



## Admission Arrangements Policy

Ratification by Headteacher	
Policy Updated:	March 2025
Date of next Review	March 2026
Signature (Headteacher):	HBrown

### 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](#)

### 3. How to apply to Warrender

#### 3.a Applying for Reception

For applications in the normal admissions round, you should use the application form provided by the London Borough of Hillingdon. You will receive an offer for a school place directly from your local authority.

<https://www.hillingdon.gov.uk/article/8496/Schools-placements-and-admissions>

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.

The school hosts open days in Autumn for prospective parents. Our current admission number is 60 children which are organised into 2 classes per year group. All applications must be submitted through the London Borough of Hillingdon website.

<https://www.hillingdon.gov.uk/primary#How%20to%20apply>

#### 3. b. Applying to Nursery

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As soon as your child is 2.5 years of age, we welcome you to apply for a nursery place. Please complete the online Nursery interest form located on our website. <https://warrenderprimary.ovw8.juniperwebsites.co.uk/admissions-nursery>

If places are available, our admissions officer will contact you regarding start dates and relevant forms that need to be completed. Where requests are made for a nursery places, we cannot guarantee a morning, afternoon or full day provision at that stage. Please note, a space on the waiting list is preference only option on the form. We will allocate provision and communicate with families in March for a September start. Priority Nursery places will be given to siblings on current school roll.

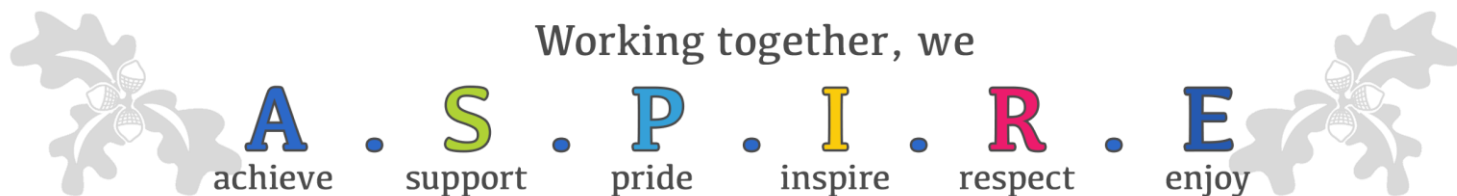
## Information regarding admission criteria to Reception from the London Borough of Hillingdon

When the school is oversubscribed, after the admission of pupils with an Education, Health & Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below:

1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or a special guardianship order.
2. Children who suffer from a long term medical or psychological condition, which makes it necessary for them to attend a particular school.
3. Children who have a member of the immediate family who suffers from a long term medical or psychological condition which makes it necessary for them to attend a particular school.
4. Children who have a sibling\* living within the distance priority radius.
5. Children living nearest the school within the distance priority radius.
6. Children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. Children who have a sibling\* living outside of the distance priority radius.
  
10. Children living nearest the school not within the distance priority radius.

Priority will be given within each criteria for those living nearest the school according to distance which will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the school using Hillingdon Council's computerised mapping system.

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The supporting evidence in Criteria 3 and 4 above should set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The admission authority cannot give higher priority to children under these criteria if the required documents have not been produced. Applications must be supported by medical evidence from a GP or Hospital Consultant.

\* a sibling is defined as a brother or sister, half brother or sister with at least one parent in common, adopted brother or sister living in the same household who currently attends the fulltime school (not the nursery) and will continue to do so on the date of admission.

The distance priority radius for each school will be set as follows.

1 form entry school = 500 metres

2 form entry school = 750 metres

3 form entry school = 1000 metres

4 form entry school = 1250 metres

5 form entry school = 1500 metres

(currently no community schools have a full intake of 5 forms of entry, but this provision is included in the arrangements to future proof against rising demand for primary school places)

<https://archive.hillingdon.gov.uk/schooladmissions>

<https://www.hillingdon.gov.uk/article/32165/Hillingdons-admissions-arrangements>

## 4. In-year Admissions

If you are interested in in-year admission to Warrender School, you will need to contact the ADMISSIONS DEPARTMENT at the London Borough of Hillingdon on 01895 556644 in the first instance. Please also see the information below.

### Current in-year admission arrangements

When the school is oversubscribed, after the admission of pupils with Statements of Special Educational Health & Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below:

1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order or a special guardianship order.
2. Children who suffer from a long term medical or psychological condition, which makes it necessary for them to attend a particular school. Applications must be supported by medical evidence from a GP or Hospital Consultant.
3. Children who have a member of the immediate family who suffer from a long term medical or psychological condition which makes it necessary for them to attend a particular school. Applications must be supported by

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medical evidence from a GP or Hospital Consultant. The supporting evidence in 3 and 4 above should set out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The Admission Authority cannot give higher priority to children under these criteria if the required documents have not been produced.

4. Children who have a sibling living in the same household who currently attend the full-time school (not the nursery) and will continue to do so on the date of admission. Linked infant and junior schools are considered to be the same school for this criterion. A sibling refers to a brother or sister, half brother or sister with one parent in common, adopted brother or sister.
5. Children living nearest the school. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address and the preferred school using a computerised mapping system. A computerised random allocation will be used as a tie-break in criterion 6 to decide who has highest priority for admission if the distance between two children's homes and the school is the same.

## 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.

A request will need to be made through the London Borough of Hillingdon's admission who then will contact Warrender with the request.

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.

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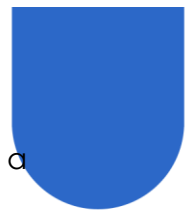
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Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

## 6. Allocation of spaces

### 6.1 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, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

### 6.2 Fair Access Protocol

We participate in London Borough of Hillingdon'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.

### 6.3. Class Allocations

At Warrender, if twins or siblings from a multiple birth are given an allocated space, they will be placed in separate classes as we feel this is best for them to develop confidence, independence and will enable them to thrive during their time at school. Once children have completed their year in Reception, the classes will be rebalanced for Key Stage 1. Where necessary, KS1 and KS2 classes may be rebalanced throughout their school journey at Warrender.

## 7. Monitoring arrangements

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

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed 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.

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