



MIDDLESEX
LEARNING
PARTNERSHIP

ADMISSIONS POLICY
2025/26
BELMORE PRIMARY

APPROVED BY: TRUST BOARD

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1. Aims

This policy aims to:

- › Explain how to apply for a place at the school
- › Set out the school's arrangements for allocating places to the pupils who apply
- › Explain how to appeal against a decision not to offer your child a place

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](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

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. General arrangements

Belmore Primary Academy is an Academy that is part of The Middlesex Learning Partnership. The process of admission of pupils is controlled and administered by the Governing Body. Reception admissions are allocated in accordance with the published admission criteria as set out below.

- **Procedure** – the procedure you must follow in applying for a place for your child at Belmore Primary Academy is as set out on the website. The Governors acknowledge no obligation to comply with applications which are not made in accordance with the published procedure. The Governors have agreed to process applications for admission to Belmore Primary Academy according to the co-ordinated Admissions scheme managed by the London Borough of Hillingdon Education Authority.
- **Deadline** – If you are a Hillingdon resident, completed application forms must be returned in accordance with the published procedures.
- **Appeals** – Appeals against a decision not to offer a place to your child will be dealt with under the Appeals Procedure established by the School Admissions Code of Practice.
- **Governor’s Replies** – The Governors will address their communications regarding admission to Belmore Primary Academy to the address on the application form.

5. Information for Parents of Prospective Pupils

- **School Information** – Full information about Belmore Primary Academy will be found on the school website.
- **Parental Visits** – Parents of prospective pupils are welcome to visit the school and parents should contact the school reception to arrange a visit.
- **Enquires about Admissions** – Members of the school staff who deal with the administration of the admissions process will always try to assist the parents of prospective entrants as far as they are able and in good faith. However, it must be clearly understood that the application and interpretation of the admissions criteria are matters for the Governing Body alone, and they will not be constrained in the execution of these duties by any advice given explicitly or implicitly by any third party.
- **Further Instructions** – Detailed information about how to apply for a place at Belmore Primary Academy for your child is given later. Further details of the Appeals procedure, should you apply for but not be offered a place for your child, will be sent to you if requested by letter (see also section 8).

Attendance at the Nursery does not guarantee a place in the Infant School and cannot be taken into account when places are allocated in Reception.

6. 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 can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Where this policy applies to admissions for reception in schools with an attached nursery, insert:

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

7. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- › Parents' 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
- › Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- › The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

8. Allocation of places

8.1 Admission number

Belmore Primary Academy has one main year for admissions – children are admitted into Reception at the age of 4. The criteria for admissions to the school in the main year of entry are set out below.

The school has an agreed admission number of 90 pupils for entry in reception.

8.2 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.

- 8.2.1** 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.
- 8.2.2** **A Looked after child (as defined in the Children Act 1989) or a child who was previously looked after** but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted.

- 8.2.3 Medical or Psychological Condition of Child** - Children who suffer from a long term medical or psychological condition which necessitates their attendance at Belmore Primary Academy rather than an alternative setting; details of that long term medical or psychological condition must be supported by medical evidence from a GP or Hospital consultant and must be disclosed at the time of application or subsequently but before the published date by which applications are to be considered.
- 8.2.4 Medical or Psychological Condition of Member of Immediate Family** - Children where the medical or psychological condition of a member of the immediate family living at the same address necessitates attendance at Belmore Primary Academy rather than an alternative; details of that long term medical or psychological condition must be supported by medical evidence from a GP or Hospital consultant and must be disclosed at the time of application or subsequently but before the published date by which applications are to be considered.
- 8.2.5 Sibling Connection** - Children who have a sibling living in the same household who currently attends Belmore Primary Academy, excluding the Nursery setting, and who will continue to do so on the date of admission. A sibling refers to a brother or sister, half brother or sister with one parent in common, adopted brother or sister or step brother or sister. Priority will not be given to children with siblings who are former pupils of the school.
- 8.2.6 Distance from School to home** - Children living nearest to the school. Distance will be measured in a straight line from the points set by Ordnance Survey at the child's home address and Belmore Primary Academy using a computerised mapping system.
- 8.2.7** Children of staff at the school, in either or both 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

8.3 Exceptional admissions

- 8.3.1** The Governing Body will admit to the school children that have an Educational Health Care Plan with Belmore Primary Academy being the school named on the statement. Such admissions will normally be within the standard number of 90.
- 8.3.2** The sibling of any pupils who transferred to Belmore Primary Academy as part of the Managed Move process can only be admitted under criteria 8.2.5
- 8.3.3** Governor's Replies – The Governors will address their communications regarding admission to Belmore Primary Academy to the address on the application from.

8.4 Further information relating to the admissions criteria

- 8.4.1 Age**
- 8.4.2** Parents of children currently in the Nursery of Belmore Primary Academy and who are due to transfer to primary school in the following September are entitled to apply for a place in Reception at Belmore Primary Academy.
- 8.4.3** Applications from the parents of some slightly younger children specially recommended by their Nursery teacher for exceptional reasons may be considered by the governors who, nevertheless, reserve the right to decline to accept the recommendations of the Nursery teacher concerned.
- 8.4.4** Applications from parents of slightly older children who are still in Nursery will also be considered by the Governors, provided they meet the criteria in 8.2.1 above
- 8.4.5 Admission Limit**
- 8.4.6** Belmore's Admission Limit has been set at 90, which has been determined by the DfE for calculating the numbers of pupils that can be accommodated at the school, and is accepted by the strategic planning authority.

- 8.4.7** The Governing Body will not be prepared to admit more pupils than we have places for into Reception, except in line with the relevant admissions criteria within this document.
- 8.4.8** Special Educational Needs: the school will admit children with statements where that is the wish of the parents and the local authority administering the statement. In such cases the school will ensure, in co-operation with the relevant local authority which has the legal responsibility to provide the funding, that the children receive the support specified in their statement and will seek specialist help in meeting those children's needs where the required skills and facilities are not available within the school.
- 8.4.9 Brothers and Sisters (see above)**
- 8.4.10** If you hope to be allocated a place for your child because he/she has a brother or sister as a pupil at Belmore Primary Academy or Barnhill Academy at the time of admission, you must claim priority by the published date by giving the details required on the application form/in the admissions criteria. If you fail to bring the existence of such a relationship to the attention of the Governors at that time your child will not be given priority in the allocation of places. (Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is being sought is living in the same family unit at the same address as that sibling. This does not include cousins or other family members who live in the same household).
- 8.4.11** Parents/Guardians are required to provide on the application form sufficient details of the older brother or sister (who forms the basis of the application under this criterion) to enable the Governors to satisfy themselves that a valid qualifying relationship exists. In addition, the applicant must send to the school supporting documentation for the child for whom a place is sought and the brother or sister who forms the basis of the application e.g. a copy of the child benefit schedule. Failure to provide the required documentation by the time of the published closing date for applications will invalidate the application on sibling grounds.
- 8.4.12** In the case of older siblings who are pupils of the school at the time of admission, if at the time of application the older child has been registered for less than 6 months the applicant will be offered a provisional place that will be confirmed upon the older sibling completing the required period of 6 months as a registered Belmore Primary Academy pupil.
- 8.4.13** The Governors reserve the right to make such enquiries as they consider necessary to verify the existence of a valid qualifying relationship. By applying for admission for your child under this criterion, you are deemed to have given your consent to such enquiries being made.
- 8.4.14** The Governors reserve the right to withdraw the offer of a place in certain circumstances (see Section 7).
- 8.4.15 Proximity to school** - Children living nearest to the school – criterion 8.2.6 above
- 8.4.16** The Governors will offer places to children under this criterion only after they have offered places to children who qualify under criteria 8.2.2, 8.2.3, 8.2.4 and 8.2.5
- 8.4.17** Please note that the relevant address for this criterion will be the child's permanent home with his/her parents or legal guardians. If you are moving into the area and qualify for a place at Belmore under this criterion but have not completed the purchase of your new residence, a provisional place will be offered if evidence is supplied that contracts have been exchanged by October of the year of application (i.e. a solicitor's letter). The place will be confirmed upon receipt of written evidence that completion has taken place (i.e. solicitor's letter). Changes of address in other circumstances will be disregarded.
- 8.4.18** The Governors reserve the right to make enquiries to verify the details of an application made under this criterion and if you apply for a place at the school you are deemed to have given your consent to such enquiries being made.
- 8.4.19** The Governors reserve the right to withdraw the offer of a place in certain circumstances (see Section 7).
- 8.4.20** Belmore has no pre-determined catchment area. The law allows parents resident both inside and outside the London Borough of Hillingdon to apply for admission for their child.

8.5 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 Owen Road. 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, random allocation will be used to decide between them. This process will be independently verified.

8.6 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

8.7 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

8.8 Fair Access Protocol

We participate in Hillingdon's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

9. 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 1 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 must be made directly to the school on the school's application form.

- In-year admissions can be made either through Belmore Primary Academy directly via the school website (www.belmore.school) or as a preference on the In-Year Application Form from the Local Authority (LA). Applications received by the LA will be passed on to Belmore Primary Academy's Governing Body and the application will be processed by the Admissions Committee.
- Applicants should complete the school application form to apply for a place and must provide all requested information (e.g. proof of age, address, Child Benefit schedule etc.) directly to the school.
- The procedure for deciding which children to admit and notifying parents of the outcome of an application will be carried out by the Governing Body Admissions Committee in accordance with the published admissions criteria.
- A letter informing applicants of the result of the application will be posted from the school.
- The Governors reserve the right to withdraw an offer of admission made in error, however caused.
- If a place is not offered, the child's name will be placed on a waiting list for the year group. The child will be placed on the waiting list in accordance to the admissions criteria. In the event that a place becomes available the Governors will offer admission to the next child on the waiting list.
- If a place is not offered the applicant has the right to lodge an appeal with the Governing Body.
- Every year, outstanding applications from the prior year are contacted by phone to confirm if a place is still required.

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

10. Acceptance of Offer

- If your application is successful, the notification letter will ask you to reply accepting or rejecting that offer by the published date. If you are accepting the place offered at Belmore, you will be asked to confirm that you have not accepted a place at any other state school within the London Borough of Hillingdon.
- Foundation Schools and the Local Authority will carry out joint checks and if they show that you have accepted more than one place for your child, the Governors reserve the right to withdraw any offer made. This does not mean that if you require an offer from another school after accepting an offer from Belmore that you are not free to accept that offer, but you are required to inform the Admissions Officer immediately in writing that the place at Belmore is no longer needed.

11. Withdrawal of Offer

The Governors will rely upon the information contained in the application form for admissions and if it transpires that any information is false or misleading in a material way, the Governors reserve the right to:

- withdraw the offer of admission and any such withdrawal will be effective even after the child has commenced studies at the school; pursue their legal rights against parents/guardians making such false claims and this will include seeking compensation for loss or expense incurred by the school in rejecting an application due to false or misleading information having been given. This will give rise to the Governors taking legal proceedings and prosecution action against the parent/guardian

- The Governors reserve the right to withdraw a place offered to a child where it can be subsequently shown that the address used for the purpose of the application turns out to be an “address of convenience”.
- The Governors reserve the right to withdraw a place offered in error. Such a withdrawal would only occur where applications made to other schools on behalf of the child were not prejudiced by acceptance of the erroneous offer. Where prejudice has occurred, the offer would stand, and the child admitted above the standard number.

12. Appeals

If your child’s application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

enquiries@belmore.school

You can find details of the school’s appeals timetable on the following webpage:

[Belmore Primary Academy Admissions](#)

- **Right of Appeal** – Parents have a statutory right of appeal against the decision of the Governing Body not to admit their child. Where a place cannot be offered, the parent will be advised of their right of appeal and the appropriate paperwork dispatched.
- Full information about the appeals procedure to be employed will be included with the letter notifying you of the result of your application. The Appeals Panel will be entirely independent of the school.
- **Time Limit** - You should note that there will be a time limit within which you must register your intention to appeal. The relevant date will be in accordance with the published dates issued by the Local Authority and unless your appeal is registered by that date it will be heard after any others received on time. You must write to the school stating that you wish to lodge an appeal, enclosing a stamped self-addressed envelope.
- **Hearings** – It is the intention of the Governors to proceed with appeal hearings with as little delay as possible so as to minimize the continuing uncertainty of parents and children while they await a final decision on their application for a place at Belmore.

13. Monitoring arrangements

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