



## Vanguard Learning Trust

*As a group of local primary and secondary schools, Vanguard Learning Trust's mission is to serve its local community by providing outstanding, inclusive education. We have a collective purpose and responsibility to provide effective teaching, through an ambitious curriculum based on equality of opportunity and entitlement that allows our students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust's vision and values, and the common aspiration that all students can thrive and develop into responsible young adults ready to embrace their future.*

## Ryefield Primary School admissions policy for entry in September 2027

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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 Vanguard Learning Trust (the “Trust”). The ethos of the School is founded in its values of pupils. We want all our pupils to achieve the highest standards possible in a thriving multicultural learning environment. This underpins all aspects of School life and are 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 2027. 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

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. 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. 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

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority (the definitions for bold text is outlined in Section 7):

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)
2. Children who have a **sibling** (refer to Section 7.2) at the School at the beginning of the term in which the applicant child is due to start full-time education at the School.
3. Children of School **staff** (refer to Section 7.4)
4. All other children, based on the proximity of their home address to the School, with priority being given to children living closest to the School. Distance is measured in a straight line from the child’s home address to the School (co-ordinates: 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 main entrance of the School as specified in Section 3.1. 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 7.3) for more than 50% of their time from Sunday night to Thursday night inclusive during term time at the application deadline on 15th January 2027. If there is a disagreement about this due to shared custody arrangements, the address used will be 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 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 15th January 2027.

### **5.2 Outcome of application**

Parents will be advised of the outcome of their application on offer day 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 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 at [ryefield.enquiries@ryefieldprimary.org.uk](mailto:ryefield.enquiries@ryefieldprimary.org.uk) or by phone on 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 as outlined in Section 5.6.

## **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 outside their normal age group**

This sub-section sets out the principle and process for application for out-of-chronological age group request, which is referred to as outside the child's normal age group. 5.6.1 deals with summer-born children for reception applications, and 5.6.2 deals with other year groups.

### **5.6.1.1 Guidance on reception admissions**

The School will ensure:

- a. that child is entitled to a full-time place in the September following their fourth birthday;
- b. the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age (aged five) and not beyond the beginning of the final term of the school year for which it was made; and
- c. where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### **5.6.1.2 Application process for Reception admissions for summer-born children**

Application form (referred to as 'Out of cohort request - school submission'), which is available for download via the local authority's website, and submit it to Ryefield Primary School with any supporting documentation. This is particularly relevant in the case of 'summer born children' for whom a place in Reception is being sought one year later than usual, as they could be left without a place in Reception and the child's parents will then need to decide whether to submit an application for admission outside normal age group to another school with a place available in Reception or to seek a place in Year 1 at the School subject to their being any places available.

### **5.6.2.1 Admission of children outside their normal age group for all year groups except reception**

All parents have a right to apply for their child to be admitted to a year group above or below their child's normal year group; however, it is for the admission authority for each school to decide whether to agree to this or not. Parents do not have an absolute right to decide that their child will be educated outside their normal age group.

### **5.6.2.2 Application process for children outside their normal age group for all year groups except reception**

Any request by parents for their child to be accepted into a year group outside of their normal age will be considered by the School. This decision, whether to agree or refuse an application in principle, will be made on the basis of the circumstances of each case and in the best interests of the child concerned. The factors that will be considered include the following:

- The parent's views
- The headteacher's views
- Information about the child's academic, social and emotional development
- Where relevant, the child's medical history and the views of their medical professionals
- Whether the child has previously been educated or attended a nursery outside their normal age group
- Whether the child may naturally have fallen into a lower age group if not for being born prematurely

Where the application is refused, Ryefield Primary School will write to the parents confirming the refusal, clearly setting out their reasons for their decision. Parents do not have a statutory right of appeal against a

decision to refuse an application for a child to be admitted outside their normal age group; however, a complaint can be submitted under the complaints policy if the child's parents believe that Ryefield Primary School did not deal with the application properly. Where the application is agreed, Ryefield Primary School will write to the parents confirming the agreement in principle. Parents should note that an agreement in principle is not the same as an offer of a place in the desired year group; it is simply an indication that Ryefield Primary School will accept an application for admission of the child to the desired year group. Once an application for admission to the desired year group has been submitted, it will be processed with all other applications for that year group, with the oversubscription criteria being applied where more applications are received than there are places available.

## **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 admissions officer, an application form can be obtained from the School either by email at [ryefield.enquiries@ryefieldprimary.org.uk](mailto:ryefield.enquiries@ryefieldprimary.org.uk) or by phone on 01895 547036. Where there are places available but more applications than places, the published oversubscription criteria, as set out in Section 3.1, 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.

### **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 in Section 3.1 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.

## **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 (eg. 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 they were 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 Sibling**

**'Sibling'** means:

1. 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
2. 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.

## **7.3 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.

## **7.4 Staff**

School **'staff'** are defined by either or both of the following circumstances: a) where the member of staff has been employed at Ryefield Primary School for two or more years at the time at which the application for admission to the School is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

# **Section 8: Nursery admissions**

## **8.1 Introduction**

Ryefield Primary School offers part-time and full-time nursery provision for children aged 3 and 4 years old. Nursery admissions are managed directly by the School and fall outside the statutory school admissions process for Reception places.

## **8.2 Eligibility and age of admission**

Children may be admitted to the nursery from the term after they turn three years old, subject to the availability of places. The School currently operates two main intakes per academic year, in September and January.

## **8.3 Application process**

Parents wishing to apply for a nursery place must complete the School's Nursery registration form and provide their child's original birth certificate for verification. Application forms are available from the School office and can be returned in person or electronically.

## **8.4 Allocation of places**

Where the number of applications exceeds the number of nursery places available, the School will apply criteria that mirror the oversubscription priorities set out in Section 3.1 of this policy. Nursery places are not guaranteed and attendance at the nursery does not confer priority for a Reception place; a separate application must be made via the local authority for entry into Reception as outlined in Section 5.

## **8.5 Offers and induction**

Families will be notified directly by the School if a place has been offered. Once a place is confirmed, parents will be invited to attend an appointment with the nursery teacher, during which staff will gather key information to support a smooth transition for the child.

## **8.6 Session availability**

Ryefield Primary School currently offers all-day, morning and afternoon nursery sessions. Availability of

session types may vary depending on demand and staffing. Parents will be advised of current availability at the time of enquiry.

#### Version history

First issue/revision date	Approved by	Summary of changes if not first issue
November 2025	BoT	This is a Trust-wide template policy and, for the school, the main change is the ordering of the oversubscription criteria and the removal of two criteria relating to children and/or their family members who suffer from a long-term medical and/or psychological condition.