

**Admission Arrangements for 2025-26**

**Admission Authority**

Churchfields Primary School is an academy which is part of the Quality First Education Trust, a Multi Academy Trust. The Quality First Education Trust is the admission authority for the school.

**Admission Number**

The admission number for Churchfields Primary School for the Reception year in September 2025 is 60.

**Allocation of places: order of priority**

Places will first be allocated to children with a Statement of Special Educational Needs or Education Health and Care Plan which names the school.  These children will be included in the overall admission number of the school. If fewer applications than the published admission number are received, the school will offer places to all those who have applied. In the event of oversubscription, the school will offer places in the following order of priority:

1. A 'looked after child' or a child who was previously looked after (see note 1);
2. Children with a professionally supported exceptional medical need or exceptional social need for a place at a particular school, as decided by the trust (see note 2);
3. Children who will have a brother or sister on the school roll on the date of admission (see note 3);
4. Children of staff at the school (see note 4);
5. Other children in order of straight line distance from home to school (see note 5).

If there are more applications than places within any category, applications will be considered in order of straight line distance from home to school (see note 5).

There is no automatic right of transfer from the school nursery to the school reception.

**Notes:**

Note 1: 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).   
A previously looked after child is (1) a child who was looked after by a local authority in England but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, or (2) a child who appears 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.   
An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976.

A residence order is defined by section 8 of the Children Act 1989.   
A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014.   
A special guardianship order is defined by section 14A of the Children Act 1989.

Note 2: In exceptional circumstances, there is discretion to admit children on the grounds of their or their family’s acute medical or social need for that particular school who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, the special support service, social worker or similar professional, setting out the reasons why the school is the only one to meet the child’s needs before an admission decision is made. The admission decision will be considered in consultation with sub groups of the Admissions Forum which includes teaching and medical professionals. Medical professionals provide advice on applications made under medical conditions and teaching professionals advise on applications made for social or special reasons. Supporting evidence must be provided before the closing date for applications.

Note 3: Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister or the child of the parent/carer’s partner, and, in every case, the child should be living in the same family unit at the same address. The elder sibling must still be on roll at the school when the younger child starts school.

Note 4: The member of staff must have been employed at the school for at two or more years at the time at which the application to the school is made; or be a member of staff who was recruited to fill a vacant post for which there was a demonstrable skill shortage.

Note 5: “Home" is where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply. Places may be withdrawn if the family moves out of the area covered by the school.

Distance will be measured (in a straight line) from the front door of the child’s home address (including flats) to the main entrance of the school building, using the Local Authority’s computerised measuring system that identifies the unique national grid reference (Easting and Northing) for the property. Those living closer to the school will receive the higher priority. The furthest distance reached is checked to confirm it is unique. Where the next applicant measures the same, the system will go to further decimal places within a measurement to qualify who is nearer. Where applications are received from flats that have the same “easting and northing” measurements, places will be allocated by door number; the lower the number the higher the priority.

Random allocation will be used as a final tie-break to decide who has the highest priority for admission if the distance between two children’s homes and the school is the same. In these circumstances, lots will be drawn. This process will be independently verified.

**ADDITIONAL INFORMATION**

**Method of Application for Reception:** Admissions for our school are coordinated via the London Borough of Bromley and offers are made by the Local Authority. Churchfields Primary School will comply with the timetable and procedures laid down in the Local Authority’s Co-ordinated Admissions’ Scheme.

If you live in Bromley borough, please visit <http://www.eadmissions.org.uk/> to access more information about the admissions process and complete the application form.

If you live in another borough, you must apply through your own local authority.

### Age of Admission: The law states that children must attend school full-time from the beginning of the term after their fifth birthday. Children will normally start reception in the September following their fourth birthday. However, parents/carers may defer their child’s entry to later in the school year, or delay admission to reception to the following year.

If you wish to defer entry until later in the school year, you must still apply at the normal time through the normal application process. You should then contact the school in writing after you have been offered a place.

If you wish to delay admission to reception until the following year, you must still apply at the normal time through the normal application process, including a written request with your application. We would encourage you to contact the school first so that we can discuss how your child's needs could be met within their chronological age group, and the impact of being educated with children of a different age group, before you make your decision.

**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 published oversubscription criteria, without regard to the date that the application was received. Please note this means that 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 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.

**Appeals:** Parents/carers whose child has been refused a place at the school have a legal right to appeal against this decision to an Independent Appeal Panel. The Quality First Education Trust has appointed the Wandsworth Appeals Service, which is responsible for arranging appeal panels on our behalf. Please visit [www.wandsworth.gov.uk/admissions](http://www.wandsworth.gov.uk/admissions) for information about the appeals process or contact [educationappeals@wandsworth.gov.uk](mailto:educationappeals@wandsworth.gov.uk).