



# Griffin Schools Trust

## Admissions Policy

Primary, Junior and Secondary Schools

2027/28

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## Introduction

The Griffin Schools Trust (GST) is the admission authority for all its schools. This policy sets out the arrangements for entry and applies to all GST schools.

GST schools are founded on the pillars of Proud Traditions, Wide Horizons and High Achievement and are at the heart of their local communities. They welcome children from all backgrounds and provide an inclusive environment where every pupil has the opportunity to thrive.

## Aims

The policy ensures that admissions are managed in a fair, transparent and consistent way, supporting pupil wellbeing and achievement. It reflects the Trust's commitment to its ethos and local communities while complying fully with the [School Admissions Code](#) and other statutory requirements.

## How Many Pupils will be Admitted (PAN)

Every year the Trust will publish the maximum number of children to be admitted to the schools during the normal admissions round for the year of intake. This number is the Published Admissions Number (PAN). PAN therefore only applies to the normal points of entry in a school: Reception (primary school); Year 3 (junior school); Year 7 (secondary school).

Our Schools' PAN for this academic year:

Bramford Primary	60	Park Lane Primary	60
Chivenor Primary	60	Perry Wood Primary	60
Exhall Junior	45	Race Leys Junior	64
Kingfisher Primary	30	Riverley Primary	60
The Lammas School	180	Saxon Way Primary	60
Lordswood	60	Willow Brook Primary	90
Nicholas Chamberlaine	270		

## How to Apply for a Place at One of Our Schools

### Children with an Education, Health and Care Plan (EHCP)

Children with an EHCP are not admitted under this policy as they are admitted under separate statutory processes set out in the Special Educational Needs and Disability Code of Practice: 0 to 25 years and Part 3 of the Children and Families Act 2014. Their EHCPs are maintained by their home Local Authority, which is responsible for making decisions as to which educational setting will be named in the EHCP as the one the child will attend.

Where the parents of a child with an EHCP want them to be educated at the school, they must discuss this with the SEN team at their home Local Authority. The home Local Authority may then consult the school on its suitability and compatibility, before deciding whether or not to name the school in the child's EHCP.

Where the school is named in section I of the child's EHCP, it will admit the child. Where this happens in the 'normal admission round' (i.e. admission to Reception Year at the start of September), these places will be allocated within the PAN, reducing the number remaining for allocation under this policy. Where this happens at any other time, they will be admitted when the school is named regardless of numbers.

## Local Authority Coordinated Admissions Scheme

All GST schools remain part of their Local Authority's coordinated admissions process, and this policy should therefore be read alongside the relevant Local Authority's coordinated scheme for school admissions.

GST School	Local Authority	Admissions Information
Bramford Primary School	Dudley Metropolitan Borough Council	<a href="http://dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/">dudley.gov.uk/residents/learning-and-school/school-information/school-admissions/</a>
Chivenor Primary School	Birmingham City Council	<a href="http://birmingham.gov.uk/schooladmissions">birmingham.gov.uk/schooladmissions</a>
Perry Wood Primary School	Worcestershire County Council	<a href="http://worcestershire.gov.uk/council-services/schools-education-and-learning/apply-school-place">worcestershire.gov.uk/council-services/schools-education-and-learning/apply-school-place</a>
Exhall Junior School Nicholas Chamberlaine School Park Lane Primary School Race Leys Junior School	Warwickshire County Council	<a href="http://warwickshire.gov.uk/school-admissions-appeals">warwickshire.gov.uk/school-admissions-appeals</a>
The Lammas School Riverley Primary School Willow Brook Primary School	London Borough of Waltham Forest Council	<a href="http://walthamforest.gov.uk/schools-education-and-learning/apply-school-place">walthamforest.gov.uk/schools-education-and-learning/apply-school-place</a>
Kingfisher Primary School Lordswood School Saxon Way Primary School	Medway Council	<a href="http://medway.gov.uk/info/200137/schools_and_learning/1059/applyin_g_for_a_primary_school_place">medway.gov.uk/info/200137/schools_and_learning/1059/applyin_g_for_a_primary_school_place</a>

Here you will find information on the following, but not limited to:

- how to apply, including application forms/portals;
- key dates, including application deadlines;
- late applications;
- appeals;

Under the system of coordinated admissions, parents apply directly to their home authority and make a single application for a school place. Parents will then receive a single offer of a school place from their home authority. The aim of the coordinated process is to ensure each child for whom an on-time application is received, receives the offer of only one school place. The scheme is intended to simplify the admission process and reduce any chance that a child is left without a school place.

## Normal Admissions Round Application Process

School places are available as follows:

- Reception school places (Primary schools only) are available for children from the September following their fourth birthday.
- Junior school places are available for children from the September following their 7th birthday.
- Secondary school places are available for children from the September following their 11th birthday.

**Please note:** if your child is in Year 2 at a primary school (i.e. not an infant school) and you want to apply for a junior school place, you will need to apply instead via the In-Year process.

Application for the normal admissions round is via a Local Authority Common Application Form, which can be accessed and submitted online through the Local Authority Admissions Service website (see above) or hard copies are available from the Local Authority or the school. The Common Application Form should be returned to the Admissions Service by the date given by the Local Authority.

Applications from families moving into the area will be considered as on time if they are submitted and accompanied by proof of address by the date given by the Local Authority.

Late applications (i.e. those received after the deadline for the normal admissions round) will not be considered until after all of those which were received on time have been processed. The school cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

Once an offer of a place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of a place based upon a fraudulent or misleading application. Where an offer of a place is withdrawn, an application may be made afresh, and a right of appeal taken up if an offer of place is refused.

Attendance at a school's Nursery does not automatically guarantee that a place will be offered in the Reception class of the school. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

### Age at Starting School and Compulsory School Age

All children are entitled to a full-time place at school in the September following their fourth birthday. However, they do not reach compulsory school age (the age at which they are legally required to attend school full-time) until one of three prescribed dates after their fifth birthday:

- Children born on or after 1 September to 31 December reach compulsory school age on 31 December on or after their fifth birthday.
- Children born on or after 1 January to 31 March reach compulsory school age on 31 March on or after their fifth birthday.
- Children born on or after 1 April to 31 August reach compulsory school age on 31 August on or after their fifth birthday. These children are known as 'summer born children'.

### Deferred Entry, Delayed Entry and Part-Time Attendance

Parents have a right to decide that their child will not start school until they reach compulsory school age. Where this is for one or two terms, this is known as 'deferring' entry, and the place offered and accepted will be retained for that child until they start school.

However, entry cannot be deferred beyond the end of the second term of the school year. The parents of summer born children can defer entry for one or two terms (and retain their place), however if they decide that do not want their child to start school until the following school year in September (known as 'delaying' entry), the place offered and accepted will be lost, and the parents will have to make a new application for admission the following year.

Parents also have a right to decide that their child will attend school part-time until they reach compulsory school age. Unlike with deferred entry, this may be for the whole school year (in the case of summer born children), and it can also be combined with the right to defer entry. For example:

Children born on or before 1 September to 31 December can defer entry until the first day of school in January, or attend part-time until then.

Children born on or before 1 January to 31 March can defer entry until the first day of school in January or April, or attend part-time until either of those dates, or a combination of the two can be arranged (e.g. defer until January, then attend part-time until April).

Summer born children born on or before 1 April to 31 August can either:

- Defer entry until the first day of school in January or April, or attend part-time until either of those dates or for the whole school year, or a combination of the two can be arranged (e.g. defer until January or April, then attend part-time until April or the end of the school year); or
- Delay entry until September the following year, when the place offered and accepted will be lost and a new application for admission must be made the following year. This would normally be for admission to Year 1 with the child's normal age group, unless a Request for Admission Outside Normal Age Group is made and agreed in principle for entry to Reception Year instead (see further below).

In all cases, parents are asked to let the school know their decisions as soon as possible, to assist with operational planning.

### **Admission into a Class Outside of their Normal Age Group**

Parents have a right to request permission for admission to a year group outside their normal age group, which may be above or below. However this is not an absolute right.

The request must be considered by the governing board which must decide whether to agree it in principle, or refuse it, taking into account the factors set out below.

These requests are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make these requests as early as possible, preferably well ahead of any deadlines for their normal age group, so that they make informed decisions as to preferences when they subsequently apply for admission. A request must be made to the governing board for each school for which admission is sought outside normal age group, as the outcome may not be the same for all.

The governing board makes decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the parents' views, the Head's views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, 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. This is not an exhaustive list, and parents may put forward any matters or documents for consideration.

If applying to secondary school, you will need to ask the admission authority of your preferred schools to agree for your child to continue being educated outside of their normal age group. You should do this before the normal admissions round closes for your child's normal age group. This will be on 31 October of the year your child starts year 5, rather than year 6. This is so you know the outcome of the decision in time to submit an application for your child's normal age group, should your request be turned down. In deciding what is best for your child, the admission authority will take into account that your child is currently being educated outside of their normal age group.

Requests should be made in writing to the clerk of the school's governing board:

Bramford Primary School Chivenor Primary School Perry Wood Primary School	<a href="mailto:westmidlandsclerk@griffinschoolstrust.org">westmidlandsclerk@griffinschoolstrust.org</a>
Nicholas Chamberlaine School	<a href="mailto:ncsclerk@griffinschoolstrust.org">ncsclerk@griffinschoolstrust.org</a>
Exhall Junior School Park Lane Primary School Race Leys Junior School	<a href="mailto:northwarwickshireclerk@griffinschoolstrust.org">northwarwickshireclerk@griffinschoolstrust.org</a>
Riverley Primary School Willow Brook Primary School	<a href="mailto:eastlondonclerk@griffinschoolstrust.org">eastlondonclerk@griffinschoolstrust.org</a>
The Lammas School	<a href="mailto:lammasclerk@griffinschoolstrust.org">lammasclerk@griffinschoolstrust.org</a>
Kingfisher Primary School Lordswood School Saxon Way Primary School	<a href="mailto:medwayclerk@griffinschoolstrust.org">medwayclerk@griffinschoolstrust.org</a>

The governing board will notify the parents of the outcome of their request in writing within 15 school days, and will explain its reasons in sufficient detail for them to understand why it came to that decision.

Where the request is agreed in principle in advance of an application being made, the letter should accompany the subsequent application. Parents should note that receiving agreement in principle to admission outside normal age group does not guarantee a subsequent offer of a place, it simply opens the door for an application for that year group to be accepted and processed with all others received at the same time.

You will need to ask an admission authority to admit your child out of their normal age group again if your child needs to transfer to another school. This applies if your child is moving, or going to move from an infant to a junior school; from a primary to secondary school; to a new area and is changing schools. You should make this request alongside an application for a school place.

Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, however they may complain to the school about the outcome under its published Complaints Policy, if they wish.

### In-Year Admissions

Parents can apply for an in-year admission at any time during the school year.

An 'in-year application' is one made for Reception year on or after the first day of term in September, or for any other year group at any time.

In-year applications made for Reception year may be refused on the basis that there are no places available within the PAN.

In respect of in-year applications for all other year groups, a place will be offered unless admitting an additional child would prejudice the efficient provision of education, and/or the efficient use of resources.

Where there are more in-year applications for the same year group and some, but not all, children can be offered a place within the PAN for Reception year or without causing prejudice for all other year groups, the oversubscription criteria and tie breaker will be applied to determine the allocation of these places.

Details on how to make an in-year application to one of our schools can be found below:

Bramford Primary School	Download an application from <a href="#">Dudley Council's website</a> and follow the instructions on the form.
Chivenor Primary School	Download an application from <a href="#">Birmingham Council's website</a> and submit to the school office.
Perry Wood Primary School	Complete an application via the portal on <a href="#">Worcestershire Council's website</a> .
Exhall Junior School Nicholas Chamberlaine School Park Lane Primary School Race Leys Junior School	Complete an application via the portal on <a href="#">Warwickshire Council's website</a> .
The Lammas School Riverley Primary School Willow Brook Primary School	Complete an application via the portal on <a href="#">Waltham Forest Council's website</a> .
Kingfisher Primary School Lordswood School Saxon Way Primary School	Download an application from <a href="#">Medway Council's website</a> and submit to the school office.

## Over Subscription Criteria

If the number of applications is lower than the school's published admission number, all applicants will be admitted. If there are more applications than places available then all applications will be given a priority from the oversubscription criteria and places will be offered in priority order, as set out below.

There is no guarantee of a place for any child meeting our over-subscription criteria. Admission to our school is not dependent upon any 'voluntary' contribution.

### 1. Children who are looked after or previously looked after:

- a) 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.
- b) A previously looked after child is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a Child Arrangements Order or Special Guardianship Order, as well as a child who appears to the school to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.
- c) Applications in this criterion may need to be supported by documentary evidence, such as a signed letter from the child's current or former Social Worker confirming their status. Documentary evidence must only include confirmation of the child's status as a Looked After Child or Previously Looked After Child and no other details such as personal details about parents and families, the first language of the child, details of parents' or a child's disabilities, special educational needs or medical conditions.
- d) In the case of children adopted from state care outside England, evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When considering the evidence provided, the DfE's current guidance Admissions priority for children adopted from state care outside England will be followed. The guidance can be found by clicking on the link [here](#) and opening the Admissions priority for children adopted from state care outside of England.
- e) Where the Virtual School Head (VSH) at the Local Authority has already verified the child's status and the School is able to confirm this with them, there will be no need for evidence to be provided with the application.

- f) Where no documentary evidence can be provided, the application will be considered on the available evidence.
2. **Children ‘at risk’.** A child is ‘at risk’ if they are either subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan within 12 months of the application.
  3. **Children with an exceptional medical reason requiring the child to attend that School.** Applications in this criterion must be accompanied by written medical evidence from a suitably qualified medical or other practitioner which demonstrates that only that School is suitable for the child to attend and that no other school is suitable.
  4. **Children with a sibling who will be at that school at the time of admission in September.** A sibling is defined as a full brother or sister (sharing both parents), a half brother or sister (sharing one parent), an adopted brother or sister, a foster brother or sister on a long term placement (a looked after child), a step brother or sister (where one child's parent is married or in a civil partnership with the other child's parent) and a child of the applicant's parent's cohabiting partner, where the child for whom the school place is being sought is living in the same family unit and at the same address as that sibling.
  5. **Multiple birth children.** A multiple birth child is defined as a child who is a twin, triplet or sibling of other multiple higher birth. For inclusion in this criterion the twin, triplets or siblings of multiple higher births must apply to the same year group at the same time. Please ensure proof of birth is attached to confirm multiple birth eligibility
  6. **Partner schools (if applicable)**  
Children who currently attend partner schools and who intend to remain at that school until the end of the application year. Applicable partner schools below:

Exhall Junior School	<i>partner with</i>	Exhall Infant School
Race Leys Junior School	<i>partner with</i>	Race Leys Infant School
Nicholas Chamberlaine School	<i>partner with</i>	Exhall Junior School Race Leys Junior School
The Lammas School	<i>partner with</i>	Riverley Primary School Willow Brook Primary School

7. **School Staff Children.** Where the member of staff:
  - a) 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.
8. **Distance.** Distance will be calculated by using a straight line measurement made using a computerised mapping system, from the centre of the applicant’s home address (as defined in this policy) to the designated main gate of the school. All distances are subject to changes which may occur with updates of mapping data.

## Tie Breaker

Where there are more applications than places remaining in any of the oversubscription categories criteria, each application will be issued a number and random lottery will be used to determine the order in which places are allocated, which will take place in front of a person who is independent of the School.

## Waiting List

The School operates a waiting list for every year group. The waiting list is maintained until the end of the academic year and applies to all applications in the Normal Admission Round and in-year Admissions made in this time. At the end of that academic year, all names are deleted and parents will have to re-apply for a place if one is still sought.

The waiting list is ranked by reference to the oversubscription criteria above, and not by reference to the date that the child's name was added to the list or any other criterion. This means a child's name can go up, as well as down, the list as more names are added.

When a place becomes available, if there is more than one child in the highest criterion, the same tie breaker will be applied to determine which child will be offered the place.

Children allocated a place under the Fair Access Protocol (which all schools are required to participate in) will take precedence over children on the waiting list.

## Definitions

### Definition of Parent

In education law and this policy, a 'parent' means a birth parent or adoptive parent of a child (irrespective of whether they have care of, contact with or parental responsibility for the child), as well as other persons who are not the birth parent or adoptive parent of the child but who have care of and/or parental responsibility for them.

In determining whether a 'parent' has care of a child at the time of application or appeal, any absence of the child or young person at a hospital or boarding school and any other temporary absence will not be taken into account.

### Home Address

The child's home address is defined below, and it is the address meeting this definition that must be stated in the application, and which will be used when processing the application.

The child's home address is the residential (not business) address at which they will normally live and sleep for more than 50% of their time from Sunday to Thursday night each week during term time, at the time of their application. The home address will usually (but not always) be the address at which the child is registered with their GP, hospital, dentist and/or optician, at the time of application.

Where the child resides with more than one parent and there is a factual 50% split between the times described above, the home address will be that used in the application.

Parents will be expected to provide satisfactory documentary evidence of the child's home address, and/or the home address of others (e.g. siblings, children of staff) where appropriate. This may include proof of ownership and renting.

Where the family owns or rents another property, additional documentary evidence that the address stated in the application is the child's permanent home address may be requested.

If the child/sibling moves address during the course of the application process, their home Local Authority must be notified as soon as possible. Parents must provide satisfactory documentary evidence that the new address meets the definition in this admissions policy, and of the expected moving date.

Applications are welcome for the admission of the children of UK Armed Forces personnel and Crown Servants. Where the family is relocating from overseas, the address used will be the address at which the applicant will live when they return, as long as the parents provide some evidence of this address. Alternatively, a Unit or Quartering address may be used, at the parent's request.

## Equal Opportunities

The admissions policy of the Trust is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability. Where applications exceed places available, offers will be made in accordance with the over-subscription criteria.

## In year Fair Access (IYFA) Protocol

The Griffin Schools Trust recognises its duty to work with the Local Authority during the course of the year to provide fair access for “hard to place” children, even where a school has already reached its published admission number, except where the infant class size limit of 30 pupils would be breached by doing so. These pupils may include children who have previously been permanently excluded from a school, children of traveller families, refugees and asylum seekers, and children on the Child Protection register. The protocol established by the Local Authority for this purpose is designed to ensure that such pupils are shared equally between schools in an area.

## Appeals

Parents/carers have the right to appeal to the school if a place is not offered to their child. The refusal letter will set out full details of this right, including where the grounds of appeal must be sent and the deadline for doing so.

Appeals will be handled in line with the School Admissions Appeals Code.

The School will publish an admission appeal timetable for appeals against refusals in the 'normal admission round' on or before 28 February.

The Office of the Schools Adjudicator will take complaints about the schools' admission arrangements. <https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>

## Enquiries or Comments about This Policy

Enquiries about this policy should be addressed to the CEO by email to [office@griffinschoolstrust.org](mailto:office@griffinschoolstrust.org).