



SOHO PARISH CE PRIMARY POLICY Admissions for 2026-27

Most recent review	May 2025	Next review due	Sep 2026
Governor committee responsible	FGB	Written by	Alix Ascough & Oliver Knight

Soho Parish Primary school is a Voluntary Aided Church of England primary school and responsibility for admission rests with the Governing Body. Governors hope that parents who have chosen our school for their child have done so with the knowledge that it is a Church of England school with a distinctive Christian ethos. Governors therefore expect parents to give their full support to the ethos of the school.

School Admissions Code 2021

This policy follows the School Admissions code 2021, which can be found on the link below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1001050/School_admissions_code_2021.pdf

ADMISSION TO RECEPTION CLASS

Criteria

- Our standard annual admission number to the Reception class is 26. If there are more applications than places, places will be allocated in order of priority as follows:
 1. Looked After Children, and previously Looked After Children who ceased to be so because, immediately after being looked after, they were adopted or became subject to a child arrangement order or special guardianship order.*
 2. Siblings of children who will be attending the school when the applicant starts. A sibling is defined as a brother or sister, half brother or sister, or stepbrother or sister whose main residence is at the same address.
 3. Other children.
- If we need to decide priority between applicants *within* a category, distance from school (measured by a straight line) will be the deciding factor.
- Distances are measured by a straight line from the address seed point (determined by Ordnance Survey data) of the child's home address to the main school gate for pupils, as measured by the Local Authority's computerised measuring system. Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number order. Where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the parents may select which address they wish to apply under.

*Note: **School Admissions Code 2021** 'All schools must have oversubscription criteria for each 'relevant age group' and the highest priority must be given, unless otherwise provided in this Code, to looked after children and all previously looked after children, 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. 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 order¹⁸ or special guardianship order¹⁹).

All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and 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. Oversubscription criteria must then be applied to all other applicants in the order set out in the arrangements.'

Application procedure and timetable

- Applications for our Reception class 2026-27 should be made via the Common Application Form for your home local authority either online (preferable) or on paper and returned to them by **15th January 2026**. The website portal for Westminster residents is **[westminster.gov.uk/admissions](https://www.westminster.gov.uk/admissions)**.
- There is **no** supplementary form for admission to Soho Parish.
- Your Authority will inform parents of the outcome of their application on **17th April 2026**.
- Late applicants (whose forms are received after 15th January 2026) will be offered the opportunity to remain on the waiting list and will be offered places, should these become available, following the same priority order as above.

Offers & deferrals of places

- Where a place is offered, it is for a full-time place from the September following the child's fourth birthday;

The place may be deferred until later in the school year but not beyond the point at which the child reaches compulsory school age (the term after their fifth birthday) or beyond the start of the final term of reception. This means that:

- Children born between 1st September to 31st December have the right to defer entry until **January** within the same academic year
 - Children born between 1st January and 31st March have the right to defer entry until **April** within the same academic year
 - Children born between 1st April and 31st August have the right to defer entry until **April** within the same academic year. Technically this is not the first term after their child's 5th birthday, however the Admissions Code states the deferral cannot be "beyond the beginning of the final term of the school year".
 - The school will hold any deferred place for the child.
- Where parents wish, a child may attend part-time until they reach compulsory school age.
 - For children whose fifth birthday falls between 1 April 2026 and 31 August 2027, parents who do not wish them to start school in school year 2026-27, but to be admitted in September 2026 for school year 2026-27, should discuss this with the school at an early stage and read section C) below.

We strongly encourage parents who may be considering deferred entry or part-time schooling to discuss this with the school in advance of entry.

A) ADMISSION TO OTHER YEAR GROUPS

We can admit children at any time, subject to there being a place available. If you are interested in applying, we strongly suggest that you first contact the school to arrange a visit. If we do not have a place available, you may ask to be placed on our waiting list.

Criteria

- The same criteria as outlined for Reception in Section A will be applied to waiting-list applicants seeking places in other year groups.

Application procedure and timetable

- Westminster is our admission authority. The 2021 Admissions Code states '*In 2021, local authorities must publish information on their website by 31 October 2021 to explain how in-year applications can be made and how they will be dealt with from 1 November 2021 until 31 August 2022. In all subsequent years, local authorities must publish information on their website by 31 August at the latest each year to explain how in-year applications can be made and how they will be dealt with from 1 September onwards in that year.*'
- Parents seeking an in-year place should apply following the guidelines above and also contact the school directly. Offers are then coordinated by the school in conjunction with the local authority.
- Where an in-year offer has been made, applicants will be expected to respond in writing within 1 week, after which the place may be offered to the next applicant on the waiting list.
- Once an offer has been accepted, the child will be expected to start school as soon as possible, with the exact date being agreed between the head teacher and parents.
- The school does not hold places open for other year groups.

B) ADMISSION ARRANGEMENTS OUT OF THE NORMAL AGE GROUP

- Any request for admission out of the normal age group should be made directly to the school in writing.
- Decisions will be made on the circumstances of each case and the best interests of the child. Parental views, academic achievement, social and emotional development and where relevant medical views will be taken into consideration. The views of the school's headteacher will also be taken into account. The reasons for the decision will be clearly set out.
- For Reception class, parents may decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2027. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from Reception. Alternatively, they may decide to apply in the normal round (no later than 15th January 2026) for a Reception Year place in September 2026, but would need to provide strong supporting reasons for seeking a place outside the normal year group and apply as outlined above.

C) STATEMENTS OF SPECIAL EDUCATIONAL NEEDS OR AN EDUCATION, HEALTH & CARE PLAN

The governors have a duty to admit a child with a Statement of Special Educational Needs or an Education, Health and Care Plan that names the school. This process is dealt with by the SEN section of Westminster Local Authority, which can be contacted at: *SEN Assessment & Commissioning, 2nd Floor, Green Zone, Kensington & Chelsea Town Hall, Morton Street, London W8 7NX, Tel: 020 7641 5346 Fax: 020 7641 7609*

D) APPEALS

Unsuccessful applicants for Reception class places and later school years have a legal right of appeal, full details of which will, if appropriate, be included in the letter-notifying parents of the outcome of their applications.