



**Poverest**  
Primary School

## ADMISSIONS POLICY

This Policy was approved by Governors n:	January 2026
This Policy was shared with staff in:	January 2026
Policy Review Date:	January 2026
Date of next Review:	<b>January 2027</b>

## **1 INTRODUCTION**

By 28 February each year, Poverest Primary School must set out on their website a timetable for organising and hearing appeals.

The governing body of Poverest School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and is also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

## **2 AIMS AND OBJECTIVES**

- 2.1** We are an inclusive school that welcomes children from all backgrounds and abilities.
- 2.2** All applications will be treated on merit and in a sensitive manner.
- 2.3** The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible due to the excess demand on the school places available.
- 2.4** The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

## **3 HOW PARENTS CAN APPLY FOR THEIR CHILD TO BE ADMITTED TO OUR SCHOOL**

- 3.1** As our school is a community school, the school determines the admission arrangements in agreement with the Governing Body. The Governing Body is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the Governing Body, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.
- 3.2** Poverest School, in common with all other schools in Bromley, will admit children referred under the Fair Access Protocol. A 'Hard to Place' child will be given priority for admission over any others who are seeking or applying for a school place and the school can admit over their published admission number. The other criteria detailed in this document do not apply to children referred under the Fair Access Protocol.
- 3.3** The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents 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. Application forms can be obtained from the Education Department of the LA and should be completed by the date stipulated on the forms. The school notifies parents about the school place as soon as all the applications have been considered.
- 3.4** In this area, children enter school in the academic year they become five. Applications should be made through the LA using the common application form, which is available to parents from November. This needs to be completed and returned to the LA by the beginning of January.

## **4 ADMISSION APPEALS**

- 4.1** If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.
- 4.2** If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's

decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999).

## **5 THE STANDARD NUMBER**

The standard number is the number of children the school can accommodate. The standard number for our school is 30 per class. We keep this number under review and the governors will apply to change the number if circumstances allow.

## **6 INFANT CLASS SIZE**

We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

## **7 REVIEW**

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

## **8 APPEALS TIMETABLE**

By 28 February each year, the school will set out a timetable for organising and hearing appeals on the school's website.

This must:

- include a deadline for lodging appeals, which allows appellants at least 20 school days from the date of notification that their application was unsuccessful, in order to prepare and submit their written appeal
- ensure that appellants receive written notification of the date and arrangements of their hearing, at least 10 school days before the hearing
- include reasonable deadlines for appellants to submit additional evidence not submitted with the initial appeal, for admission authorities to submit their evidence, and for the clerk to send the appeal papers to the panel and parties
- ensure that the panel clerk sends out the decision letters within 5 school days of the hearing, wherever possible

The school will ensure that the panel hears appeals submitted on time within the following timescales:

- for applications made in the normal admissions round, appeals must be heard within 40 school days from the deadline for lodging appeals
- for late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being submitted
- for in-year application appeals, the panel must hear appeals within 30 school days of them being submitted