to children living closest to the School. Distances are calculated on the basis of a straight line as measured by the local authority's GIS from the main entrance to the child's home (including the community entrance to a block of flats) to the School. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the School. All the names will be entered into a hat and the required number of names will be drawn out.

## **Section 4: Relevant information**

### **4.1 Child's Home Address**

The child's home address will be the address at which they live and sleep with their **parent** (refer to Section 7.5) for more than 50% of their time from Sunday night to Thursday night inclusive during term time at the application deadline on 15th January 2025. If there is a disagreement about this due to shared custody arrangements, the address used will be the address where the child is registered with their GP at the application deadline, subject to any court orders in place. Where there is a query as to whether the home address stated in the Common Application Form is the child's main home address as defined by this policy, parents may be required to provide documentary evidence to resolve the issue.

### **4.2 Children of UK Service Personnel and Crown Servants**

The School will accept applications for the admission of the children of UK Armed Forces Personnel with a confirmed posting in the area of the School, or the children of Crown Servants returning from overseas to live in the area of the School, in advance of them arriving. These children do not have to be living at the stated home address at the application deadline, as all other children do. The application for admission must be supported by an official letter declaring the relocation date and a Unit postal address or quartering area address, which will be used as the child's home address for the purpose of applying this admissions policy.

## **Section 5: Application procedures for a place in Nursery and Reception**

### **5.1 Common Application Form**

To apply for a place at this School in the normal admission round, parents must complete a Common Application Form available from the local authority they live in. All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2025.

Parents of pupils requiring a nursery place should contact the main office for an application form.

### **5.2 Outcome of application**

Nursery Admissions<sup>3</sup>:

Please contact the main office for an application form. Confirmation should be received within 2 weeks of application. An initial meeting will take place between the Nursery staff and the family prior to the child starting. This will be discussed with parents once the nursery place is confirmed.

*Please note that admission to nursery does not secure a full time place in reception. Applications must be made to the local authority that the child lives in for reception places.*

Reception Admissions:

Parents will be advised of the outcome of their application on 17<sup>th</sup> April 2025 or the next working day, by the local authority on the School's behalf. If parents are unsuccessful (unless the child gained a place at a school ranked higher) they will be informed of the reasons, related to the oversubscription criteria listed in Section 3.1; they will have the right of appeal to an independent appeal panel as outlined in Section 5.4.

### **5.3 Late applications**

Late applications in the normal admissions round will be administered in accordance with the child's home Local Authority Primary Co-ordinated Admissions Scheme. Parents are encouraged to ensure that their application is received on time.

### **5.4 Appeals**

Information regarding appeal procedures can be obtained from the School either by email, [ryefield.enquiries@ryefieldprimary.org.uk](mailto:ryefield.enquiries@ryefieldprimary.org.uk) or by phone, 01895 547036. Parents do not have a right of appeal if they have been offered a place, but it is not in their preferred year group.<sup>4</sup>

### **5.5 Withdrawal of place**

The local governing body and/or the Trust reserve the right to withdraw the offer of a place or, where the child is already attending the School, the place itself, where it is satisfied that the offer or the place was obtained by fraudulent or intentionally misleading information.

### **5.6 Admission of children below compulsory school age and deferred entry**

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<sup>3</sup> Note: Children who have statement of special educational needs or an EHC plan should make their application via their Special Education officer at the London Borough of Hillingdon. They can be contacted on 01895 250489.

<sup>4</sup> For example, a family from overseas may apply for a Year 3 place even though their child is chronologically in Year 4. If the School is able to offer a Year 4 place but not a Year 3 place, the parent would not have a right of appeal as they had been offered a place, but it is not in their preferred year group.

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school until later in the school year but **not** beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place, parents should notify the headteacher in writing, as soon as possible, if they wish to either defer their child's entry to the school or take up a part-time place.

### **5.7 Admission of children outside their normal age group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, may request that the child be admitted out of their normal age group, to Reception rather than to Year 1 in the September following their fifth birthday. Any such request should be made in writing to the headteacher at the same time as the admission application is made, which must be at the same time as the main admissions round. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, including the headteacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents, information about the child's academic, social and emotional development, whether they have previously been educated out of their normal age group and whether they might naturally have fallen into a lower age group if it were not for being born prematurely, as well as taking into account the views of appropriate medical and education professionals.

## **Section 6: In-year admissions, waiting list and fair access protocol**

### **6.1 In-year applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the School by contacting Miss S Dobson at Ryefield Primary School, Ryefield Avenue, Hillingdon, UB10 9DE. Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. If there are no places available, the child will be added to the waiting list as noted in Section 6.2. Parents will be advised of the outcome of their application in writing within 15 school days, and they have the right of appeal to an independent appeal panel as noted in Section 5.4. For any application for Key Stage 1, Section 1 of the School Standards and Framework Act 1998 limits the size of an infant class (a class in which the majority of children will reach the age of 5, 6 or 7 during the school year) to 30 pupils per school teacher. Only in very limited circumstances can admission over the limit be permitted.

### **6.2 Waiting list**

In addition to their right of appeal, children, for whom the School is not able to provide a place, will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. It is worth noting that the list will be reordered in accordance with the oversubscription criteria whenever a child leaves the School or is added to the waiting list. Therefore, it is possible a child may move up or down the list. Inclusion in the School's waiting list does not mean that a place will eventually become available.

### **6.3 Fair Access Protocol**

The School is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the local governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The local governing body has this power, even when admitting the child would mean exceeding the PAN set for Reception of 60 pupils.

## **Section 7: Guidance on oversubscription criteria**

### **7.1 Looked after child**

A **'looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the School. A **'previously looked after child'** is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order. This includes those children who appear (to the Trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Proof of such may be required.

### **7.2 Staff**

Members of staff must have 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 is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **7.3 Long-term medical and/or psychological reason**

Applications for the third and fourth oversubscription criteria must be supported by medical evidence from a GP and/or hospital consultant.

### **7.4 Sibling**

**'Sibling'** means:

- (i) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, step brothers or sisters and foster brothers or sisters, living at the same home address as the applicant; and
- (ii) the child (for whom a place is sought) of a parent/carer's partner where that child lives for at least 50% of the week in the same family unit at the same home address as the sibling.

Proof of a sibling relationship may be required.

### **7.5 Parent**

A **'parent'** means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child, in accordance with section 576 of the Education Act 1996.