



## Great Denham Primary School Admissions Policy 2026

The Governing Body will apply the following criteria (in the rank order shown) to decide the order in which places will be allocated when there are more requests from parents / carers than the number of places available:

1. All 'looked after' children or children who were previously 'looked after' children, including those children who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted (see definitions)
2. Pupils living in the catchment area, with siblings at the school (see definition of sibling);
3. Children of staff working at the school (see definition);
4. Other pupils living in the catchment area;
5. 'Very exceptional' medical grounds (see definition);
6. Other siblings (see definition);
7. Any other children

The Published Admissions Number (PAN) will be **90** for all year groups.

### Notes

1. If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Governing Body's computerised measuring system, with those living closer to the school receiving the higher priority. The Governing Body will measure the distance from the address point of the pupil's home to a point on the school site agreed with the Governing Body of the school. The Governing Body will not give priority within each criterion to children who meet other criteria.
2. The Governing Body will normally offer a place at the catchment area school if parents apply for a place at that school during the normal

admissions round. However, a place at the catchment area school cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has begun) it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number at the school. In this case, a place will normally be offered at the next nearest school or academy which caters for pupils of the same age and has places available.

3. Pupils who have a Statement of Special Educational Needs ( or Educational Health Care Plan) are required to be admitted to the school which is named on the statement, even if the school is full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

## **Definitions**

### **'Looked after' children**

A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions ( see section 22(1) of the Children Act 1989).

### **Previously 'looked after' children**

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines 'a special guardianship order' as an order appointing one or more individuals to be a child's special guardian ( or guardians).

### **'Looked after' children from Outside of England**

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### **Sibling**

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

## **‘Very Exceptional’ Medical Grounds**

‘Very exceptional’ medical grounds refers to cases where there are **exceptional** medical reasons which make it **essential** that a child should attend a particular school and where the preferred school is the **only** school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The Governing Body reserves the right to seek further information in order to determine whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent / carer, brother or sister or other relative/childminder.

## **Home Address**

A pupil's home address will be regarded as the address of the parent / carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents / carers at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

## **Appeals / Waiting Lists**

Parents of pupils not offered a place at the school will have the right of appeal to an independent Admissions Appeal Panel. Any child refused a place at the school will be placed on a waiting list which will be prioritised according to the admissions criteria. Waiting lists for the normal year of entry will be maintained until the end of the Autumn term.

## **In-Year Admissions**

Requests for admission into other year groups should be made on the In-Year application form. The In-Year application form is available from the school or the Local Authority and can also be downloaded from the Local Authority website.

## **Staff children**

Admission for staff children will be in either or both of the following circumstances: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Parents offered a place may defer the date of their child's admission until later in the year, or until the child reaches compulsory school age. Summer born children may only have admission deferred until the start of the summer term. Parents can request part-time attendance until the child reaches compulsory school age. However, children are expected to attend school full time or may attend mornings only by agreement with the school. This is not encouraged as the vast majority of children benefit from being at school full-time, interacting with their peers and making the most of the range of social and educational opportunities available in a school setting.

## **Summer Born Children**

Where a parent of a 'summer-born' child (1 April – 31 August) wishes their child to start school in the autumn term following their fifth birthday, the Governors will consider the request. If parents do not take up the offered place before the start of the summer term of the school year of entry, then they would have to re-apply for a place in Year 1. However If parents wish such a child to be educated "out-of year group" i.e. in the Reception Year rather than Y1 they may request this and should discuss it with the school as soon as possible. Such applications will be considered by the governors on a case by case basis. Each case will be judged on its individual merits but to admit out of year group would require exceptional and extenuating circumstances and professional evidence explaining why the child's needs cannot be met in the chronological year group. All such parents should apply for their child's normal age group at the usual time and may submit a request for admission out of the normal age group at the same time.

The governors will respond to this request prior to the offer of a place being made. If the request is agreed to the application can be withdrawn for that year before the place is offered. If the request is refused, parents may decide whether or not to accept the offer of a place for the normal age group, or refuse it and make an in-year application for admission into Y1 for the September following the child's fifth birthday. Where a parent's request has been agreed, they must make a new application as part of the main admissions round the following year. Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

Children become of statutory school age at the start of the term following their fifth birthday. They may attend school from the start of the academic year in which they become 5 years of age (i.e. September). Parents moving into the area during the school year will need to apply for a place with us using the In-Year application form and then their child will join the class of the appropriate age group.