

Cedars Manor School



Admissions Policy

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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](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

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, as defined in section 22 of the Children Act 1989, 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 (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

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 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.

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.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time, and they look after that child.

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

You will then come to the school to collect the admission form and will have a school tour and introductory meeting before your child starts school.

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.

5. Requests for admission outside the normal age group

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

If parents wish to apply for a place during the year in a lower or higher year group, they must contact the local authority with the request in writing, providing a reason and professional advice, if available, with the request so it can be considered.

Parents of summer born children may choose not to send their 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. The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer-born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.

The Local Authority, as the admission authority for community schools, will need to make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. In making the decision, the following will be taken into account:

- 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.

6. Allocation of places

6.1 Published admission number (PAN)

The school has a published admission number of 60 pupils for entry in reception, however due to the low birth rate, the LA have approved a PAN reduction from September 2025 to 30 pupil in reception until further notice.

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

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.

1. Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.
2. Priority will next be given to children based on social or medical need.
 - **Medical Needs:** Applications made on medical grounds must be accompanied by compelling medical evidence from a hospital consultant at the time of application. The letter from the hospital consultant must provide information about the child's medical condition, the effects of this condition and why, in view of this, the child needs to attend the parent's preferred school.
If the school is not the closest to home, the consultant must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.
 - **Social Needs:** Social need claims will be considered where there is involvement from a social worker. The application will need to be supported with a letter from a Director of Children Services or a person holding a similar role in another local authority. The director must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.
Social claims will only be considered for one school, and this should be named in the letter from a Director of Children Services or a person holding a similar role in another local authority.
3. Priority will next be given to children based on medical reasons relevant to the parents. A letter from the hospital consultant must provide information about the parent's medical condition, the effects of this condition and why, in view of this, the child needs to attend the parent's preferred school.
If the school is not the closest to home, the consultant must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school. Medical claims will only be considered for one school, and this should be named by the consultant.
4. Priority will next be given to children of staff at the school, in either 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, and/or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
5. Priority will next be given to children with siblings on the roll of the school at the point of application for the new pupil. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

6.3 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 Whittlesea Road. For this policy, a child's home address is defined as the place where they live and sleep for the majority of nights in a normal school week, with their parent(s).

If a child lives in different properties (shared care), parents must provide the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address should be used on the application. For applications made in the normal round, if there is no agreement, the local authority will decide which address will be used.

In cases where applicants live equidistant from the preferred school, and places cannot be offered to both children, the available place will be allocated using a random computer selection.

6.4 Waiting list

We will maintain a clear, fair and objective waiting list for children entering Reception until 31 December of each school year of admission. If your application is unsuccessful, your child's name will be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined in section 6.2. Priority will not be given to children based on the date their application was received, or when their name was added to the list.

Under the School Admissions Code, looked-after children, previously looked-after children, and those allocated a place at the school in accordance with a Fair Access Protocol (see section 6.5 below) must take precedence over those on the waiting list.

6.5 Fair Access Protocol

We participate in Harrow'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 and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see section 7).

6.6 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. The exception to this is where 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, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

6.7 Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available, and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

6.8 Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

7. 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 the 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 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be completed at the following address:

<https://www.harrow.gov.uk/schools-learning/apply-primary-school-place>

You can find details on our in-year admissions and an application form on the following webpage:

<https://www.cedarsmanorschool.co.uk/admissions>

8. 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.

You 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 you have applied. If you wish to appeal, you must contact the admission authority (Harrow) within the next few days to obtain the procedure and the date by which an appeal must be received by them.

If you wish to appeal, you must set out the grounds for your appeal in writing using the form at the following address:

<https://www.harrow.gov.uk/schools-learning/appeal-school-place>

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 published 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. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangements are to apply.