



SOUTH GROVE PRIMARY SCHOOL

Primary and Nursery Admissions Policy

Governors Body Ratified Policy:	November 2025
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Chair Of Governors	Benjamin Pheloung

1. Introduction

South Grove Primary School is committed to providing a positive admissions and induction programme for all pupils new to the school. The Governing Body applies the regulations on admissions fairly and equally to all those who wish to attend this school.

2. 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

3. Legislation and statutory requirements

This policy complies with the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

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

4. What are Admission Arrangements?

Allocation of Places

Admission arrangements are the overall procedure, practices and oversubscription criteria used in deciding the allocation of school places. It describes the full set of arrangements on how a school will admit pupils. This includes the Published Admission Number (PAN) which is the maximum number of pupils intended to be admitted to the relevant year group, the oversubscription criteria and information on waiting lists.

The school's PAN number:

The standard number is the number of children the school can accommodate in each year group.

	South Grove Primary School
Non-Statutory Nursery Provision	80 (Maximum 40 per session)
Years Reception - Year 6	60

All schools have an agreed admission number of pupils for entry. The school will accordingly admit up to its' Pupil Admission Numbers (PAN) pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if up to the PAN or a fewer number of pupils have applied.

If a school is oversubscribed, after the admission of any pupils with an Education, Health and Care Plan (EHCP) where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in the following order:

- Priority 1 – Looked-After or previously Looked-After Children
- Priority 2 – Medical or social reasons or Children 'at risk'
- Priority 3 – Siblings
- Priority 4 – School staff children
- Priority 5 - Distance

5. How parents can apply for their child to be admitted to our school

- a. As South Grove Primary is a community school, admission arrangements are made in agreement with the local authority. The London Borough of Waltham Forest is therefore the 'Admissions Authority' for our school. All admissions are administered centrally by this authority. The regulations for entry to each school, where the Admissions Authority is the local authority, are published each year.

Parents can receive a copy of these regulations online at:

<https://walthamforest.gov.uk/content/applying-primary-school-place>

Email: admissions@walthamforest.gov.uk

- b. The local authority publishes an admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents/carers have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. The best way of applying is online at www.eadmissions.org.uk or by downloading the form from the Waltham Forest website (see above) and should be completed by the date stipulated on the forms. The local authority notifies parents about the school place on the National Offer Day.
- c. Children may enter non statutory nursery education once they have reached 3 years and 1 month of age. NB: Applications for the nursery may be made at any time directly to the school office.
- d. Children enter school in the year in which they become five. There is a single point of entry to Reception classes at the beginning of the academic year. To defer school registration, parents/carers must follow the procedures outlined in the local authority admissions prospectus. Children who attend the school nursery are not automatically admitted to the attached school; parents may be supported in completion of the online application.
- e. Mid phase admissions are managed by the local authority. Applications must be submitted to Waltham Forest Admissions (as an **in year transfer**) who will then advise the school of the placement.

6. 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 local authority.

Looked after children and previously looked after children

For admission purposes, a 'looked after' child is a child currently in care. In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 of the Children Act 1989. For looked after children, the application must be completed by their social worker with the name of the local authority, together with a covering letter.

Previously looked after children are children who were in the care of a local authority in England or appear to have been in state care outside of England and have ceased to be in care as a result of being adopted or made subject to a Child Arrangement Order or Special Guardianship Order immediately after being looked-after by a local authority in England or elsewhere. For previously looked after children, a copy of the order under which they left care must be provided. If the child you are applying for is adopted from care, you must provide a copy of the Adoption Order.

Definitions

A looked-after or previously looked after child is a child who is or was in accordance with Section 22 of the Children Act 1989:

- a) in the care of a Local Authority; or
- b) being provided with accommodation by a Local Authority

Special Guardianship Order – is an order under the terms of the Section 14A Children Act 1989 which is an order appointing one or more individuals to be a child's 'special guardian(s)'

Child Arrangement Order – is an order under the terms of the Section 8 Children Act 1989 (as amended by Section 14 of the Children and Families Act 2014) setting out the arrangements to be made as to the person with whom the child is to live.

Adoption Order – is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders), as well as children who were in state care outside of England immediately prior to being adopted."

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.

Medical or social reasons

Medical or social reasons can only be taken into account where information is provided by the closing date (31 October 2025 for secondary applications and 15 January 2026 for Reception/Primary applications). Failure to provide such information at that stage may affect whether the child is allocated a place at the preferred school under this criterion.

Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker, psychologist, or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child. In all cases the medical or social need must be permanent or long term. For medical conditions affecting mobility, consideration will only be given for the school nearest to the child's home.

Examples of possible exceptional medical or social reasons:

- Any acute or chronic condition that would make it difficult for a child to attend any school other than the closest school to the child's address.
- Any acute or chronic medical condition that requires regular, long-term attendance at a particular medical establishment which is closest to the school named.
- A child and their family who are considered 'at risk' due to circumstances beyond the family's control such as fleeing domestic violence (housed in a refuge in Waltham Forest) consideration may then be given for the named child to be given a school away from the area of their previous home address for safeguarding purposes.
- An existing restraining order that may put a family 'at risk' if the school were to be outside the remit of distance agreed by the courts. 7 The decision for community and voluntary controlled schools will be made by a panel of officers based upon the evidence produced. The Panel reserves the right to seek additional professional advice where necessary.

Children 'at risk'

A child is 'at risk' if they are currently on or subject to a Child Protection Plan.

Siblings

Sibling means:

- A full brother or sister
- A half brother or sister
- An adopted brother or sister
- A step brother or sister
- A foster brother or sister

The child of a parent or carer's partner living at the same address

For primary applications, children with a brother or sister on roll in Reception to Year 6 at the time of the proposed admission will be considered under sibling criteria.

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child's sibling, we will not be able to take it into account and it will affect your child's chances of being offered a place at that school.

7. School staff children

All children of school staff, irrespective of the role that the staff member is performing and whether working part-time or full-time will be given priority:

- 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.

8. Distance

Distance is measured using a straight line from the centre of the child's permanent address **(as defined by the Local Land and Property Gazetteer)** to the designated main gate of the school.

Admissions have to make a decision of where the child's home address is because the allocation of school places under the Admissions Policy, where the criterion of distance is used, is determined by reference to the child's 'home address'. Where a child lives with each of their separated parents for different parts of the week, we will consider the child's home address on any application to be where the child sleeps for most of the school week. Where this is an equal time, this will be determined by reference to the parents' address who receives the Child Benefit. In cases where the recipient of child benefit is clearly not a main carer of the child, or no one receives Child Benefit, we will consider all of the circumstances and make a determination as to the 'home' address which will be used and provide our reasons for doing so.

- All distances will be measured in miles using a computerised mapping system called Routefinder GIS.
- All distances will be measured using this system, which is the only one that that will be used in the allocation of school places by Waltham Forest School Admissions Service.
- If more than one applicant lives in a multi-occupancy building (for example, flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.

9. How applications for multiple birth children are dealt with

If the last child to be offered a place is one of multiple births, all multiple birth siblings will be admitted to the school as 'permitted exceptions' to the infant class size legislation which limits infant classes to no more than 30 children.

10. Tie-breaker

The tie-breaker is to decide between two applications that cannot otherwise be separated. The tie-break for two or more applications will be a lottery tie-break draw (where names are drawn at random out of a blind draw) which will take place with the assistance of an impartial third party (LA officer), who does not work for the school admissions team.

11. Parental responsibility and whose application will be considered where more than one is received

If one parent has parental responsibility (as evidenced by documentation) that parent's application is the one that will be accepted. If parents are separated and both have parental responsibility, then they must determine between them who will make the application and if they cannot agree then either parent may seek to have that determined by a Court. In the event of a dispute between parents who do not have this matter resolved by the Court we will accept the application by the parent with whom

the child resides the majority of the school week. Where that is equal, we will determine whose application is progressed with reference to the parent who is in receipt of Child Benefit. If no one is in receipt of child benefit, then we will consider all of the circumstances and make a determination as to the application which will be accepted and provide our reasons for doing so. This will ensure the child has an active application for a school place. Where the parent applying does not live in the same address as the child, we will require evidence of child's home address.

Applicants will not be able to change to the other parent's address mid-year unless the current arrangements as set out in any Court Order have changed. Applicants must also provide a copy of any custody or resident order.

12. Waiting lists

Children are automatically added to the waiting lists for any higher ranked Waltham Forest schools that the LA Admissions are unable to offer. Waiting lists for Waltham Forest schools are ordered in accordance with the admission criteria for each school. Places are allocated to children from the top of the waiting list as vacancies arise.

Waiting list positions can change at any time depending on other applicants' circumstances and it is important to note that children's positions may go down as well as up if other applicants join the waiting list. The date of application does not affect the waiting list position once it has been processed. Being on a waiting list is not a guarantee of a place at the school. If we are able to offer a place from the waiting list, we will email or write to you. Applicants wishing their child to be placed on the waiting list for any lower preference schools should contact the School Admissions team.

If offered a place from the waiting list, applicants will need to confirm whether they want to accept the place. The place offered from the waiting list will only be held for seven days.

After seven days, the Admissions Team will revert back to any previous accepted school offer and withdraw the higher offer. For Waltham Forest schools, waiting lists close on 31 December 2025. If applicants then want their child to re-join the waiting list for any school, they will need to re-apply by completing an in-year application form and listing the preferred school preferences. These waiting lists will then remain open until the end of June 2026.

13. Admission appeals

If your child is not offered a place at one of the schools listed on the application form, there is a right of appeal against this decision to an independent appeal panel. Details of how to make an appeal will be given with the offer of a school place. The deadline for receipt of appeals for Secondary school for September 2025 entry is 1 April 2025, in order for appeals to be heard in May/June 2025. The deadline for receipt of appeals for Primary school for September 2025 is 15 May 2025, in order for appeals to be heard in June/July. If the appeal is received after the deadline, it will be heard after the main round of appeals. Appeals will be heard within 40 school days of being submitted. Appeals are heard by panels of people who have not taken part in deciding how places were offered on National Offer Day. The clerk to the independent appeal panel will write to applicants with details of their appeal date. Applicants will be invited to present their case in person and are allowed to bring a friend or representative to help them. For further guidance regarding appeals please visit:

<https://www.gov.uk/schools-admissions/appealing-a-schools-decision>

and

<https://www.gov.uk/government/publications/school-admissions-appealscode>

For further guidance please see the Admissions Arrangements for 2026-2027.

14. 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 for example, your child has experienced problems such as ill health.

In addition, the parents/carers of a summer born child are entitled to 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.

If parent's wish to apply for a place for their child outside of their normal age group, they should submit their application to the Local Authority together with any supporting evidence they wish to be considered in respect of their application. Applications and any supporting evidence can be emailed to admissions@walthamforest.gov.uk, stating that you wish the application to be considered outside of normal age group.

A decision will be made on 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. The views of the head teacher at the school(s) concerned must also be taken into account.

There is no guarantee that an application will be accepted. If the application for a place outside the normal age group is not accepted there is no right to a statutory appeal. Anyone dissatisfied with the outcome of such an application may exercise their rights to make a complaint under the authorities Complaints Procedures.

When informing a parent/carer of their decision on the year group the child should be admitted to, the Local Authority will set out clearly the reasons for their decision.

15. Deferred entry and part time reception places

Normally a child will be offered a school place the September following their fourth birthday. Some parents/carers will feel their child is simply not ready to start school in the September following their fourth birthday and there is flexibility in the Admissions Code to allow for this. Parents/carers are entitled to request that:

1. Their child attends part-time until they reach compulsory school age, which is the term after their fifth birthday. This must be requested directly with the school once a school place has been offered.
2. The date their child is admitted is deferred until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made.
3. For summer born children, their child is admitted outside of their normal age group following the process outlined above under 'Admission of children outside their normal age group'.

16. 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 4 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 sent to the following address:

<https://www.walthamforest.gov.uk/schools-education-and-learning/apply-school-place/schools-admissions-appeals>

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

16. Children of UK service personnel and crown servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the application should be accompanied by an official letter that declares a relocation date. This should state the intended address in Waltham Forest. If we are provided with evidence of the intended address, this is the address we will apply the schools' oversubscription criteria to when processing the application. If there is not a fixed address to return to when making the application, a Unit or quartering address can be stated as the child's home address which will be used when considering the application against the oversubscription criteria of the preferred schools.

17. Pupil Data

The Pupil Data officer records all relevant information from pupils' admission forms onto SIMS on the day of admission to school.

The Pupil Data officer creates a pupil file for each new admission which includes proof of identification, admission form, contact information, Home/School Agreement.

18. Review

This policy will be reviewed annually to reflect the changes to the Local Authority Admissions Policy and Procedures.

SOUTH GROVE PRIMARY SCHOOL
NURSERY ADMISSIONS POLICY
Academic Year 2025-2026



Welcome to all our prospective parents! Please read and familiarize yourself with the following:

- Children will be admitted in the **TERM AFTER** their 3rd birthday. If you are in receipt of a 2 year old code from Waltham Forest we may be able to take your child the term that they turn 3 dependent on space.
- If there are not enough spaces to admit all of the children, we will give priority to children:
 - seeking only the 15 free hours, in order to meet our obligation to the local community
 - who are in public care or fostered under an arrangement made by the Local Authority
 - with known disabilities, additional needs, or social problems (referred from another agency)
 - whose parent(s) work at South Grove Primary School
 - who have had siblings who previously attended the nursery
 - who live in close proximity to the school – proof of address required
- South Grove Nursery can accommodate 40 children in the morning and 40 children in the afternoon (main sessions) and a limited number of children for Breakfast Club, Lunch (priority to 30hrs Feee) (all of which are to be paid for sessions) and Wrap Crew (After School Club) .
- We cannot take children who are in nappies unless there is a specific medical reason. The Nursery staff can encourage children who are in the final stages of potty training to use the toilet on a regular basis. If your child is at this stage please discuss this with the nursery staff.

TERMS AND CONDITIONS

- South Grove Primary School Nursery only operates within the school term time dates (38 weeks per year).
- A Nursery place at South Grove does NOT secure a place in the mainstream school or Special Resourced Provision. You must apply centrally before the academic year your child turns 5 (i.e. children with D.O.B 01/09/20- 31/08/21 will apply during Autumn 2024 before the deadline of 15.1.25)
- **Where you are offered, and accept, "paid for" sessions (not the 15 free hours for all, or the 30 hours free entitlement for some parents)** it is expected that you will commit to these days/times for a half term at a time. Any changes will require a half term's notice.
- Invoices must be paid in full in advance for the half term in order to secure the place going forward. If payment is not received you will not be able to continue with the extra sessions until all debts are paid and then only if there is still space.

- The following options are available:
- **CHILDREN MUST BE IN NURSERY BY THE START OF THE MORNING AND AFTERNOON SESSION TIMES (8:50am and 12:20pm)**
-
- When you complete the Initial Interest form we will need you to provide us with proof of your child's date of birth and proof of your address

Children entitled to 15 free hours only – this is available to everyone

A) 15 FREE HOURS - MORNINGS OR AFTERNOONS ONLY

1. A Morning Session Nursery place- 8:50am – 11:50pm 5 days per week
OR
2. An Afternoon Session Nursery place- 12:20-3:20pm 5 days per week

B) Additional PAID PROVISION (SEE CHARGES ON SEPARATE SHEET)

- a. BREAKFAST CLUB
- b. WRAP CREW (AFTER-SCHOOL CLUB) (limited places)
- c. ADDITIONAL PAID MORNING OR AFTERNOON SESSIONS (BEYOND THE 15 HOURS - this must be for the full week we cannot offer just a few full days)
- d. LUNCH TIME (11:50 – 12:20pm) – parents need to provide a packed lunch

Children entitled to up to 30 Free hours – please check eligibility- please note spaces are limited.

C) FREE 30 HOURS OVER FIVE DAYS, WITH CHILDREN STAYING DURING THE LUNCHTIME PERIOD (parents need to provide a packed lunch but the extra time and care of the lunchtime is not an additional cost). Please note – children must be in Nursery from 8:50am until 3:20 pm on five days. The school will need to check the eligibility code before this can be offered.

D) Additional PAID PROVISION (SEE CHARGES ON SEPARATE TIMINGS REQUEST SHEET)

- a. BREAKFAST CLUB
- b. WRAP CREW (AFTER-SCHOOL CLUB) (limited spaces)

SOUTH GROVE PRIMARY SCHOOL

EXTENDED NURSERY PLACE REQUEST from September 2025

If you ask for 30 hours would you be prepared to pay for the extra hours if NOT eligible for the free hours? YES ☐ NO ☐ **NB all prices are subject to change please check**



CHILD'S NAME: _____ **Date of Birth** _____

PLEASE TICK THE SESSIONS YOU PREFER FOR YOUR CHILD	AMOUNT OF HOURS	Monday	Tuesday	Wednesday	Thursday	Friday
BREAKFAST CLUB – 7.45 – 8.50am £8.00 per session	1 hour					
MORNING NURSERY SESSION – 8.50 – 11.50am Free 15/30 hours Nursery Grant OR £20.67 per session if not entitled to 30 free hours	3 hours – AM Session					
LUNCHTIME CLUB – 11.50 – 12.20pm Free with 30 hours Nursery Grant OR £4.80 extra per session if added to 15 hour grant	½ hour (you must bring a packed lunch)					
AFTERNOON NURSERY SESSION – 12.20 – 3.20pm Free 15/30 hours Nursery Grant OR £20.67 per session if not entitled to 30 free hours	3 hours – PM Session					
AFTER SCHOOL CLUB - 3.20 – 5.55pm £21.26 per session (limited spaces available)	2 hours 35 mins					
HOW MANY HOURS MY CHILD IS DOING IN TOTAL EACH DAY	TOTAL =					

For the Free 30 hours we would expect the child to attend 5 days per week Monday to Friday from 8:50am – 3.20pm (with pre or after school facilities paid for if required, although before and after the school day care does not have to be for a full week) We cannot accommodate the Nursery day just a few full time days per week.

If you want to top up your Free 15 hours with paid for sessions it must be for 5 sessions each week as we cannot accommodate odd days meaning a full week (without Breakfast or After School Clubs) will be £121.30 per week

A 5% discount is available if a term is paid for in advance

PLEASE RETURN THIS FORM EITHER BY EMAIL TO: parents@southgrove.waltham.sch.uk OR BY POST OR HAND TO THE SCHOOL OFFICE

You must check your eligibility for the 30 hours for free by going to www.childcarechoices.gov.uk then bring your eligibility code, your NI Number, your DOB & your child's birth certificate to the school before we can make an offer