Admissions Policy

(2028/29)

Dormers Wells Primary School

Believe Aspire Flourish

Diversity, Opportunity, Resilience, Moral values, Excellence, Respect, Self-Belief

Last reviewed, ratified and adopted by Full Governing Body	October 2025
Next review due by	October 2026

This policy will be reviewed every year.

Admissions arrangements for 2028/29

Dormers Wells Learning Trust is the admissions authority for Dormers Wells Primary School. Dormers Wells Learning Trust (the "Academy Trust") will comply with the requirements of the Funding Agreement and the School Admissions Code, and recognises that its 'relevant area' is the London Borough of Ealing since this is the local authority area within which the schools are situated.

This policy relates to admission into Reception to Year 6, for and during the **2028/29** academic year. There is a separate policy for entry into Nursery. There is no automatic right of progression from Nursery to Reception – parents must apply for a Reception place. Children first start school in the September of the school year in which they will become 5 years of age, which means most children are 4 years old when they start school. For Primary School entry in **September 2028**, children born between **1 September 2023 and 31 August 2024** are eligible to start school in **September 2028**. Children reach statutory school age at the beginning of the term following their fifth birthday. Statutory school age means the age when a parent is legally required to make sure that their child attends school (or is educated other than at school).

Number of places

The number of Reception places available for **September 2028** entry (the **2028/29** school year) will be **60**. If you are a parent resident in Ealing, applications for **September 2028** Reception entry should be made via the Ealing co-ordinated admissions scheme (for more details see the 'school admissions' section of the Ealing Council website, www.ealing.gov.uk/admissions); application forms are available from the school office during its usual opening times. If you are a parent resident outside Ealing applications should be made through your home local authority's admissions scheme.

Admissions Over-subscription Criteria

If there are fewer applicants than there are places available for Reception and in **September 2028**, everyone who applies will be offered a place. Children who have an Education, Health and Care Plan or Statement of special educational needs, which names the school, will be allocated a place at the school in accordance with their statutory entitlement. If there are more applicants than there are places available after the admission of students with an Education, Health and Care Plan or statement of special educational needs naming the school, the following criteria will be considered, in order, to determine who will be offered a place:

1**. Children who are looked after or were previously looked after** - A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order, or special guardianship order. (See below for definitions of children who are looked after or were previously looked after);
2**. Siblings attending Dormers Wells Primary School** - Children with a brother or sister attending either school at the time of admission (see below for definition of sibling); and
3. **Exceptional medical or social need** – Children for whom it is essential to be admitted to Dormers Wells Primary School because of exceptional medical and / or social needs of the child or their parent(s) / carer(s), (see below for definitions of definitions of medical or social needs); and
4. **Children of staff of the school** – Children where their parent(s) has been employed by the Academy Trust at the school, for at least two years at the date of application for admission or where the member of staff has been recruited to a vacant post where there is a demonstrable skills shortage (see below for definition of parent); and
6. **Distance from home to school** - Places are allocated to applicants who live closest to the school. This must be the address where parent and child normally live and they must be living there on the closing date for receipt of applications. (See below for definition of distance).

Tie-breaker: If more applications are received in any one criterion than there are places available, the tiebreaker of distance by straight line from the Ordnance Survey address point for the home address to a point in the school determined by the grid references for the centre of the school's postcode. In cases where applicants live equidistant from the preferred school and places cannot be offered to all of the applicants affected, the available place(s) will be allocated using random allocation.
Children of multiple births: In cases where there is only one place available at the school and the next child on the waiting list is one of a twin, triplet or other multiple birth group, both twins (or all the siblings in the case of other multiple births) would be admitted, even if this meant that the school would admit in excess of the admission number.

Definitions
Distance – The home address is where a child normally lives. The distance will be measured in a straight light from the address point for the home address to the point in the school determined by the grid references for the centre of the school's postcode. Distance is calculated using a computerized mapping system based on Ordinance Survey data.
Home address - This must be the address where parent and child normally live and they must be living there on the closing date for receipt of applications. Confirmation of address may be requested and, if so, is required; providing a false or misleading address would permit the academy trust to withdraw the offer of a place, even after a child has started attending the school. Where parents have shared responsibility and the child is residing with one parent for the majority of the time or on a permanent basis, the address of this parent will be used for the purposes of the application. Where parents have shared responsibility and the child lives with each parent for half of the calendar year, the parents must come to an agreement as to whose address will be used for the application. This address will be used to process the child's application and can only be changed after the beginning of the academic year unless the address of the chosen parent changes during the admissions process. In all other cases of personal or family arrangements the address of the mother will be taken as the main residence unless there is irrefutable evidence that the child lives elsewhere either full-time or for most of the year with an adult under arrangements which have been endorsed by a court.
Children who are looked after or were previously looked after - A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.
Adopted children are those who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. A special guardianship order is defined by s. 14A of the Children Act 1989 as an order appointing one or more 3 individuals to be a child's special guardian (or special guardians).
Sibling - Where children live as brother and sister in the same household they are treated in the same way as siblings for admissions purposes. This includes a child's brother or sister, half brother or sister, adopted/foster brother or sister, step brother or sister living in the same family unit at the same address on a permanent basis or for the majority of time in any calendar year. It does not include cousins or other extended family members who live in the same household.

Parent – this means the parent who has parental responsibility as defined in the Children Act 1989, or the person in the household who is defined as a parent for the purposes of Section 576 of the

Education Act 1996. This could include a person who is not a biological parent but who has responsibility for her or him (such as a child's guardians) but will not usually include other relatives such as grandparents, aunts, uncles etc. unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

Medical or social needs of the child or their parent(s) / carer(s) - Except in wholly exceptional circumstances such requests will only be considered if Dormers Wells Primary-School is the school closest to the home address. The application must be supported by written evidence. The supporting evidence should set out the particular reasons why Dormers Wells Primary School is the most suitable school and the difficulties that would be caused if the child had to attend another school. The Academy Trust can only consider entry under this criterion if this is indicated on the application form and if the required documents have been produced. If the application relates to the needs of the parent(s) / carer(s), they will only be considered for the parent(s) with whom the child lives. Applications made on medical grounds must be accompanied by compelling medical evidence from a hospital Consultant at the time of application. The letter from the hospital consultant must provide information about the child's / parent's / carer's medical condition, the effects of this condition and why, in view of this, the child needs to attend Dormers Wells Primary School. If Dormers Wells Primary School is not the school closest to the home of the child, the consultant must set out in detail the wholly exceptional circumstances for attending either school and the difficulties if the child had to attend another school. In assessing these applications advice may be sought from the Local Authority. Applications made on social grounds must be accompanied by compelling evidence at the time of application. Social needs claims will only be considered where there is involvement from a social worker. The application will need to be supported with a letter from a senior children's services manager from the relevant local authority. The letter must set out in detail the wholly exceptional circumstances that in their view require attendance at Dormers Wells Primary School and the difficulties if the child had to attend another school.

Notification and acceptance of places

In accordance with the co-ordinated admissions policy, on **16 April 2028** the Local Authority will make the formal offer of a place to parents or carers on behalf of the Academy Trust. The onus is on parents to contact the Local Authority by their specified date (expected to be around **30 April 2028**) to either accept or decline the offer of a place. This will in no way affect parents' right to appeal for a place at another school. Unaccepted places will be allocated to other applicants.

Appeals procedure

Parents can choose to appeal against the decision of the admissions authority not to offer their child a place at the academy. Ealing Council administer any admissions appeals on behalf of the Academy Trust. To appeal against the decision not to offer their child a place, parents must complete the appeal forms that are available on the Ealing Council website (www.ealing.gov.uk/admissions) or from the Ealing Council Admissions Team (020 8825 5522). To be considered in the first round of appeals, the notice of appeal must be received by the Council by their specified date (expected to be around **mid-May 2028**). The appeal will be heard by an independent appeals panel constituted and operated in accordance with the School Admissions Appeals Code. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

Waiting list for Reception

Parents / carers can ask for their child's name to be put on a waiting list for the school. The waiting list will be maintained by Ealing Council Admissions Team on behalf of the Academy Trust from the offer date (**16 April 2028).** Pupils will be kept on a waiting list for a minimum of a full term. For main

round applicants (i.e. those who applied prior to the start of term in September 2021) this would be for the whole of the autumn term, they would be removed at Christmas.
For in-year applicants:
• Applications received during the autumn term (**Sep 2028 to Dec 2028**) would be removed during the Easter holiday.
• Applications received during the spring term (**Jan 2029 to March 2029**) would be removed during the Summer holiday.
• Applications received during the summer term (**April 2029 to Aug 2029**) would roll over to the next academic year and be removed during the Christmas holiday.
The waiting list will give priority in accordance with the admissions criteria. Any places that become available will be filled in priority order from the waiting list or late applicants. Whenever an applicant is removed from or added to the waiting list, the list will be reordered in accordance with the oversubscription criteria.

In-Year applications

If a parent wants to make an in-year application for a child to join the Primary school they should complete the Common Application Form for In-Year Admissions that is available on the Ealing Council admissions website (www.ealing.gov.uk/admissions) or from the Ealing Council Admissions Team (020 8825 5522). There is no Supplementary Information Form for the school; parents only need to complete the Common Application Form. The Common Application Form should be returned to the Ealing Council Admissions Team who will then liaise with the schools who are listed on the form and write to the applicants with the result of their application. In-Year admissions will be considered in accordance with the number of places available at the school in the **2028/29** school year and over-subscription criteria outlined above and any places that become available will be filled in priority order from the existing waiting list and any current applications.

Fair access protocol

As part of the co-ordinated admissions arrangements with Ealing Council the school may accept hard-to-place pupils onto the school roll from time to time in accordance with the In-Year Fair Access agreement.

Admission of a child out of the normal age group

Parents may seek places outside of their child's normal age group. The decision is made by Academy Trust as the admissions authority. The decision will be made on the basis of the circumstances of the case and the best interests of the child concerned. The Academy Trust will consider the following factors, but this list is not exhaustive:
• The needs of the child and the possible impact on them of entering a year group other than their normal cohort;
• The child's educational attainment and a report from the child's current school, including whether they have previously been educated outside of their normal age group;
• Whether social, emotional or physical development is adversely affecting their education; and
• Any other information which the parent(s) request is considered.
If the parents were seeking:
• Advanced entry (i.e. for the year earlier than normal) – the request and paper application need to be submitted in the September prior to the desired year of entry in the following September. If the request was received after the closing date for Year 3 entry then the application would be considered alongside other late applications. If the request for advanced entry is agreed, the application to the school would be processed for the following year of entry alongside the other applications received and would be prioritized according to the over-subscription criteria. There is no guarantee of success.

• Delayed entry (i.e. for the year later than normal) – if the request to delay entry is agreed, an application would need to be submitted the following year and would be considered along with the other applications for admission in that year and would be prioritised according to the over-subscription criteria. There is no guarantee of success. If the Academy Trust refuses a request to consider an application for outside of the child's normal age range, they will set out the reasons for this refusal. While parents have a right of appeal against a decision to refuse admission to their child, there is no right of appeal if they have been offered a place but not in their preferred year group.

Deferred Entry (delaying entry to school within the 2028/29 school year)

If you feel that your child is not ready to start Primary school in the September following their fourth birthday, you can either arrange for your child to attend part-time until they reach statutory school age or defer the date your child is admitted to the school until later on in the Reception year, the latest being at the beginning of the summer term **2028**.

False information

Where the Academy Trust makes an offer of a place at the school on the basis of fraudulent or intentionally misleading information, the offer of a place will be withdrawn. If a child starts attending the school as a result of an offer made based on fraudulent or intentionally misleading information, the place may be withdrawn by the Academy Trust, depending upon the length of time that the child has been at the school and any other factors considered relevant by Academy Trust. Where a place or an offer has been withdrawn, the application will be re-considered by the Academy Trust based upon accurate information and a right of independent appeal offered if the place is refused.