

**ILLUMINATE MINDS TRUST**

# Admissions Policy

## Pelham Primary School



---

Reviewed: Summer Term 2025  
Next Review: Summer Term 2026

## **PELHAM PRIMARY SCHOOL**

### **ADMISSION ARRANGEMENTS FOR 2025/2026**

Pelham Primary School is an Academy within Illuminate Minds Trust.

The Governing Body is responsible for decisions on admissions to the school.

### **ADMISSIONS POLICY**

#### **Date of entry to Reception classes and admission outside the normal age group**

All children can start in a Reception class in the September of the academic year when they become five years old. Compulsory school age is the beginning of the school term after the child's fifth birthday, and entry may be deferred to the January or April after the fifth birthday.

Applications should be made on the Local Authority's primary common application form and submitted by the closing date published by Bexley.

Parents of children born between 1 April and 31 August may request entry to Reception (rather than Year 1) in the September after the child's fifth birthday. Requests should where possible be made during the normal application period for primary places, accompanied by any available supporting evidence.

If the request is agreed, the application for a school place will be processed in the following year's application period. If the request is not agreed, the child must either start school before the fifth birthday or start school in Year 1 in the September following the fifth birthday. A place will not be allocated at a preferred school unless the child qualifies for a place under the published admission criteria either in the normal or deferred year of entry.

In year requests for admission outside the normal age group (i.e. other than for entry to Reception) should be made at the time of application with supporting evidence.

If a child is admitted to Reception one year later than normal, new requests must be made for entry outside the normal age group when transferring to junior school (for a child attending an infant only school) and secondary school.

All decisions on admission outside the normal age group to community and voluntary controlled schools will be made by the school in consultation with the London Borough of Bexley. There is no right of appeal against a decision not to admit a child outside the normal age group.

Children born between 1 September 2020 and 31 August 2021 will be admitted to Reception classes in September 2025. The number of Reception places for the academic year 2025/2026 will be 60.

The school will admit pupils with Educational Health Care Plans naming the school, where the school has agreed that it can meet that child's needs.

Where there are fewer applicants than places available all will be admitted. Where there are more applicants than places available, the school will apply the following oversubscription criteria:-

## **Priority 1**

Children in Public Care (Looked After Children) and children previously looked after immediately before being adopted or subject to a residence or special guardianship order.

## **Priority 2**

Children with a medical condition, which would cause significant hardship if they could not attend Pelham Primary School. Supporting evidence must be provided at the time of application and will be considered only where Pelham Primary School is the nearest school to home. The London Borough of Bexley's own medical adviser may be asked for a professional opinion on the case presented. 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 a place at Pelham Primary School, for example emotional distress (whether or not leading to a recognised medical condition), are not such as to fall within this priority. "Significant hardship" will be interpreted as being greater than inconvenience, financial disadvantage or emotional upset.

## **Priority 3**

Siblings of children who will be attending Pelham 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.

## **Priority 4**

To ensure retention and recruitment of high quality staff within the academy, priority will be awarded to children with a parent employed at the relevant school.

## **Priority 5**

Children whose parent or sibling has a disability or medical condition that it would result in significant hardship if the child did not attend Pelham Primary School. Medical evidence of the child/sibling/parent will be considered only where Pelham Primary School is the nearest school to home, nearest to the place of work of the parent suffering the condition, or nearest the home of the family's registered child-minder.

## **Priority 6**

Distance from school with priority given to pupils living nearest to the school, based on the distance measured as a straight line from the home address to the nearest pupil entrance. Measurements will be provided by the London Borough of Bexley in accordance with its home to school distance measuring policy.

Home will be taken as the child's home address at the time of allocation, that is the address at which the child lives with the parent or legal guardian who is also the main carer, defined as the parent eligible to receive child benefit and child tax credit.

### **Tie breaker**

Random allocation will be used as a tie-break in situations where two applicants for the final place have an identical home to school distance.

A waiting list will be kept by the Governors of applicants who are refused admission due to oversubscription. When places become available, they will be offered in the sequence of the criteria above. The waiting list will be kept until the start of the Autumn term 2025.

Parents have the right to appeal against any refusal by the Governors to admit their child. Details of the appeals procedure can be obtained by contacting the school office.

### Nursery Admission arrangements for 2025

Pelham Primary school has academy status and the Governors have responsibility for the admission arrangements for the school. However, the Governors have decided they wish to participate in the Council's arrangements. Therefore, applications and places allocated for the nursery class at Pelham Primary School will be dealt with using the same criteria as for community schools, in the way set out in Bexley Council's Admission to Nursery Classes in Bexley Schools booklet. Applications should be made on the Council's online or paper form.

### **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 Governors having regard to the admissions policy stated above and according to whether places are available in the appropriate year group.**

---