

Admissions Arrangements

2027-28



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Name of Document	Pooles Park Primary School Proposed Admissions Arrangements 2027-28
Status	Approved
Date Approved	4 December 2025
Policy Approver	Trust Board
Policy Owner	Dr Penny Barratt, Chief Executive
Policy Author	Matt Lake, Trust Governance Professional
Next Review Date	October 2026

Please note that all Trust policies are reviewed annually. Should you have any queries regards this policy, note an omission or wish to propose an amendment, please email matt.lake@thebridgetrust.academy

1. Introduction

The admissions policy for Pooles Park School satisfies requirements of the Schools Admissions Code 2021, the School Admissions Appeals Code 2022 and admissions law. The admissions process is designed to be inclusive, open, fair and transparent.

2. PAN and Oversubscription Criteria

The published admission number is 30 places into Reception for September 2027. The school will admit up to this number each year. The full published admission number for the school is 210 pupils on roll.

In accordance with the law, children with an Education Health and Care Plan will be admitted to the school where the Local Authority has specifically named Pooles Park Primary School as the most appropriate placement.

Our oversubscription criteria are in keeping with our inclusive vision and ethos, as we will be admitting an all-ability intake of pupils regardless of background.

Where there are fewer applicants than places available all applicants will be admitted. In the event of there being greater demand than there are places available to the school, and after the admission of children with an Education Health and Care Plan that names the school, places will be offered using the following oversubscription criteria in keeping with the School Admissions Code 2021:

1. Looked After Children and Previously Looked After Children. This category includes children in the care of the Local Authority as defined in the Children Act 1989 or children who have previously been looked after and immediately after being looked after became subject to adoption, child arrangements order or a special guardianship order, including those who appear to have been in state care outside of England. Applicants made under this criterion must provide professionally supported evidence.
 2. Children with a sibling at the school at the time of admission.
 3. Exceptional social, medical or Special Educational Needs.
1. Distance from the school. Applicants will be prioritised by distance (starting with nearest). A straight-line distance measurement will be calculated from the home address to the midpoint of the school grounds (as determined by the London Borough of Islington).

Tie Break

In the event that two or more children live at the same distance from the school, the tie breaker will be random allocation, where the supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s).

3. Method of Applications for Reception.

The school will be participating in coordinated admission arrangements administered by the London Borough of Islington. Parents/carers must apply online at www.islington.gov.uk/admissions. Where not possible parents/carers should contact the School Admissions Team by telephone (020 7527 5515) or in person (Council Offices, 222 Upper Street, London N1 1XR). The closing date for reception class applications will be 15th January 2027. Notification letters will be sent out on 16th April 2027 by the London Borough of Islington. Applications received after the statutory closing date will be accepted but will not normally be considered for a place at the school until after the initial offer date.

4. Waiting List

Unsuccessful applicants (including any applications received after the closing date) will be included on the school's waiting list ranked in order of priority under the above published oversubscription criteria, without regard to the date that the application was received. Please note a child's position on the waiting list can go down as well as up. For example, if a new application is received or if a child on the list moves nearer to the school, the waiting list may need to be revised. The offer of a place does not depend on the length of time your child's name has been on the waiting list. Waiting lists will be held by the school for one term only (until 31 December 2027), unless parents specifically request to have their child's name remain on the list.

5. Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school at the school address. The form should be sent to reach the Clerk to the Appeal

Panel, c/o Pooles Park Primary School, within 20 school days of the date of the letter confirming the decision not to offer a place. The school will publish an appeals timetable annually on its website showing the relevant deadlines.

6. In Year Admissions

For in year admissions, parents/carers must apply to the school using Islington's online application form available at: www.islington.gov.uk/admissions. Applications will be considered in accordance with above oversubscription criteria. In the event that it is not possible to offer a place the child will be added to the waiting list and the appeals procedures described above will apply

7. Date of Admission/Deferred Entry

Children will normally be admitted to the reception year in the September following their fourth birthday.

In line with the Admissions Code, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the Reception Year. Parents/carers can also request that their child attends part-time until the start of the term after the child reaches five years of age. It is a legal requirement that all children must enter formal full-time education at the start of the term after their fifth birthday but if parents/carers would like to discuss part-time education for their child so that they do not start full-time in September 2027, they must submit an application at the normal time.

Once allocated a school place, parents/carers should then ask the school in writing what part-time provision may be offered, advise the school of their child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.

8. Admission of Children Outside Their Normal Age Group

Children will normally be admitted to the reception year in the September following their fourth birthday and the vast majority of pupils are educated within their normal chronological age group. Any request for admission outside of the child's chronological year of entry will be considered in accordance with paragraphs 2.18 to 2.20 of the Admissions Code including parents of summer born children who wish not to send their children to school until the September following their fifth birthday.

The Trust will consider requests 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. The Headteacher's views will also be taken into account. If the request is approved, the application will then be considered in accordance with the school's oversubscription criteria in the event of oversubscription.

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

9. Children of UK Service Personnel and Crown Servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the school will allocate a place in advance of the family arriving in the area (as long as one is available), and provided the application is accompanied by an official letter that declares a relocation date and so long as some evidence of their intended address is provided for a unit or quarter address to be used. Places will be reserved for a maximum of two school terms.

10. Monitoring and Review

This policy will be reviewed annually by the Trust Board, taking into account any recommendations from the Local Governing Body of Pooles Park Primary School and following the completion of any required consultation, prior to being approved.

11. Approval by Trust Board and Review Date

This proposed policy has been formally approved and adopted by the Trust Board of The Bridge MAT Limited.

Policy Owner and Contact Details

Dr. Penny Barratt, CEO

For further information on the Policy, please contact via email penny.barratt@thebridgetrust.academy or phone 020 7619 1000

Next Review Date: September 2026

Appendix 1

Notes

1. **Looked-after and previously looked-after children:** Children who are in the care of a local authority in England and children who have been adopted or made subject to a child arrangements order or special guardianship order immediately after being looked-after, including those who appear to have been in state care outside of England.
2. **Sibling:** A sibling is defined as a brother or sister, half brother or sister or an adopted brother or sister whose main residence is at the same address. This criterion will apply to applicants with a sibling living at the same address who is on the roll of the preferred school (Reception Class to Year 6) at the time of proposed admission in the new academic year.
3. **Exceptional Social, Medical or Special Educational Needs:** The Trust Board, on an individual basis, may give priority to applicants who can demonstrate that admission to a particular school is necessary on the grounds of professionally supported *exceptional* medical, social or special educational needs. Parents must supply details of any such special factors at the time of the original application (together with recent supporting documentation), to enable these factors to be considered.
4. **Distance:** Applicants who live nearest to the school as determined by a straight-line distance measurement (as defined by the Land and Property Gazetteer to the midpoint of the school grounds (as determined by the London Borough of Islington). Distance will be used as a tiebreaker for oversubscription criteria 1-4.

Multiple Births

Key Stage 1: If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, the school will admit all such siblings even if this means exceeding the agreed admission number of 30 for Reception 2027-28 or the number of places in other year groups. These children will be deemed as 'excepted' pupils under Key Stage 1 class size legislation.

Key Stage 2: If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, the Trust will consider whether to exceed the school's published admission number to support the family.