

# Admissions Policy 2026-2027

APPROVED:	Trust Board & Primaries LGB
DATE:	October 2025
NEXT REVIEW DUE BY:	October 2026

## Table of Contents

Admission Arrangements 2026-2027 .....	2
Oversubscription Criteria .....	2
Pupils with and Education, Health Care Plan .....	2
Pupils in public care and children that were previously in public care (including those children 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) .....	2
Medical or psychological condition of child .....	3
Medical or psychological condition of member of immediate family .....	3
Children of UK service personnel .....	3
Distance .....	3
Tie-Break .....	3
Distance where parents have separated .....	3
Siblings .....	4
Waiting lists .....	4
Over and Under Age Applications .....	4
Admission of children below compulsory school age .....	5
In-year admissions .....	5
Acceptance of Offer .....	5
Withdrawal of Offer .....	5
Right of Appeal .....	6
Home Address .....	6
Temporary Addresses .....	7
Applications from abroad .....	7
53) If your child holds a full British Citizen passport that is endorsed to show a right of abode in the UK, an application could be accepted, even though they are not resident here yet. For the purpose of allocation, the abroad address must be used to process the application. This does not apply to Crown Servants and UK Service Personnel. ....	7
54) Evidence will be required to provide a link to an address in the London Borough of Hillingdon when the application is submitted. Evidence might include: .....	7
Applications for families arriving from abroad .....	7
Fair Access Protocol .....	7
Nursery Admissions .....	7
63) Nursery Appeals .....	8

## **Admission Arrangements 2026-2027**

- 1) The admission authority for Belmore Primary School is Middlesex Learning Partnership. The arrangements below, including the explanatory notes, are in line with government legislation and guidance (School Admissions Code) and designed to ensure there is a fair, clear and reasonable admissions procedure for all applicants, and to help guide parents through the application process. These arrangements apply to all admissions, including in-year admissions for the admission year.
- 2) Admission to the main round for reception/starting school to be made to Hillingdon Council, parents must apply via the local authority during the period 14 September and 15 January. Further information is available on [Starting primary school - Hillingdon Council](#)
- 3) Applications during the school year to all year groups may be submitted directly to the school or through Hillingdon. [In-year school admissions - Hillingdon Council](#)
- 4) Admissions to Belmore Nursery are made directly through the school. [Belmore Primary School - Admissions](#). See section 12.
- 5) Published admission number (PAN): 90
- 6) Belmore Primary School welcomes all applications. We have one main intake in September however, parents can apply at any time and are encouraged to visit the school.

## **Oversubscription Criteria**

- 7) If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to Belmore Primary School; places will be allocated using the admission /oversubscription criteria as below. This will not apply to children with a Education, Health and Care (EHC) plans as the plan names the school and therefore the child must be admitted to the named school.
  - 1) Looked after children and previously looked after children;
  - 2) Medical or Psychological Condition of Child
  - 3) Medical or Psychological Condition of Member of Immediate Family
  - 4) Pupils who have a sibling attending the school;
  - 5) Children of UK service personnel
  - 6) Distance from Home to School

## **Pupils with and Education, Health Care Plan**

- 8) An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision required for that child. All children whose Education, Health and Care (EHC) plan names the school must be admitted. Children with a plan will follow a different process for admission.

## **Pupils in public care and children that were previously in public care (including those children 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)**

- 9) A 'looked after child' is a child who is
  - (a) in the care of a local authority, or
  - (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

- 10) A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- 11) This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).
- 12) Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- 13) Refer to section 14A of the Children Act 1989 which defines a 'special Guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

#### **Medical or psychological condition of child**

- 14) Children who suffer from a long term medical or psychological condition which necessitates their attendance at Belmore Primary Academy rather than an alternative school. Details of that long term medical or psychological condition must be supported by a doctor's statement and must be disclosed at the time of application or subsequently but before the published date by which applications are to be considered.

#### **Medical or psychological condition of member of immediate family**

- 15) Details of that long term medical or psychological condition must be supported by a doctor's statement and must be disclosed at the time of application or subsequently but before the published date by which applications are to be considered.

#### **Children of UK service personnel**

- 16) Children of service personnel will not be disadvantageded in the admissions process as stated in the School Admissions Code 2021. For those families with a confirmed posting to this area, places will be allocated in advance of the family arriving in the area. The application must be accompanied by an official letter that declares a relocation date and a Unit postal address.

#### **Distance**

- 17) In the case of over subscription in any one category, 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.

#### **Tie-Break**

- 18) To be used to decide between two applications that cannot otherwise be separated: If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Council / governing body). In the case where the last child offered is a twin or sibling of a multiple birth sibling both/all children will be offered and the sibling will be an 'excepted pupil'

#### **Distance where parents have separated**

- 19) The distance is measured the same for all applications. Only one application can be received. The LA should not have the details of both parents or know of the marital status of the parents.

If more than one application is received from parents, applications will be placed on hold until such time that:

- an application is made that both parents agree to; or
- written agreement is provided from both parents; or
- a court order is obtained confirming which parent's application takes precedence'.

20) In all cases the child's normal place of residence is applicable for the purposes of the application.

### **Siblings**

- 21) Siblings are considered to be a brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.
- 22) In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together and in line with the School Admissions Code 2014, the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

### **Waiting lists**

- 23) Children's names will automatically be on the waiting list for schools that are higher on the rank list and for which they do not receive an offer (for Reception).

### **Over and Under Age Applications**

- 24) Parents may seek a place for their child outside of their normal age group in exceptional circumstances. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group—to reception rather than year 1.
- 25) Parents submitting a request for admission outside the normal age group must also complete the Application Form during the main admission round, 14th September – 15th January for the 'usual age group for their child'.
- 26) Parents must also make a written request directly to the school and the school advises the Local Authority of their decision.
- 27) Applications for over or under age applications in-year are handled in line with the School Admissions Code 2014, 2.17 (a & b).
- 28) When informing a parent of their decision on the year group the child should be admitted to, the school must set out clearly the reasons for their decision. (2.17a School Admissions Code 2014)
- 29) In circumstances where a child transfers from another school already 'outside of normal age group', school and the LA will support any over or under age application where the above has been met and the LA is satisfied that the child should continue to be educated out of normal age group.
- 30) Parents can not apply for admission to a different year group on account the year group has a vacancy and the normal age group does not have a vacancy.

### **Admission of children below compulsory school age**

- 31) Most children start school on a full time basis, however parents can request that their child attends part time until reaching compulsory school age (the term after their 5<sup>th</sup> birthday). Once parents receive an offer and accept a place for their child during the normal admission round, they can ask to defer the admission until later in the same academic year. Schools must accommodate these requests where it appears to be in the best interest of the child. Parents wishing their child to attend part time must discuss this with the headteacher of their allocated school. The approved deferment means that the place is held open and is not offered to another child and the parents must take up the place full time by the start of the Summer Term in April of the usual reception year. Part-time agreements should include core teaching.

### **In-year admissions**

- 32) As permitted by law parents can make an application at any time to any school outside the normal admissions. Where places are available applicants will be offered. Where there are no places applicants will be refused and can join the waiting list for the school. Waiting lists are ranked according to the admission criteria for the school. Priority will not be given to children on the basis that they have been on the waiting list the longest. In some cases where a child is already on a school roll locally the place may be offered for the start of the next term.
- 33) To apply for reception after the normal admission cycle or for admission into Years 1-6, applications can be made either through Belmore Primary Academy directly via the school website ([Belmore Primary School - In-year common application form](#)) or as a preference on the Hillingdon Council In-Year Application [In-year school admissions - Hillingdon Council](#). Applications received by the LA will be passed on to Belmore Primary Academy's Admissions Department
- 34) 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.
- 35) Parents can apply for the next school year anytime in the summer term, i.e. after Easter of any given year and not before.
- 36) Applications in the current school year are processed within a maximum of 10 school days,
- 37) As required by the School Admissions Code parents will be notified within 10 school days of the outcome of their application and will be sent a written outcome, with a reminder of the right of appeal, within 15 School Days.

### **Acceptance of Offer**

- 38) 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.

### **Withdrawal of Offer**

- 39) 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

- 40) 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”.
- 41) 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.

### **Right of Appeal**

- 42) 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
- 43) You can find details of the school’s appeals timetable on the following webpage: [Belmore Primary School - Admissions](#)
- 44) 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.
- 45) 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.
- 46) 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.
- 47) 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.

### **Home Address**

- 48) For all applications, the address used will be the child’s habitual normal place of residence as at the closing date for applications, i.e., 15th January (reception).
- 49) Changes to address can be accommodated up to a month after the closing date. Where the address change can not be accommodated within the reasonable period, parents will be advised and changes will be updated after all on time applications have been processed.

### **Temporary Addresses**

- 50) A temporary address may not be accepted if you still own a property that was previously used as a home address, or a temporary address which the Admissions Authority consider to be solely or mainly used to obtain a school place. If you own more than one property the Admissions Authority may only consider the given address if you have lived there for a year prior to the closing date of application (including rented, bought or living with a family member or friend).
- 51) You will be asked to provide additional information to explain why you are not using your permanent address, or another address identified as a result of our screening, or as a result of information obtained from the public. This may include utility bills, benefit claims and copies of mortgage or rent agreements. We will also check Hillingdon council records as well as other Local Authorities records to clarify whether or not you receive services or benefits at another address.

### **Applications from abroad**

- 52) If your child holds a full British Citizen passport that is endorsed to show a right of abode in the UK, an application could be accepted, even though they are not resident here yet. For the purpose of allocation, the abroad address must be used to process the application. This does not apply to Crown Servants and UK Service Personnel.
- 53) Evidence will be required to provide a link to an address in the London Borough of Hillingdon when the application is submitted. Evidence might include:
- Booked flights
  - End of lease / notice to tenants in property
  - Start of employment contract in area
  - End of employment contract abroad
- 54) If this evidence cannot be provided the application may not be processed.

### **Applications for families arriving from abroad**

- 55) In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have the right, under their visa entry conditions, to study at a school before submitting an application.

### **Fair Access Protocol**

- 56) 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.

### **Nursery Admissions**

- 57) Admissions to Belmore Nursery are made directly through the school. [Belmore Primary School - Admissions](#)
- 58) Fifteen Hours Free Entitlement: Where there are more applications than there are places available for the 15 hours free entitlement, the Governors will admit pupils according to the school's main admission criteria, see paragraph 9.
- 59) Thirty Hours Free Entitlement: There are sixteen 30-hours places available for those parents entitled to the 30-hours free Nursery provision.
- 60) The 30 hours will be allocated based on the date order that the applications are received and once proof of 30 hours entitlement has been established.

61) Please note: Attendance at the nursery does not guarantee a place in the reception of the school. A separate application through the Local Authority will need to be made. See paragraph 3.

**62) Nursery Appeals**

63) Where a place cannot be offered parents/applicants have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which they have applied.