



Admissions Policy

Approved by:	Board of Trustees	Date: September 2026
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Policy holders:	Danielle Conroy (CHSA) & Eileen Mellet (SPS)	

We have carefully considered and analysed the impact of this policy on equality and the possible implications for staff or pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

By shading this box green, we, the policy holders, are confirming that we have read the CMAT Equality Policy and the Equality Act 2010.

EQUAL OPPORTUNITIES

Chrysalis Multi Academy Trust is committed to the promotion of Equal Opportunities for all students and will counter educational disadvantages based on race, gender, class, sexual orientation or disability whilst seeking to develop understanding of and respect for individuals and groups regardless of race, gender, class or disability.

The Trustees and Local Governing Body will work with the Executive Headteacher/Headteacher/Head of School and the Senior Leadership Team to monitor, evaluate and review educational provision and practice in respect of equal opportunities arrangements for admission at schools within the Academy Trust.

The schools within the Academy Trust operates admissions under the Brent Local Education Authority's scheme for co-ordinated admission to primary and secondary school.

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1. Aims

This policy aims to:

- o Explain how to apply for a place at the school
- o Set out the school's arrangements for allocating places to the pupils who apply
- o Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- o [School Admissions Code 2021](#)
- o [School Admission Appeals Code](#)
- o As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).
- o This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- o In the care of a local authority, or
- o Being provided with accommodation by a local authority in exercise of its social services functions
- o **Previously looked-after children** are children who were looked after, but ceased to be so because they:
 - o Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
 - o Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
 - o Became subject to a special guardianship order (defined in section 14A of the Children Act 1989
- o This includes children who appear to have been in state care outside of England and have ceased to be in state care due to 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.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31st December, 31st March and 31st August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

Claremont High School

4. How to apply

For applications in the normal admissions round you should use the application form provided by the local authority.

If you wish to make an application to this school, you will need to contact your local council. If you are a Brent resident you need to contact Brent Council's School Admissions Service on 020 8937 3110 or visit www.brent.gov.uk/admissions. All applications will be considered in line with our published admission arrangements. Outcomes of applications will be sent to you by Brent Council on behalf of the Local Governing Body. Unsuccessful applicants will be placed on the waiting list.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Set out your school's process for requesting admission outside a child's normal age group here, specifically who the request should be made to at the school, the information required to support the request and the timescale of when the decision will be made.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- o Parents' views
- o Information about the child's academic, social and emotional development
- o Where relevant, their medical history and the views of a medical professional
- o Whether they have previously been educated out of their normal age group
- o Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- o The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6.

Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

6. Allocation of places

6.1 Published admission number (PAN)

The school has a published admission number of 270 pupils for entry in years 7,8 & 9 with 265 in Yr 10 and 11.

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.

OVERSUBSCRIPTION CRITERIA 2026-2027 Entry

1. Looked After Children or children in public care including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (Admissions Code p 1.7) or become subject to a residence order or special guardianship order.
2. Children for whom it is essential to be admitted to Claremont High School Academy because of special circumstances to do with significant medical needs, social needs or special educational needs. The recommendation must be received in writing from a consultant at an NHS hospital or equivalent. This criterion relates to the child's medical, social and special needs and does not include any other member of the child's family. The supporting evidence should set out the particular reasons Claremont High School Academy is the most suitable school and difficulties that would be caused if the child had to attend another school.
3. Those who have a brother(s) and/or sister(s) (including half or stepbrother(s) and sister(s) if residing at the same address) attending Claremont High School Academy at the time of application and on the date of admission. This excludes a brother(s) or a sister(s) of those students who join the academy in Year 12 or Year 13.
4. Children of members of staff who have been employed at the school for a minimum of two years at the time the application is made and/or recruited to fill a vacant post for which there is an evident skill shortage.
5. Those children attending one of the four Academy feeder primary schools; Harris Primary Academy South Kenton, Mount Stewart, Preston Park and Uxendon Manor. Over-subscription within this category will be decided by the proximity of the child's home address to the school, with those living nearer to the school being accorded higher priority*. This criterion ceases to apply to applications and the waiting list from 31st October of the admittance year.
6. Up to ten per cent of children will be admitted based on aptitude in music. Each child applying under this criterion will be invited to attend a written musical aptitude assessment at the school.
7. Other Children

OVERSUBSCRIPTION CRITERIA 2027-2028 Entry

1. Looked After Children or children in public care including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (Admissions Code p 1.7) or become subject to a residence order or special guardianship order.
2. Children for whom it is essential to be admitted to Claremont High School Academy because of special circumstances to do with significant medical needs, social needs or special educational needs. The recommendation must be received in writing from a consultant at an NHS hospital or equivalent. This criterion relates to the child's medical, social and special needs and does not include any other member of the child's family. The supporting evidence should set out the particular reasons Claremont High School Academy is the most suitable school and difficulties that would be caused if the child had to attend another school.
3. Those who have a brother(s) and/or sister(s) (including half or stepbrother(s) and sister(s) if residing at the same address) attending Claremont High School Academy at the time of application and on the date of admission. This excludes a brother(s) or a sister(s) of those students who join the academy in Year 12 or Year 13.
4. Children of members of staff who have been employed at the school for a minimum of two years at the time the application is made and/or recruited to fill a vacant post for which there is an evident skill shortage.
5. Up to ten per cent of children will be admitted based on aptitude in music. Each child applying under this criterion will be invited to attend a written musical aptitude assessment at the school.
6. Those children attending one of the four Academy feeder primary schools; Harris Primary Academy South Kenton, Mount Stewart, Preston Park and Uxendon Manor. Over-subscription within this category will be decided by the proximity of the child's home address to the school, with those living nearer to the school being accorded higher priority*. This criterion ceases to apply to applications and the waiting list from 31st October of the admittance year.
7. Other Children

Music Assessment (CHSA)

The duration of this assessment is approximately twenty minutes. There will be a range of online questions with headphones to include pitch, rhythm, texture and melody. Each child will be notified in advance of the assessment date and venue. Those unable to attend on this date due to compelling religious, medical, or other reasons will be offered one alternative date.

If two students are ranked at the same position the child will be invited to a musical character interview with the Music Department. Tie break students will be ranked based on this interview. This interview should indicate willingness to engage in music opportunities.

6.3 Tie Break

Within each criterion, priority will be given to the applicant who lives closer to the academy. Home to school distances are measured in a straight line from the address point in the property, as determined by Local Land Property Gazetteer (LLPG) data, to the main entrance gate on Greenway (Easting 518244, Northing 188626). A random allocator will be used to determine the offer of a place where two or more children are deemed to live the same distance from the academy reception. For the purposes of this policy, a child's home address is defined as the place where they live and sleep for the majority of nights in a normal school week, with their parent(s).

If a child lives in different properties (shared care), parents must provide the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address should be used on the application. For applications made in the normal round, if there is no agreement, the local authority will decide which address will be used.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

6.4 Waiting List

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list, which will be maintained throughout the year, in order of the over-subscription criteria and not in the order in which applications are received. Brent Local Authority's In Year Fair Access Protocol will take precedence over Waiting Lists where applicable.

This means that a child's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants. Priority will not be given to children based on the date their application was received, or when their name was added to the list. Under the School Admissions Code, looked-after children, previously-looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol (see section 6.5 below) must take precedence over those on the waiting list.

The Waiting List will be closed each year and will not roll over. Parents wishing to stay on the Waiting List will be required to submit a request to Brent Council's School Admissions Service prior to the next academic year.

6.5 Fair Access Protocol

We participate in Brent's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see section 7).

6.6 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that is not the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

6.7 Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn based on misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

7. In-year admissions

When applying for a place in Years 7 to 11 parents/carers should apply to the Local Authority. Proof of the child's permanent residence will be required except where this has already been provided through the Common Application Process.

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest. Parents will be notified of the outcome of their in-year application in writing within 15 school days.

If you wish to make an application to this school, you will need to contact your local council. If you are a Brent resident you need to contact Brent Council's School Admissions Service on 020 8937 3110 or visit www.brent.gov.uk/admissionsabout:blank. All applications will be considered in line with our published admission arrangements. Outcomes of applications will be sent to you by Brent Council on behalf of the Local Governing Body. Unsuccessful applicants will be placed on the waiting list.

Pupils with a Statement of Special Educational Needs or Education, Health, and Care Plan and Hard to place children

The admission of pupils with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) is dealt with by a separate procedure. Details of this separate procedure is set out in the SEN Code of Practice. At Claremont High School Academy, we are committed to taking vulnerable children who are hard to place and in accordance with locally agreed protocol.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. This includes pupils refused progression from the School's Year 11 to Year 12. You can find details of the school's appeals timetable on the following webpage: [Claremont High School Academy Trust - Admissions Appeals](#)

If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address: [INDEPENDENT SCHOOL ADMISSION APPEAL \(26\)](#)

The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education (DfE). Parents/Carers wishing to make an appeal should send a completed form to the Clerk of Appeal Panel to the address given on the Appeal form. Parents/Carers will be given 20 days to appeal. Appeals will be heard by an independent appeal panel.

PARENTS WITH SHARED RESPONSIBILITY

Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine their residential address for the purpose of admission to academy. If the residence is not split equally between both parents, then the address used will be the address where the child spends majority of the school week.

ADMISSION ARRANGEMENTS FOR SIXTH FORM

All Claremont Year 11 students who meet the minimum entry requirements are eligible to apply to progress to Year 12 (the sixth form).

Application to Claremont Sixth

Year 11 students who apply during the application window will have their applications considered and will receive a conditional offer or conditional decline.

Only the necessary information will be requested at the application stage, and the applications are considered based on grades meeting entry requirements. The PAN for the Sixth Form currently stands at 350 for Years 12 and 13 together.

In the event of all those applying meeting the qualification criteria and the published admissions number being exceeded, the school will apply its Admissions Criteria 1, 2, 3 and 4 (see Admissions Criteria) to determine places offered. Minimum entry requirements are as follows:

Entry Criteria for the sixth form – September 2026 Admission

To be considered for a place to study at Claremont Sixth in Year 12 for September 2025 start, a student must:

- be studying in Year 11 at the time of application
- complete the application before the final deadline
- meet the general entry requirements below

General entry requirements

A student must have a GCSE Average Points Score (APS) of 4.50 or greater.

For admission purposes, the GCSE APS can be calculated using the student's best eight GCSE grades, taken in Year 11, which must include GCSE English Language and GCSE Mathematics.

In addition, students must have achieved at least a grade 4 in both GCSE English Language and in GCSE Maths.

External students will also require a satisfactory reference to be submitted which does not include SEN, medical or safeguarding information.

Predicted grades

Predicted grades are used to confirm eligibility (meets minimum course requirements), but once eligibility is met, they play no further role in prioritisation, ranking, offers or enrolment.

Following the publication of final GCSE results in August 2026

If the above criteria have been met, the student will be placed in the appropriate band below, which determines the combination of level 3 courses they are offered to study. Once banded, a student must also meet the specific entry criteria for each separate course they wish to study.

GCSE APS Banding	Conditional outcome	
Less than 4.50	Unable to be offered a place at Claremont Sixth Form	
4.50 – 4.99	Conditional offer: 3 vocational courses	Course-specific entry criteria must also be met (See tables which follow)
5.00 – 5.49	Conditional offer: 1 A-level with 2 vocational courses	
5.50 – 5.99	Conditional offer: 2 A-levels with 1 vocational course	
6.00 – 6.49	Conditional offer: 3 A-levels* *no more than two from Biology, Chemistry, Physics, Maths or Further Maths	
6.50 – 6.99	Conditional offer: 3 A-levels (any)	
7.00 and above	Conditional offer: 3 or 4* A-levels (any) *many students will move to 3 A-levels in Year 13	

Applied qualifications

Assessed throughout the two-year course through controlled assessments, coursework, and exams.

Level 3 Applied course	Course-specific entry criteria – <i>all must be met to gain entry to that course</i>
BTEC Business	4 in English Language or 4 in English Literature 4 in Maths
AAQ Information Technology	4 in English Language or 4 in English Literature 4 in Maths
AAQ Health and Social Care	4 in English Language or 4 in English Literature 4 in Maths
AAQ Applied Science	5 in English Language or 5 in English Literature 5 in Maths

Advanced Level (A-level) qualifications

Linear - assessed through examinations at the end of the two-year course.

Some courses also have coursework (NEA) which contributes towards the overall grade

A-level course	Course-specific entry criteria – <i>all must be met to gain entry to that course</i>
Art and Design	5 or equivalent in Art and Design or related Visual Arts subject If no relevant qualification at this level, students may be considered based on a portfolio of practical work
Biology	6 in English Language or 6 in English Literature 6 in Maths 7 in Separate Biology or 77 in Combined Science
Business	5 in English Language or 5 in English Literature 5 in Maths
Chemistry	5 in English Language or 5 in English Literature 6 in Maths 7 in Separate Chemistry or 77 in Combined Science
Computer Science	5 in English Language or 5 in English Literature 6 in Computer Science or 7 in Maths if not studies Computer Science at GCSE
Drama and Theatre Studies	6 in English Language or 6 in English Literature 6 in Drama or another related humanities subject Evidence of an interest in Theatre Studies shown, if no drama GCSE
Economics	6 in English Language or 6 in English Literature 6 in Maths
English Literature	6 in English Language 6 in English Literature
French/German/Spanish	6 in English Language or 6 in English Literature 7 in French/German/Spanish
Further Mathematics	8 in Maths or 7 in Maths and 7 in Further Maths
Geography	5 in English Language or 5 in English Literature 6 in Geography
History	5 in English Language or 5 in English Literature 6 in History
Mathematics	7 in Maths
Music	7 in Music 6 at a performance qualification, e.g. Associated Board of the Royal Schools of Music, Trinity College or equivalent
Physical Education	5 in English Language or 5 in English Literature 66 in Combined Science 6 in Physical Education Regular participation in one sport, preferably at club level outside of school
Physics	5 in English Language or 5 in English Literature 7 in Maths 7 in Separate Physics or 77 in Combined Science (must have 7 in Physics unit)
Politics	6 in English Language 6 in a Humanities subject
Product Design	6 in Technology GCSE 5 in English Language or 5 in English Literature 5 in Maths
Psychology	5 in English Language or 5 in English Literature 5 in Maths 66 in Combined Science
Philosophy, Religion and Ethics	5 in English Language or 5 in English Literature 6 in RE or another humanity subject
Sociology	5 in English Language or 5 in English Literature 6 in any humanity subject

Sudbury Primary School

1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)
- As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).
- This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions
- **Previously looked-after children** are children who were looked after, but ceased to be so because they:
 - Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
 - Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
 - Became subject to a special guardianship order (defined in section 14A of the Children Act 1989
- This includes children who appear to have been in state care outside of England and have ceased to be in state care due to 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.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31st December, 31st March and 31st August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

4. Introduction

The Academy Trust is the Admission Authority for the school. 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 Brent since this is the local authority area within which the school is situated.

5. How to apply

Parents wishing to make an application will need to do so using the common application form (CAF). These forms are available online from the Local Authority from 1st September 2026 and the closing date for application will be 15th January 2027. If you are a Brent resident you need to contact Brent Council's School Admissions Service on 020 8937 3110 or visit www.brent.gov.uk/admissions.

Children will start school at the beginning of the academic year in which their fifth birthday falls. Parents will be notified by Brent Admissions of the outcome of their application via the eAdmissions portal on 16th April 2027. Please note, children already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place.

6. Late applications

Initial offers will be made to those children whose parents applied before the designated closing date for applications. Late applications will be received by the Local Authority but will not be considered by the Academy Trust for admission until after those submitted on time have been determined. This means that late applications may jeopardize the chance of gaining a school place.

7. Repeat applications

It will be the policy of the Academy Trust not to consider repeat applications in the same academic year unless there is a material change of circumstances.

8. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views

- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents who wish their summer born child to delay starting in Reception until the following year are asked to discuss their request with the Headteacher before 31st November and submit supporting evidence. Parents must still apply for a Reception place through their LA by the published deadline of 15th January.

The Headteacher will submit the parent's request with all relevant documents to the Governing body. Parental views, academic achievement, social and emotional development and where relevant medical views are taken into consideration. The views of the Headteacher will also be taken into account. The Governors make a decision based on the circumstances of each case and the best interest of the child. The Governors write to the parent(s) and the LA to inform them of the decision and the reasons on which it is based.

Parents will be notified directly by the LA on the 16th April. Acceptance deadline is 30th April. Parents who are granted their request must then make an application when the new application process opens the following year. Delayed entry does not give privilege, and the application will be considered alongside all other applications and in accordance with the oversubscription criteria set out above. In the event of oversubscription, there is no guarantee that a place will be offered.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

9. Allocation of places

9.1 Published Admission Number (PAN)

The school has a published admission number of 120 for entry in reception. There are 90 part time nursery places which can be adapted for 30hr full time pupils.

9.2 Oversubscription Criteria

All children whose education, health, and care (EHC) plan names the school will be admitted before any other places are allocated. In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

- I. **Looked After Children (children in public care) and children who were looked after or ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).**

An application for admission to school must provide evidence of being in public care or previously in care prior to adoption. Usually this will be evidenced by the child's social worker.

- II. **Children for whom it is essential to be admitted to Sudbury Primary School because of special circumstances to do with significant medical needs, social needs or special educational needs.**

Anyone can make an application under this criterion; however, the application must be supported with a recommendation in writing from a recognised professional of senior status, medical consultant, Headteacher of another school or other appropriate officer. The recommendation for Sudbury Primary School should demonstrate knowledge of the school in terms of resources and organisation which deems it essential that the child be admitted here. This criterion must relate to the **child's** medical, social or special needs and not those of another member of the family.

- III. **Siblings of a child who already attends Sudbury Primary School and who will continue to do so on the date of admission.**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

- IV. **Children of staff**

To qualify for this criterion the member of staff concerned must have been employed by the Academy Trust at Sudbury Primary School or the Chrysalis Multi Academy Trust for at least two years at the date of application or have been recruited to be a post where there is a demonstrable skills shortage.

- V. **Distance**

When applications exceed the number of available places, priority is given to students who live the shortest distance from the school. Distance is typically measured in a straight line from the child's home address to the main entrance of the school or along a recognised walking route.

9.3 Tie Break

In the event of over subscription in any of the criteria, places will be allocated according to the proximity of the pupil's home to the school measured by the shortest distance. The distance from home to school will be measured by straight-line, from a point in the property to a point in the school determined by the grid references for the centre of the school's post code. The measuring system is an integral part of the admission software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and the LLPG (Local Land Property Gazetteer) and is accurate to 1 metre.

9.4 Waiting List

Unsuccessful applicants will be placed on the school's waiting list which will be maintained for the remainder of the school year for which admission is sought. The waiting list will be maintained in order of how the application meets the admission criteria and not by length of time on the list. This means that a child's position on the list can go up and as well as down depending on the child's circumstances and those of other children on the list.

We will maintain a clear, fair and objective waiting list for children entering reception until 31st December of each school year of admission. If your application is unsuccessful, your child's name will be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined in section 6. Priority will not be given to children based the date their application was received, or when their name was added to the list.

Under the School Admission Code, looked-after children, previously looked-after children, and those allocated a place at the school in accordance with a Fair Access Protocol (see section 6.5 below) must take precedence over those on the waiting list.

The waiting list will be closed at the end of each academic year and parents who wish their children's name to remain on the list will need to write to reapply via the Local Authority's eAdmissions portal.

9.5 Fair Access Protocol

We participate in Brent Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see section 7).

9.6 Challenging Behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that is not the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

9.7 Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

9.8 Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn based on misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

10. In-year admissions

When applying for a place in other year groups parents/carers should apply to the Local Authority. Proof of the child's permanent residence will be required except where this has already been provided through the Common Application Process.

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest. Parents will be notified of the outcome of their in-year application in writing within 15 school days.

If you wish to make an application to this school, you will need to contact your local council. If you are a Brent resident you need to contact Brent Council's School Admissions Service on 020 8937 3110 or visit www.brent.gov.uk/admissions. All applications will be considered in line with our published admission arrangements. Outcomes of applications will be sent to you by Brent Council on behalf of the Local Governing Body. Unsuccessful applicants will be placed on the waiting list.

11. Admission to nursery

Applications for the Nursery Unit should be made directly to the school. Forms will be available from the school office and on the school's website from 1st September 2026. The Academy Trust will follow these same criteria for admission to nursery. There will be no differentiation in any of the criteria between residents of Brent or other authorities.

12. Appeals

Where a child has been refused a place at the school, parents will be advised of their right to appeal against the decision of the Academy Trust to an Independent Appeal Panel. This will be convened by the Academy Trust and clerked by an independent clerk. Parents will be asked to contact the school within 20 school days of the date the place has been refused to advise of their intention to submit an appeal. They will then be given an appeal form to complete and lodge back with the school within a further 10 school days which will be the closing date for receipt of appeals. Hearings will be arranged within 40 school days of the closing date for receipt of appeal forms.

You can find details of the school's appeals timetable on the following webpage; <https://www.sudburyprimary.co.uk/Admissions>

13. Children with a statement of Special Educational Need or Education, Health and Care Plan

The law requires Governors to admit pupils with a statement of special educational need or an Education, Health and Care Plan where the Local Authority has specifically named Sudbury Primary School as the most appropriate placement. These applications will usually be agreed in advance of the main allocation process. Where they are a late application to the school or applications to year groups other than the normal point of entry, the Academy Trust can be required by the Local Authority to admit even if the admission number has been reached.

An Education, Health and Care Plan is a Plan issued by the Local Authority of residence under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

14. Twins, triplets and other children of multiple births

In the event that the school has one place to offer and the next child on the list is one of twins, triplets or other children of multiple births, the Academy Trust will offer places to them all recognising that this will not constitute a new admission number and the school will revert to its published admission number as children leave.

15. Residence

By completing the common application form supplied by Brent, parents seeking admission for their children are confirming that the address they are giving is their child's permanent residence. If parents change address after completing the common application form, they **MUST** notify the school and Brent Council immediately. **It is important to give the correct address because if a place is offered on the basis of an incorrect address, the place will be withdrawn.**

Where a child lives with parents with shared responsibility, each for part of the week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which is the residential address for the purpose of admission to school. If the residence is

not split equally between both parents, then the address used will be where the child spends the majority of the school week.

16. Applications in previous years

In 2026 the number of applications for Reception Year Group admission received on time was 257.

17. Equal opportunities

In dealing with applications for admission Local Board Governors will have full regard to equal opportunities legislation.

18. Named contact

Parents seeking more information about these admissions arrangements should contact the school office and ask to speak to Ms E Mellett.

19. Monitoring arrangements

This policy will be reviewed and approved by the governor body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years. Consultation will be for a minimum of 6 weeks and will take place between 1st October and 31st January of the school year before the arrangement are to apply.