

PINNER WOOD SCHOOL



ADMISSIONS PROCEDURE POLICY

Approval Authority:

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Signed by Chair of GB:

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1. Aims

This policy aims to:

- Explain how to apply for a place at Pinner Wood School
- Set out the school's arrangements for allocating places to the pupils who apply

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. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending Pinner Wood nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

5. Allocation of places

5.1 Admission number

Pinner Wood School has an agreed admission number of 630 pupils for entry in Reception to Year 6.

In addition there are 39 places in Nursery made up of:

- 13 Morning spaces
- 13 Afternoon spaces
- 13 Full time spaces

We also have a special resourced provision unit with 12 places which are allocated by the local authority.

5.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
2. Priority will next be given to children on the basis of social or medical need. The school defines social and medical need as children for whom it is essential to be admitted to a specific school because of special circumstances to do with significant medical needs and/or social needs. The school requires supporting evidence which 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 recommendation for this specific school should demonstrate knowledge of the school in terms of resources and organisation which deems it essential that the named pupil be admitted to this specific school. The admission authority cannot give higher priority to children under this criterion if the required document have not been produced.
3. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school at the time of admission.
4. Priority will next be given to children of staff at the school, in either of the following circumstances:
 - a) The member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made, or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
5. Priority will next be given to children living nearest to the school, measured in a straight line from home to school. This must be the address where the parent and child normally live and they must be living there on the closing date for receipt of applications.

5.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on Latimer Gardens. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, the available place will be allocated using a random computer selection.

6. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be made through the Harrow Council in year admissions: [Apply for an in-year school place – Harrow Council](#)

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

7. Monitoring arrangements

This policy will be reviewed and approved by the governing body 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.