



# Longshaw Primary Academy

## Admissions Policy

This policy document contains:

1. Introduction
2. Statutory Framework and other guidance
3. Links to other policies
4. Key principles
5. Roles and responsibilities
6. Implementation
7. Appeals
8. Primary School Booklet

Date of last review	Feb 2026	Review period	3 years
Date of next review	Feb 2029	Owner	Principal
Type of policy	Statutory	Approval	
SLT member responsible for Admissions	Principal		



## 1. Introduction

- 1.1 Longshaw Primary Academy is a mainstream co-educational, non-selective School with an agreed admission number of 30 pupils for entry in Reception.
- 1.2 We believe in providing a continuous outstanding school experience for children from 5-11 years.
- 1.3 We aim to ensure the entire admissions process is as smooth and efficient as possible, so that children can begin their learning journey with us in a positive manner.
- 1.4 All admissions will be managed by Waltham Forest Council.
- 1.5 United Learning retains overall responsibility for admissions.

## 2. Statutory Framework and other guidance

- 2.1 This Policy complies with the School Admissions Code (2021), in force from 1 September 2021, and the School Admission Appeals Code (2022), in force from 1 October 2022, and the School admissions: applications for overseas children (2020)
- 2.2 The admissions register is maintained in accordance with Education (Pupil Registration) (England) Regulations 2006.
- 2.3 Longshaw Primary Academy is committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010), and complies with the Human Rights Act (1998).

## 3. Links to other policies

- 3.1 The Admissions Policy should be read in conjunction with the following areas of School policy:
  - Equal Opportunities Policy
  - Inclusion Policy
  - Safeguarding and Safer Recruitment Policy
  - Looked After Children Policy

## 4. Principles

- 4.1 The following framework underpins the Admissions Policy at Longshaw Primary Academy.

The process:

  - is fair
  - is open, transparent and accessible to all
  - is inclusive
  - is entirely non-selective, and leads to a school serving the local community



## 5. Roles and Responsibilities for the Admissions Policy

<b>Roles</b>	<b>Responsibilities</b>
Admissions officers (Primary administrator)	Responsible for all administrative tasks linked to admissions (including in-year admissions)
Members of SLT responsible for admissions	Responsible for all liaising with Waltham Forest Council Ensuring admissions process for new students is adhered to Reviewing admissions processes annually and improving where appropriate Ensuring the admissions and appeals process complies with statutory requirements. All appeals are administered by Waltham Forest Council, which convenes an independent appeals panel in line with the School Admission Appeals Code 2022
Principal	Overall responsibility for ensuring all admissions and appeals processes are adhered to
Local Governing Body	Ensures the admissions criteria are reviewed, through consultation, at least every seven years
Waltham Forest Council	Management of admissions processes

## 6. Implementation

### A. General Admissions Process

6.1 All applications are made via Waltham Forest Council, using the Common Application Form. We follow the Pan London Coordinated Admission System.

6.2 Mid-year admissions are pupils for whom a school place is being sought outside of the normal admissions rounds. Applications for mid-year admissions are made via Waltham Forest Council, as in 6.1 all applications are to be completed on line, further details are found on the Waltham Forest website.

6.3 Longshaw Primary Academy has a Published Admission Number (PAN) of 30 for Reception entry each year and will accordingly admit these numbers in the relevant age group each year if sufficient applications are received. Where fewer than these numbers of applications are received, the School will offer places to all those who have applied.

6.4 It is the expectation of Longshaw Primary Academy that a child is educated alongside his/her age equivalent peers, in almost all cases. We would strongly advise that all children enter into their normal year group. The responsibility for addressing individual educational needs lies with Longshaw Primary Academy through an appropriately differentiated and enriched curriculum. Parents may request that their child is exceptionally admitted outside their normal age group. United Learning (the admissions authority of Longshaw Primary Academy) will decide whether or not the individual child's circumstances make this appropriate on educational grounds. In line with the School Admissions Code (2021), the school will make decisions based on the best interests of the child and will provide parents with a written explanation of the decision.



6.5 All requests to educate a child outside their normal year group must include evidence of the child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary. Parents must consider the impact of a child being educated with children of a different age within primary school and at transition to a different secondary school where admissions outside the cohort cannot be guaranteed.

6.6 Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below, in the given priority order:

## **The Oversubscription Criteria**

### **Priority 1**

Looked after children:

Looked-after children and previously looked-after children

These are children who are:

- currently in the care of a local authority, or
- were previously in care but immediately after leaving care became subject to an adoption order, child arrangements order, or special guardianship order.

This includes children who appear to the admission authority to have been in state care outside England and who ceased to be in that care as a result of being adopted.

A child is considered to have been in "state care outside England" if they were cared for by a public authority, a religious organisation, or another provider whose main purpose is to benefit society.

### **Priority 2**

Children who have an exceptional medical or social need which can only be met by Longshaw Primary Academy.

Applications must be supported by evidence from an independent professional (e.g., doctor, psychologist, social worker) explaining:

the nature of the need, and

why Longshaw is the only school that can meet that need.

### **Priority 3**

Children who have a sibling (brother or sister) at the school when they are due to start school. Please see note 3.

### **Priority 4**

Children of staff who are employed by the Trust.

### **Priority 5**

Children who live closest to the school, measured in miles in a straight line (as the crow flies).

6.7 Pupils with Education Health and Care plans (EHCP) will not be subjected to the application of the oversubscription criteria. They will be allocated a place at Longshaw Primary Academy if their EHCP nominates the School as being the most suitable in line with the SEND Code of Practice 2015.



- 6.8 'Sibling' means:
- a full brother or sister;
  - a half-brother or half-sister;
  - a stepbrother or stepsister; and
  - an adopted or long-term fostered brother or sister; living at the same address and going to the named school (not including the school's nursery).

All siblings must be named on the application form. If they are not listed on the form, we cannot take them into account.

- 6.9 The child's home must be the permanent address where they live with their legal guardian. This should be the address for Council Tax and where any Child Benefit is addressed. Where parents have shared responsibility for a child and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.
- 6.10 All distances are measured using SIA's Geographical Information System (SMART) from the centre of the child's home to the school's main gate.
- 6.11 When children have an equal claim to a place because their measurements are the same (for example, from a block of flats), we will use a lottery system (random allocation) to offer places to children. Random allocation will be carried out by a person independent of the school.
- 6.12 Any other circumstances that are not listed in the admission criteria will not be considered.
- 6.16 If a child is given a place at Longshaw Primary Academy based on false or misleading information, the place will be withdrawn and legal action may be taken.
- 6.17 The Oversubscription Criteria applies to all year groups from Reception onwards.

## B. In-year admissions process

- 6.18 The following process is for in-year admissions:
- The welcome pack is sent to prospective families when an admission enquiry has been received.
  - Prospective families are invited for a meeting (Home Visits take the place of this meeting in the case of new Reception) with the principal or SLT member responsible for Admissions or appropriate pastoral leader/class teacher.
  - The attendance officer requests information from previous school or other institution, where appropriate.
- 6.19 All in-year admissions are managed through Waltham Forest Council, and the same over-subscription criteria apply as in part A.
- 6.20 The Induction Meeting (including Home Visits for new Reception pupils) should follow these guidelines:
- A translator should be present where necessary
  - The following should be given to parents/carers **before** the meeting:
    - Welcome letter from Principal
    - Information for new pupils booklet
    - Prospectus
    - Enrolment form
    - Home-School agreement
    - Uniform expectations
    - Arbor details
    - Supporting Achievement Fund information
    - Free School Meals application
    - Health Plan (where necessary)
  - Start date should be agreed at the meeting



- 6.21 Where a child has been excluded from a previous school, is joining Longshaw Primary Academy as a managed move, has an Education Health and Care plan or is being reintegrated to the School from a PRU, a multi-agency meeting should take place prior to admission in line with the SEND Code of Practice 2015). In accordance with the School Admissions Code (2021), Waltham Forest publishes clear procedures for in-year applications on its website, and the school publishes its determined admission arrangements each year by 15 March.

## 7. Appeals

- 7.1 Parents have a right to appeal to an independent appeal panel, if Longshaw Primary Academy was listed above the school they have been allocated in their list of preferences.  
Parents must be given at least 20 school days from the date of the refusal letter to lodge an appeal.  
Appeals must be heard within 40 school days of the appeal deadline.  
The panel must be independent and must follow the School Admission Appeals Code 2022
- 7.2 All Appeals are managed by Waltham Forest.
- 7.3 The Waltham Forest Primary School Booklet is available at the following page:  
<https://www.walthamforest.gov.uk/schools-education-and-learning/apply-school-place/apply-primary-school/choosing-primary-school>
- 7.4 Apply online at: <https://www.walthamforest.gov.uk/schools-education-and-learning/apply-primary-school/how-apply>