Days Lane Primary School

Admissions Policy 2025 - 2026

Adopted	
Review Cycle	Annually
Last Review	September 2023
Key Updates made:	• Added children of Teaching Staff as priority 2 • Updated medical and health reasons to include acute medical or social needs of children or their families. • Removed information relating to late applications. • Inclusion of admissions outside a child's normal age group
Next Review	September 2026
Reviewed by	Mrs Trusty (Headteacher) and Full Trust Board

Days Lane Primary School is a stand-alone academy. The Trust Board are responsible for decisions on admissions to the school. Children born between 1 September 2021 and 31 August 2022 will be admitted to Reception classes in September 2026. The number of Reception places for the academic year 2026-27 will be 90. Applications should be made on the home Local Authority's primary common application form and must be submitted by the published closing date

A child who attends our nursery class, attached to the school, is given no priority over a child who did not attend the nursery.

If offered a place at Days Lane Primary School you will need to present supporting documentation to the school in the form of your child's birth certificate, your council tax statement and a copy of either child benefit and/or child tax credit with the child's home address as stated on the application.

Children with an Education, Health and Care Plan (EHCP) are dealt with under a separate process by the Special Educational Needs team. Where there are fewer applicants than places all pupils with an EHCP naming the school will be admitted. The published admissions number (PAN) will be reduced by the number of pupils with an EHCP naming the school and the oversubscription criteria will be used to prioritise the applications for the remaining places.

Oversubscription Criteria

Where there are more applicants than places available, the school will apply the following oversubscription criteria, in this priority order:

Priority 1:

Children in Public Care (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 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 arrangement order or special guardianship order). To qualify for this priority, children must fall within the definition of 'looked after' as in section 22 (1) of the Children Act 1989. An adopted child must have been adopted under the Adoption and Children Act 2002.

Priority 2:

In order to recruit and retain high quality teachers, children with a parent or registered carer employed as a teacher at Days Lane Primary School on a permanent basis at the time of application will be awarded this priority in either or both of the following circumstances:

- where the teacher 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

- the teacher is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Priority 3:

Siblings of children who will be attending Days Lane Primary School at the time the child is due for admission to the school. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year. For this priority, brother or sister includes a full brother or sister, adopted brother or sister, or step/half brother or sister living at the same address

Where in an allocation of places, children who are twins, triplets or from other multiple births would qualify for fewer places than the number of children, all will be treated as siblings and therefore accorded the sibling priority. This means that in these circumstances only, twin, triplets or children from other multiple births will be given priority over all other children who qualify to be admitted on distance.

Priority 4:

In exceptional circumstances there is discretion to admit children from whom it is **essential** to be admitted to Days Lane Primary School on the grounds of their or their families acute medical or social need and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, the special support service, social worker or similar professional, setting out the reasons why the school is the only one to meet the child's needs, before an admission decision is made. The admission decision will be considered by the Academy. Supporting evidence must be provided no later than the closing date for applications.

The Academy may seek professional medical advice on the request. Late requests will be considered only if the medical condition occurs after the closing date for applications. Medical conditions consequential from a failure to obtain the preferred school do not fall within this priority.

Priority 5

Distance from school based on the distance from the front door of the home address to the main school entrance to Days Lane measured as a straight line in accordance with the London Borough of Bexley's policy on the measurement of home to school distance.

“Home" being where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) will not be considered. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The child’s principal residence should be where they sleep for the majority of the school nights.

Where one or more applicants live exactly the same distance from the school applied for and all would qualify for the last available place, the allocation of the last place will be made by drawing lots. The first child drawn will be offered the place, and the remaining children placed on the waiting list in the order of the draw.

Home to School Distance

All home to school distances will be calculated by the London Borough of Bexley’s computerised pupil database to ensure consistency. Home to school distances will be measured using the intersection of the geographical grid co-ordinates (known as eastings and northings) supplied by the National Land and Property Gazetteer (NLPG), or equivalent database, for the home address and for the nearest school entrance approved by the Trustees as an official entrance.

Home to school distances will be measured by radial distance (straight line) from the intersection of the NPLG coordinates of the home address to the nearest official school entrance.

This method applies to home to school distance measurements for applications for community and voluntary controlled schools, and for all other schools where the admission authority commissions the London Borough of Bexley to measure distances on its behalf.

Tie Breaker

Where one or more applicants live exactly the same distance from the school applied for and all would qualify for the last available place, the allocation of the last place will be made by drawing lots. The first child will be offered the place, and the remaining child placed on the waiting list in the order of the draw.

Twins and Triplets

Please note that it is the school's policy to allocate twins or triplets into different classes within the year group when joining Days Lane in Reception or as an in-year admission.

Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child’s name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above.

Placing a child’s name on the waiting list does not guarantee that a place will become available. This does not prevent the parents from exercising their right to appeal against the decision not to offer a place.

It is possible that when a child is directed under the local authority’s fair access protocol they will take precedence over those children on the list.

Appeals

Should a parent/carer wish to appeal against the Trustees decision not to admit their child they should register their intention to do so, by sending a letter addressed to the School c/o The Clerk to the Independent Appeals Panel.

Admissions during the year and outside the normal round

Admission of children moving into the area or transferring from another school in year and outside of the normal admissions round will be considered by Trustees having regard to the admissions policy stated above and according to whether places are available in the appropriate year group.

Admission of Children outside of their normal age group.

Parents who are seeking a place for their child outside of their normal age group, eg, the child has experienced problems such as ill health or the parents of a summer born child preferring not to send their child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group that is to Reception rather than Year 1.

Parents/carers who wish their child to be admitted in the Reception year of Days Lane Primary School outside their normal age group, in September 2026 must contact admissions@dayslaneprimary.co.uk for the request form.

Completed forms should be sent together with relevant documents to admissions@dayslaneprimary.co.uk

Trustees will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's 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, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the school's Headteacher.

When informing a parent of the decision which year group the child should be admitted to, the Trustees will set out clearly the reasons for their decision.

Where Trustees agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school. The parent will be required to make an application in the following Reception Year where the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable.

If agreed, a parent's request for their child to be admitted outside of their normal age group does not guarantee a place at the school and there is a possibility that a place will not be offered if they do not meet the relevant oversubscription criteria.

When admission is agreed for a child outside of their year group parents must be aware that when applying to secondary school, they will need to ask the admission authority of their preferred schools to agree for their child to continue being educated outside of their normal age group.

This must be completed before the normal admissions round closes for their child's normal age group. This will be on 31 October of the year the child starts Year 5, rather than Year 6. Further details regarding secondary application and entry tests are available from the admissions team at Bexley Council.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.