



Admissions Policy

This policy will be reviewed in full on an annual basis.

This policy was reviewed and updated in May 2025

Next review date: May 2027

This policy is reviewed by the Children, Families and Community Committee and ratified by Full Governing Board.

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](#)
- [School Admission Appeals Code](#)

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

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).

4. How to apply

Entry to Nursery

Children will be eligible for consideration for entry to nursery from the term after their third birthday.

Applications for nursery places in Merton community primary schools should be made to the London Borough of Merton.

Changes from September 2020

Parents applying for nursery places starting September 2020, January 2021 and April 2021 need to be aware of the following changes and how they will affect their application.

In order to give the maximum number of families the chance to have their full three terms in a community school nursery, the arrangements for allocating places have changed. Places will be allocated to September 2020 starters. After these offers have been made, any remaining places will be offered to children due to start in January 2021. April 2021 starters will continue to be considered later in the process with places only being offered where vacancies remain.

As well as ensuring the maximum number of families can have their full three terms in a nursery setting, this will also provide for a more settled learning environment with less movement between schools and less disruption caused by new joiners in January.

For more information see here:

<https://www.merton.gov.uk/education-and-learning/schools/admissions/nursery/when-to-apply>

Entry to Reception

Merton primary schools offer full time education to children from the September before their fifth birthday. Parents can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made. Where 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.

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.



Merton participates in the Pan-London Co-ordinated Admission Scheme for entry to Primary and Secondary School. Please see Merton's Pan-London Scheme for further details regarding the application process.

<https://www.merton.gov.uk/education-and-learning/schools/admissions/primary>

5. Requests for admission outside the normal age group

Children are educated in school with others of their age group. However, parents of summer born children may request that their child is admitted outside their age group. The School Admissions Code requires admission authorities to determine if such requests are agreed.

Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to apply to submit a request, parents should visit the school(s) they are thinking of applying for. The teachers will be able to explain the provision on offer to children in the year of entry, how it is tailored to meet the needs of all pupils and how the needs of these pupils will continue to be met as they move up through the school. They may also be able to allay any concerns the parent may have.

Decisions will be made on the basis of 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. Views of the preference school(s) will also be taken into account.

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the relevant closing date. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused by an Admission Authority. Parents will be informed of the outcome of their request prior to offer day.

Applications for Merton schools outside the normal points of entry to Reception should be made to the London Borough of Merton.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 30 pupils for entry in Reception to Year 6.

In Nursery, we offer up to 26 FTE equivalent places. This is divided between 30-hour provision, a morning session 0.5 FTE (8.30-11.30am) or afternoon session 0.5 FTE (12.30-3.30). Priority is given to 30-hour provision placements within the term of application. 15-hour places will only be allocated if the 30-hour provision is not full. In priority order, allocation will be on a first come-first served basis.

Funding the 30-hour provision has to be obtained before applying to the school. To be eligible for the extra 15 hours (the extended entitlement), your family must meet all the following criteria:



- your child's age means they are eligible for the first 15 hours (the universal entitlement)
- both parents are working (or the sole parent is working in a lone parent family)
- both parents earn or expect to earn a minimum equivalent to 16 hours a week at National Minimum or Living Wage over the coming three months.
- both parents must not be earning more than £100,000 a year each

This applies whether you are in paid employment, self-employed or on a zero hours contract

The national minimum wage criteria equates to £120 a week (or £6,000 a year) for each parent over 25 years old or £112.80 a week (or £5,800 a year) for each parent between 21 and 24 years old.

There are exceptions to both parents having to work. Families where one or both parents do not work will not usually be entitled to the additional 15 hours of free childcare. However, they will be eligible where:

- both parents are employed but one (or both parents) is temporarily away from the workplace on parental, maternity or paternity leave, adoption leave or on statutory sick pay
- one parent is employed and one parent:
 - has substantial caring responsibilities based on receipt of specific caring benefits, or
 - is disabled or incapacitated based on receipt of specific benefits

If you meet the criteria above, you need to check your eligibility and get an eligibility code to be able to take up the additional free hours.

Children that have gained admissions to the nursery that extends in to a second year will be given automatic places, regardless of whether they are 30 hour or 15-hour places.

Paid childcare places in the nursery

In the event that the nursery is not full, families who have received a 15 hour place through Merton's universal offer may pay for additional hours for their child in the nursery. This payment is made directly to the school by arrangement with the school finance officer.

6.2 Oversubscription criteria

Nursery

Nursery offers for autumn 2021 will be made in May 2021. Any remaining vacancies for summer term entry will be offered at a later date.

When a community school nursery is over-subscribed, applications for admission will be ranked against the following factors:

- a) Looked after children or previously looked after children.
- b) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular nursery. **See 6.21**
- c) Children of permanent teaching staff. **See 6.22**



d) Where a sibling is already in the main school at the time of admission. **See 6.23**

e) Straight line distance between the child's home address and the main school.

Reception

When a Community primary is over-subscribed for any year group, applications for entry will be ranked against the following factors:

a) Looked after children or previously looked after children.

b) Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular school. **See 6.21**

c) Children of permanent teaching staff. **See 6.22**

d) Where a sibling is already in the main school at the time of admission. **6.23**

e) Straight line distance between the child's home address and the main school.

6.21 Professionally Supported Medical Reasons or Exceptional Social Reasons Applicants wishing to be considered under this criterion must supply professional evidence supporting their case at the time of application. Providing evidence does not guarantee priority under this criterion; the School Admissions Team will consider if the evidence provided demonstrates that the child must attend a particular school and cannot reasonably attend an alternative school. Applicants will not be individually advised if their application has been prioritised under this criterion

6.22 Children of permanent teaching staff will be prioritised in the admission arrangements in either or both of the following circumstances:

a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6.23 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, and in every case, who is living as part of the same family unit at the same address, Monday to Friday.

6.3 Straight Line Distance

Distances will be measured in a straight line from the child's home address, with those living closer to the school receiving the higher priority. All distances will be measured by the computerised Geographical Information System maintained by Merton Admissions team. It should be noted that the computerised system measures from a start point plotted within the property at which the applicant lives to the main school reception entrance and calculates this measurement.

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received and the residence is split equally by the closing date for applications, the



home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken into account. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week. In some cases, where distance is a relevant factor in admission decisions, a different address may be used if a family unit owns or has access to another property.

The address to be used for the initial allocation of places to Reception will be the child's address at the closing date for application. Changes of address up to dates stated in the scheme may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation, and for in-year admissions will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify the Local Authority of any change of address.

Please note:

- Applicants may not use the address of a relative, friend, childminder or business
- Applicants in short term rented accommodation may be asked to provide evidence of their current and former housing arrangements.
- Where an applicant has ownership of a property, that should be used for the purposes of school admission, and the applicant must provide evidence and reasons for the use of any other address.
- Where an applicant rents a property and has ownership of an alternative property, the rented property will only be used for admission purposes if the child has been resident away from the owned property for a period of 3 years or more at the closing date for applications.
- Any applicant who moves from a rented or temporary address in advance of their child taking up their school place may have their place withdrawn if it is found the family have returned to an address already in their ownership.
- The authority will investigate whether the place should be withdrawn if the pupil is not resident at the application address at the time of the September entry point.
- The authority will always investigate a case where the application address has previously been used to gain a school place fraudulently.
- Where it is found an address has been used for the purposes of admission where the child is not ordinarily resident, the application and any place offered will be withdrawn.
- An offer found to have been gained fraudulently will be withdrawn. This may also be the case where the child has started the school.
- In some cases, places may not be withdrawn once a child has been attending the school for a term or more. In these circumstances future sibling applications will not be given sibling priority for places and will be considered under the next appropriate criterion.



6.4 Tie break

Where oversubscription occurs in categories (a-d) above, the subsequent criterion will be applied as a tie-breaker. If oversubscription occurs in category (e) and home to school distance is equal, rank order will be randomly generated by the Local Admissions System. Where this applies to twins or other multiple births, the school will consider if it can accommodate the additional child(ren) on a case by case basis.

6.5 Waiting lists

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown above and without regard to the date the application was received or when a child's name was added to the waiting list. Children with statements of special educational need will take priority over children on a waiting list.

Waiting lists for entry to Reception will be maintained strictly in accordance with the admissions criteria for the school until the last day of the Autumn term. Parents wishing to remain on the waiting list after this date must write to Merton Local Authority by 31 December, stating their wish and providing their child's name, date of birth and the name of their current school.

New applications for other year groups will be considered through the in-year admission process. For in-year applications, children with an Education, Health & Care Plan or statement of special educational needs, those to be admitted through the borough's Fair Access Protocol, looked after children and previously looked after children will take priority over children on a waiting list. Waiting lists are then held according to the remaining admissions criteria for the school.

All waiting lists will be reviewed termly. Parents wishing to remain on the waiting list after must write to Merton Local Authority by the end of the relevant term, stating their wish and providing their child's name, date of birth and the name of their current school.

Children applying for nursery who are not offered a place will be automatically added to that school's waiting list. Nursery waiting lists will be reviewed before being carried forward to the following academic year, to confirm which autumn and spring born children wish to be considered for a place in the next academic year.

<https://www.merton.gov.uk/education-and-learning/schools/admissions/waiting-list-renewals>

7. In-year admissions

In-year applications will only be accepted the half term before the place is required. Applications for September will only be processed in June or July at the earliest.

It may not be possible to make September allocations over the summer after the schools have closed.

This is for one or more of the following reasons:

- the school you have applied for is an admission authority school and we cannot offer places until they return in September.
- a vacancy cannot be confirmed until September, when the school returns and leavers are verified.



- you have not provided Section 8 of the *in-year* form and we must wait for further information from your child's previous school.

Your application will be acknowledged but please allow two weeks following the start of term for any offers to be made.

In-year applications **cannot** be made online and an In-year form must be submitted with Section 8 completed by the most recent school. A PDF of the form can be found on the Merton Admissions page.

If you have recently moved from overseas, even if you are a British passport holder, the application must be made in person if possible accompanied by your child. We will need to see original passports with any relevant visas and proof of your address. Please do not email applications prior to your arrival.

<https://www.merton.gov.uk/education-and-learning/schools/admissions/in-year-school-admissions-junior-applications-and-transfers>

8. Appeals

Applicants who are not offered their first preference school will be given a right of appeal for all schools of a higher preference than the school offered. Outcome letters will give details of how to lodge an appeal. There is no right of appeal against a decision not to offer a nursery place.

<https://www.merton.gov.uk/education-and-learning/schools/admissions/school-admission-appeals>

9. 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.

