

## **Admissions Policy (for September 2026 admissions)**

### **OUR SCHOOL VISION**

As part of the Charter Schools Educational Trust, Loughborough Primary School believes that through education we nurture and inspire our children to take their place in the world as fulfilled global citizen.

Our school values are to:

- Try your best
- Show resilience
- Collaborate
- Respect yourselves and others
- Be safe and responsible

We make a measurable difference to our children's lives. They leave us with a rounded education, well prepared for the demands of life in the 21st century.

### **PRINCIPLES**

- To provide an open and accountable admissions procedure that is in-line with current legislation and Department for Education guidance
- To recognise that the core values of the school as an inclusive school serving the needs of the community should be reflected in the admissions procedures.
- To recognise the school's duties with regard to admissions in law.

### **PURPOSES**

- To provide a framework within which parents can understand the admissions process and procedures.
- To develop, implement and maintain clear systems that can be understood by all stakeholders.
- To promote the school as a school serving the needs of our local community

### **RESPONSIBILITIES**

1. The Headteacher has delegated the role of Admissions Administration to the School Admissions Officer.
2. The role of Presenting Officer to the Appeals Committee is fulfilled by the Headteacher with responsibility for admissions procedures.
3. The Local Governing Body have delegated the role of Appeals Committee to an independent committee of individuals who receive training to ensure that they carry out their duties impartially.

"Starting School in Lambeth" Information booklets are available from November each year to

assist parents in choosing a Nursery or Primary School in Lambeth. This is obtainable from the Lambeth School Admissions Team on 020 7926 9503 or by visiting the Customer Service Centre in Olive Morris House, 18 Brixton Hill, London, SW2 1RL or the website at [School admissions and appeals | Lambeth Council](#)

## **Admissions arrangements to Nursery**

You can apply directly to the school for entry into Nursery (3+) using a form which is available on the school website or from the school office. This form along with your child's birth certificate and two proofs of address. Prior to completion or after completion, you are invited to attend an open morning when you will be taken around the school answering any questions that should arise.

- All offers of places are conditional upon receipt of the required documentary evidence before the place is taken up. Documentary evidence is normally required at the time of registration of the child but may be requested earlier.
- Applications close 28<sup>th</sup> February each year, in the year in which the child turns three.
- You can download the application form from the school website or collect from the school office.
- The school sends out offer letters as soon as possible before the Easter Holidays. Once you have accepted a place the school will write to you with induction information.

Loughborough Primary has the equivalent of 26 full-time places. Places can be offered as full time, others part time (am or pm). Morning sessions run from 8:30am to 11:30am and afternoon sessions from 12.30pm to 3.30pm.

If you would like to take up a part-time place, we offer five mornings a week or five afternoons a week (Monday-Friday).

Please note that children who attend nursery at Loughborough Primary School do not transfer automatically to the main school and parents have to apply separately to the primary school via the Lambeth Common Application Form which can be found online at [School admissions and appeals | Lambeth Council](#).

When considering admission of children to the school's Nursery, the following criteria are applied in order if there are more applications than places available:

- I. Looked after children and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order) immediately following having been looked after. It also includes children who appear to the Local Authority [the "LA"] to have been in state care outside of England and ceased to be in state care as a result of being adopted [see note (a)]

- II. Children with siblings who are already on roll at the school and will still be on roll at their date of entry [see note (b)]
- III. Children with exceptional medical, social or psychological needs, where it is agreed by the Local Authority ["LA"] and the headteacher that these can best be addressed at a particular school [see note (c)]
- IV. Children of permanent staff employed at the school [see note (d)]
- V. Children living nearest to the school as measured by a straight line from the child's home to the main school gate/entrance [see note (e)]

## **Admission to Reception Class**

All parents applying for a place in Reception for September 2026 must do so online on the Lambeth council website. To access an online application form please go to: [School admissions and appeals | Lambeth Council](#)

- Loughborough Primary School has a Published Admission Number (PAN) of 30 children for Reception class in 2026-27. The school will accordingly admit up to this number of pupils each year if there are sufficient applications.
- All offers of places are conditional upon receipt of the required documentary evidence before the place is taken up. Documentary evidence is normally required at the time of registration of the child but may be requested earlier.
- Applications close 15 January 2026
- Applications for Primary Schools in Lambeth must be done online and if parents/carers don't have access to the internet, or need assistance in completing an application, they can contact the school office to book a suitable appointment for help with the process. Apply online at [School admissions and appeals | Lambeth Council](#) (select Primary School admissions for the next academic year)
- Applications for children with an EHCP are made through consultation with the school via your home Local Authority's Special Educational Needs (SEN) department. Where the school is then named in a child's EHCP, they will be admitted as part of the year group's PAN.

Responsibility in Lambeth for managing school placements for children with an Education, Health and Care (EHC) plan lies directly with the Lambeth SEND Team and not Lambeth General Admissions Team. You should not complete the general admissions application forms for your new school placement if your child has an EHC plan. The deadline for these applications is earlier than the deadline for children who do not have an EHC plan. Please visit the Lambeth website at [Choosing and moving schools with an EHC plan | Lambeth Council](#) for

more information.

When considering admission of children to Reception, the following criteria are applied in order if there are more applications than places available:

- I. Looked after children and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order) immediately following having been looked after. It also includes children who appear to the Local Authority [the "LA"] to have been in state care outside of England and ceased to be in state care as a result of being adopted [see note (a)]
- II. Children with siblings who are already on roll at the school and will still be on roll at their date of entry [see note (b)]
- III. Children with exceptional medical, social or psychological needs, where it is agreed by the Local Authority ["LA"] and the headteacher that these can best be addressed at a particular school [see note (c)]
- IV. Children of permanent staff employed at the school [see note (d)]
- V. Children on roll at Loughborough Nursery (3–4-year-olds) [see note F]
- VI. Children living nearest to the school as measured by a straight line from the child's home to the main school gate/entrance [see note (e)]

The LEA will inform you if your child has been offered or refused a Reception place in April. Once you have been offered and accepted a place, you will be sent a letter by the school giving induction information. Parents who are refused a place at the school have the right to appeal.

## Notes

- 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 (see definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

All references to previously looked after children in the School Admissions Code 2021 mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and 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.

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's Act 2002 (see section 46 adoption orders).

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 orders in force prior to 22 April 2014 is deemed to be a child arrangements order.

Section 14A of the Children Act 1989 defines a 'special guardianship order' as an

order appointing one or more individuals to be a child's special guardian (or special guardians).

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.

- b) Sibling includes full, half, step, foster and adopted brother or sister living in the same family unit and at the same home address as the child.

The home address is where the parent/carer lives and the child permanently resides unless otherwise directed by a Court Order. This will also apply to informal care arrangements. Where a child spends time with both parents/carers in separate homes and both have parental responsibility, the school will need to establish where the majority of school nights (Sunday to Thursday) are spent. This will then be treated as the home address. Siblings attending the nursery or in Year 6 who will be transferring to secondary school will not be regarded as a sibling under this criterion.

- c) Supporting evidence to substantiate that the child or their family has a medical, social or psychological need must be provided at the time of application. The evidence must be in a written format and should set out the reasons why, in their view, a particular school is the most suitable and the difficulties that would be caused if the child had to attend another school.

This evidence must be current and either from the child's registered general practitioner or any another relevant qualified professional that the child has been referred to and/or who is providing direct care/support/treatment to the child on an ongoing basis in their professional capacity e.g. a child or educational psychologist, a child psychiatrist, an orthopaedic consultant or a social worker.

- d) Applications will be prioritised where permanent staff employed at Loughborough Primary School are applying for a place for their child. For the purposes of this criterion, the 'permanent staff' member must:
  - o Be employed at the school for a minimum of two years at the time of submitting the application OR
  - o the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

'Children of permanent staff' includes the natural, step, foster, or adopted child living in the same family unit and at the same home address as the staff member making the application.

Priority under the criterion is limited to a maximum of 2 children per academic year. If the staff member has multiple birth children or more than one child in the same academic year, the school will admit all qualifying children under the criterion.

- e) The school uses the eastings and northings linked to an applicant's address to calculate a straight-line distance measurement to the main school entrance.

If a child lives in a block of flats where a communal entrance is used, the school will use the grid references for the block, not for the individual flat. When dealing with multiple applications from a block of flats to the same community school, lower door numbers will take priority.

- f) Although we prioritise children already in our Nursery class for a place in our Reception, we can only do this if an application to enter our Reception class has been made to the Local Authority. Without an application to Reception class, no place is automatically allocated.
- g) Multiple births – if only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, the school will admit all qualifying siblings as 'excepted pupils' by going over their published admission number.

### **Tie break**

Where two applications are equal in any given criterion, places will first be offered to children living nearest to the school measured by a straight line as described under criterion (v) of the oversubscription criteria. However, if there is still a tie break, lots will be drawn to decide which child is offered a place.

### **Proof of address**

Any offer of a school place will be conditional until proof of address has been provided within 15 days of the date of the offer of the place. Original copies of the following documentation will be required:

- Council tax bill; and
- One other proof of address such as a bank statement, TV licence or credit/store card statement

Occasionally, if the school has reason to suspect that a family does not live at the address stated on their application an investigation will be carried out. Should the school discover that a parent has stated a fraudulent address the offer of a school place will be withdrawn.

### **Deferred entry to Reception**

All children are entitled to a full-time place in the September following their fourth birthday. However, in accordance with paragraph 2.16 of the School Admissions Code 2014, you are able to defer your child's entry to Reception class, where your child is eligible. This means that as a parent you could:

- Defer your child's entry to school until later in the same academic year;
- Defer your child's entry to school until s/he reaches compulsory school age; or
- Take up your child's Reception place part time until s/he reaches compulsory school age.

Places cannot be deferred beyond the beginning of the term after your child turns 5 and not beyond the beginning of the final term of the school year in April (summer term).

The table below shows the dates a child must start reception school if you choose your right to defer (delay) admission.

<b>5<sup>th</sup> birthday between</b>	<b>Compulsory school age</b>	<b>Latest deferment date</b>
1 September to 31 December	1 January	1 January
1 January to 31 March	1 April	1 April
1 April to 31 August	1 September	1 April

### **Making the decision to defer**

Deferment is a big step and should not be taken without very careful consideration of the impact on your child's whole time in school, not just starting reception. In order to defer your place, you must apply for this to happen.

It should be recognised that if you choose deferment, your child will be missing Reception education until they start, and will have missed the learning the other children have had. Therefore, the risk of being behind other children in their development, becomes greater.

### **Submitting the deferment application**

If you do decide to defer, an application must be submitted at the same time as your actual primary school place application, by the national closing date in January of each year. This is to ensure that your child has a school place to defer. If you have any questions at the point of application in January about deferral, please contact Lambeth admissions on 020 7926 9503 or [schooladmissions@lambeth.gov.uk](mailto:schooladmissions@lambeth.gov.uk)

Once a school place has been allocated by the local authority in April, you must make contact with Mrs Williams (headteacher) via email [office@loughboroughprimarylambeth.org.uk](mailto:office@loughboroughprimarylambeth.org.uk) within 10 working days of receiving your school place offer letter, to lodge your intention to defer the place offered, so the place can be reserved.

This helps us and the local authority with planning our admissions.

Although deferment is a legal right, we will want to discuss this with you to ensure we have all the reasons and evidence around why this decision is best for your child.

If you don't make contact with us to inform us of your intention to defer, you risk having your child's school place withdrawn and offered to another child.

Where deferred entry is agreed with the school, the school place will be held and not offered to another child. For further information on deferring a child's place until later in the same academic year, please read the information [in Lambeth's booklet \(p13\)](#)

### **Admission of children outside of their normal age group (Reception only)**

In addition to the legal right to defer (delay) the Reception class start date, for summer-born children (born from 1 April to 31 August) families can apply for their child to start Reception class the following September, so your child becomes one of the oldest in Reception rather than the youngest in year 1. In other words, if the school agrees, your child will be in a year group below that determined by their date of birth i.e. outside of their normal age group. Applying for your child to be outside their year group, does not take away your legal right to defer entry to Reception (see above).

The law only provides the right to apply for admission outside of normal age group (for summer born children only) it does not guarantee this will be granted. The head teacher, in partnership with other professionals and the family will consider if this is in the best interest of your child.

Where this is thought not to be the case, the head teacher can refuse the application.

### **Important considerations**

Being outside of your year group, is a really big step that will impact on your child's education at every phase through to leaving school, not just starting Reception. To ensure you make the best decision for your child, recommend you read the information in the [Lambeth School Admissions Brochure \(p13\)](#).

Any decision making should consider the physical, social and emotional development of your child and the impact of them being in a class with younger children. Remember a decision made by another family for their child to choose this, however successful for that child, may not be the right decision for your child.

Families must also understand that deferment will result in the allocated place being withdrawn and the requirement to reapply again for the following year. This means when applying for reception for a second time (due to Summer-born deferment) it is possible that Loughborough primary school may not be offered as other applicants in that following year, may have a higher priority.

For updates on the admission of summer born children you can also view the Department for Education's <https://www.gov.uk/government/publications/summer-born-children-school-admission/summer-born-children-starting-school-advice-for-parents>

### **Late applications**

All applications received by Lambeth Local Authority after the deadline (15th January) will be considered late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child be placed on the school's waiting list. For more information on late applications, please visit Lambeth Local Authority website <https://www.lambeth.gov.uk/schools-and-education/school-admissions-and-appeals/primaryschool-admissions>

### **The Waiting List for Loughborough Primary School**

Subject to any provisions regarding waiting lists in the Lambeth coordinated admissions scheme, Loughborough Primary School will operate a waiting list.

Waiting lists are kept by Loughborough Primary School until the end of the Autumn Term of the admission year. Parents need to confirm with the school after this if they wish their child's name to remain on the waiting list. Placing a child on the waiting list does not affect the parent's right of appeal. The waiting list also applies to nursery applications who meet the entry requirements.

Any parent may ask for their child's name to be placed on the waiting list for Loughborough Primary School. All responses to the offer of a school place must be made directly to the LA within the timescale stated in their '[Starting Primary School booklet](#)'. Documentary proof of the child's address will be required and checked by the school once an offer of a place is

made. Where a place becomes vacant it will be offered to the child next on the waiting list. The priority on the waiting list is determined by the oversubscription priorities listed above. The addition of a child to the waiting list will require the waiting list to be ranked again in line with the published oversubscription criteria.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should appeal to the Admissions Officer (Appeals) at Loughborough Primary School within 20 school days, counting from the day after the date of the letter confirming that their application was unsuccessful.

Any parent/carer wishing to know of their child's ranking on the waiting list and the criteria that applies to them has the right to be informed should they request this information.

### **In Year Applications**

Families who seek admission other than through the Reception co-ordinated admission processes are able to make In-Year Applications.

You must complete an In-Year Application Form direct with the school (see website). Families will be notified of the outcome of their application in writing and have the statutory right of appeal if a place is refused. If there are no places available, the application will be placed on the waiting list. If a place becomes available, the known applicants for that year group are sorted using the criteria given above.

Each In-Year Application made to the school is only valid for the academic year in which it is made.

Parents of children wanting to make an in-year admission to Nursery should make an application via the school's Nursery Admissions procedures. When a place becomes available at the school you will be contacted by the school. Once you have accepted a place you will be contacted by the school to arrange your child's admission.