

Greenvale Primary School



ADMISSIONS POLICY – MAIN SCHOOL

Policy Date	September 2025
Signed by Head Teacher	Mrs A Allnutt
Review Date	September 2026

Approved by Governing Body		
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Chair of Governors	Print Name	Date

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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](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

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 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 31 December, 31 March and 31 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. How to apply

For applications in the normal admissions round for Year R, Greenvale Primary School follows the admission criteria set by our Local Authority, [Medway Council](#). Medway Council will hold a waiting list for pupils going into Year R between September to December and from the January, the school will take over Year R admissions.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

Parents/Carers will have the opportunity to visit the school and details of our Open Days will be on our website.

Once you are offered a school place, we currently offer 2 stay and play sessions in the summer term before they start, which offer both parents/carers and pupils the time to build up their friendship networks as well as meet their class teacher and familiarise themselves with the school building and routines before starting school.

We seek to be an inclusive school, welcoming children from all backgrounds and abilities. ***See our SEND policy and Equality Information and Objectives for more information which can be found on our website.***

5. Requests for a deferred start dates

5.1 Requests for a deferred start in the same academic year

All school offers are made for the start of the academic year in September.

If you want your child to start school later in the academic year, you need to apply for a school place at the normal time and speak to the school about your child starting later once an offer is made.

You can only defer the start date within the same academic year. Once agreed, the school will hold the place your child has been offered.

If you do not want your child to start school until the next academic year, you can request a delayed start date.

5.2 Requests for a delayed start to the next academic year (summer born children)

If your child is born between the 1 April and 31 August, they're classed as summer born and you can request a delayed start to school. This means you want them to start year R (reception) a year after other children their age.

To be considered for a delayed start, you need to follow the [Medway Council protocol for summer born children](#).

If your request is not granted and you still do not want your child to start until the following year, you'll need to apply as an in-year admission at that time but for a year 1 place.

This means your child will start school a year later, but will have missed year R (reception).

6. Allocation of places

6.1 Published admission number (PAN)

The school has an agreed admission number of 30 pupils for entry in Year R.

6.2 Oversubscription criteria

All children whose education, health and care (EHCP) plan name 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.

1. Looked After Children/previously Looked After Children
2. Social or medical need – there must be evidence supporting this from a GP to demonstrate a specific link between the child's social or medical condition/needs and how the named school can meet these needs
3. Sibling link – the sibling must be attending the school in the school year the application is made for
4. Distance

6.3 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. 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 isn't 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.

6.4 Fair Access Protocol

We participate in [Medway 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

7. In-year admissions

You can apply to move school part way through the school year. This is called an in-year admission. Full details of the process can be found on [Medway Council's website](#).

It can be for a child who:

- is new to Medway and needs to attend a Medway school
- is being educated at home and now needs a Medway school place
- currently goes to a Medway school or Academy and wants to move to a different school or academy in Medway.

In-year admissions are for entry to any year group between reception and year 11 during the school year and outside of the normal transfer process for reception, year 3 (junior schools only) and year 7.

You can apply up to six weeks before needing the school place. Proof of your current address within the area must be seen, e.g. utility bill, tenancy agreement upon application. If you are applying for an in-year admission for a September start (not for entry to reception year), you can apply from the June. For example, if you would like your child to start in September 2024, you can apply from June 2024.

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.

Applications for in-year admissions should be sent to the following email address for the attention of Mrs M Harris, Family Support and Parenting Practitioner:

office@greenvale.medway.sch.uk

Parents will be notified of the outcome of their in-year application in writing within 15 school days. We do not hold a waiting list should a space not be available.

If there is a school place available, parents/carers will be given an opportunity to visit the school and meet the Headteacher, Mrs A Allnutt or Family Support and Parenting Practitioner, Mrs M Harris and a start date will be agreed.

8. Appeals

If you apply to a school and are refused a place, your application outcome letter will give you the right to appeal the decision. Your outcome letter must also explain why the school cannot offer a place.

You have the right of appeal to any school you have formally applied to that has refused your child a place.

If you have applied for a school and been refused a place:

- you can [submit an appeal request](#). It is your right for an appeal hearing to take place
- you can submit appeals for more than one school
- appeals for different schools are considered independently of each other

You can only have one appeal per school per academic year.

To request an appeal, complete the [appeal form](#) and return it to the admissions authority for the school you are appealing for. Download our guide on [where to return your appeal](#)

9. Monitoring arrangements

This policy will be reviewed and approved by the governing board every year.

We follow the Medway Council admissions policy which is consulted on most years on behalf of all of their Community Primary School's.