

## DETERMINED ADMISSION ARRANGEMENTS FOR HAMMERSMITH & FULHAM COMMUNITY PRIMARY SCHOOLS FOR 2025/26 ENTRY

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Hammersmith & Fulham Council (LBHF) is the admission authority for 12 community primary schools in the borough. These are indicated below with their Published Admissions Number (PAN).

Addison	30	Miles Coverdale	30
Avonmore	30	Normand Croft	30
Brackenbury	60	Old Oak	30
Flora Gardens	30	Sir John Lillie	30
Kenmont	30	Wendell Park	60
Melcombe	30	Wormholt	60

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### Determined Admission Criteria for the 2025/26 year of entry for all Hammersmith & Fulham Community Primary Schools

Applicants with an Education Health Care Plan (EHCP) which names a school will be admitted in accordance with Section 43 of the Children and Families Act 2014.

**Oversubscription criteria** - If there are more applications to the school than there are places available, then places will be allocated in the following order of priority:

- 1) Children in Public Care<sup>1</sup>, also known as Looked After Children in care of the local authority and children who have been adopted or made subject to a child arrangement or special guardianship order immediately following having been looked after. The child's social worker must submit a letter to LBHF confirming the legal status of the child and the local authority to which the child is/was in care and quoting the child's full name and current address [see note (i)]. This category of children includes those who appear to (to the admission authority) to have been in state care outside of England and ceased to be in state care because of being adopted.

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<sup>1</sup> Children in Public care has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of the local authority or provided with accommodation by them (e.g. children with foster carers).

- 2) The Director of School's Services, as advised by senior officers, may on an individual basis give priority to applicants who can demonstrate that admission to a particular community school is necessary on the grounds of professionally supported medical or social need. Parent/carers must supply details of any such special factors at the time of the original application together with recent supporting documentation. Such applications will not be considered without professional support, such as a letter or report from a doctor, consultant or social worker which must be no more than six months old. All information submitted will be regarded as confidential [see *note (ii)*].
- 3) To brothers and sisters of children already on the roll of the school who will still be in the school at the time the applicant is admitted. This includes half-brothers or half-sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent or carer if they live at the same address as the applicant. Please note sibling priority only applies to children with sibling(s) at the school in Years R-6 at the time of admission **not** nursery.
- 4) Children whose parent is a qualified teacher for a minimum of 0.6fte (16.5 hours teaching staff) who has been employed at the school concerned for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage [*refer to note (iii)*].
- 5) Children living nearest to the school calculated as a straight line.

Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to **the main entrance** for pupils, as determined by LBHF using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded.

If applicants share the same address point (for example, those who live in the same block of flats or shared house) priority will be determined by random allocation. If two or more applicants live at exactly the same distance from the school, the offer of a place will be decided by random allocation.

***Tie-break:*** *If in any of the categories 1, 2, 3\* or 4 there are more applicants than there are places available, priority will be given to applicants who live nearest the school on the basis described in (5) above. If applicants share the same address point (for example, those*

*who live in the same block of flats or shared house) priority will be determined by random allocation. If two or more applicants live at exactly the same distance from the school, the offer of a place will be decided by random allocation.*

*\*Where it has not been possible to offer a place in reception, or any other year group to a child of a multiple birth, priority will apply within the sibling category.*

**Notes:**

- (i) **Children Looked After, also referred to as Children in Public Care** - A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A residence order is defined by section 8 of the Children Act 1989. A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. A special guardianship order is defined by section 14A of the Children Act 1989. In accordance with the School Admissions Code 2021, Previously Looked After Children include those who appear to (to the admission authority) have been in state care outside of England and ceased to be in state care as a result of being adopted.
- (ii) **Exceptional Need** - All schools have experience in dealing with children with diverse educational, social and medical needs. However, in a very few exceptional cases there may be reasons why a child may need to attend a specific school. Requests for priority under this category will need to be made at the time of application.

All requests for priority consideration must be supported by a professional, such as a doctor or social worker, who must be able to demonstrate a link with the exceptional need and the school and why it is necessary for the child to attend the school(s) requested and the difficulties it will cause your child to attend another school.

It is for the applicant to decide how to support their case and what documents to provide, but these must be submitted by the closing date: **15 January 2025**. The Admissions Team is not responsible for contacting professionals for information about the

case and any decision will be based on documents submitted by the closing date.

The notification date is **16 April 2025**. The applicant will not therefore be advised before this date whether the request for priority is agreed. If priority is not granted, the application will be considered against the remaining criteria.

It is important to be aware that very few cases are agreed under this category. The Admission Authority must be able to justify awarding priority for a child above other applicant. It will need to be agreed by those making the decision that the professional support provided clearly makes a case that the needs for the child can only be met at the school requested, as opposed to another local school.

- (iii) Children of staff** - Priority will be limited to one place for each form of entry in any year with an additional maximum limit of no more than:

3 children throughout the whole school (for single form entry schools)

5 children throughout the whole school (for 2 form entry schools, and upwards)

Exception to the above will apply to children of multiple birth or those born in the same academic year.

All such applications must be submitted to the LA and must be accompanied with the relevant paperwork supporting an application on these grounds. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers, priority will not be given on these grounds.

## **6. Admissions arrangements that apply to all LBHF community schools**

**6.1 Twins, multiple births and children born in the academic year** will be considered as individuals alongside all other applicants. Every effort will be made to accommodate all children within the same school even if this means that the PAN will be exceeded.

**6.2 Children attending nursery class at a school** – Parents of children attending the nursery class at a school must reapply for a reception class place. There is no automatic transfer from the nursery class to the reception class at a school. The infant or primary school where a child attends a

nursery class will not necessarily be able to offer a place in reception.

**6.3 Split residence** – Where a child lives with parents with shared responsibility, the address where the child spends the majority of the school week should be used for the school application. If there is a genuine 50/50 shared arrangement in place, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. In cases where an agreement cannot be agreed and Child Benefit is claimed, the address that is registered for this claim will be used.

**6.4 Date of admission/deferred entry** – Children will normally be admitted to the reception year for community primary schools in the September following their fourth birthday.

In line with the Admissions Code 2021, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the end of the Reception Year. In practice this means that parents could defer entry until January for children born between 1 September and 31 December, or until April for children born between 1 January and 31 August. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

**6.5 Requests to apply for Reception in the following year\*** – Requests for admission outside of the child's chronological year of entry will be considered in accordance with para. 2.18 (Admissions Code). Such requests would normally apply to children that are Summer born (between April and August) and there are significant reasons that would benefit the child's academic, social and emotional development by starting reception in the following year as opposed to Year 1. The Council, as the admission authority for community schools (or the governing body for the academies), must make decisions based on the circumstances of each case, informing parents of their statutory right to appeal. The headteacher of each of the school(s) applied for will be informed of the request and their views considered. This right to request a later admission, does not apply if the child is offered a place in another year group at the school. Each case will need to be supported by a professional (e.g. GP, social worker) that provides the reason for admissions outside of the chronological year group.

Parents seeking admission outside of their child's chronological year of entry must complete an application form which is available on the Council's School Admissions (starting school) web page ([www.lbhf.gov.uk/schooladmissions](http://www.lbhf.gov.uk/schooladmissions)), submit this along with any evidence

to support their request. Any such request will be considered by a panel that may include the following:

- Head teacher of the school
- early years professional
- educational psychologist
- admissions officer

**6.6 Method of Application** – Parents/carers must apply on the Common Application Form of the local authority where they live. This can be completed online [www.lbhf.gov.uk/schooladmissions](http://www.lbhf.gov.uk/schooladmissions) or on a paper can be requested from [school.admissions@lbhf.gov.uk](mailto:school.admissions@lbhf.gov.uk).

**6.7 Closing Date and Initial Notification Date** – Under the LBHF coordinated admission arrangements the closing date for reception class applications will be 15 January 2025. Notification of offer will be sent out on 16 April 2025.

**6.8 Late applications** - Applications received after the set closing date will be accepted but will not normally be considered for a place at the school until after the initial offer date.

**6.9 Waiting List** - Unsuccessful applicants (including any applications received after the closing date) will be included on the school's waiting list ranked in order of priority under the published oversubscription criteria, without regard to the date that the application was received. Please note a child's position on the waiting list can go down as well as up. For example, if a new application is received or if a child on the list moves nearer to the school, the waiting list may need to be revised. The offer of a place does not depend on the length of time your child's name has been on the waiting list and there can be no guarantee that a place will be offered.

**7.0 Appeals** - Unsuccessful applicants have a right of appeal to an Independent Appeal Panel. Further details will be included in the notification letter.

## **7.1 Coordinated admission arrangements and timetable for applications to reception**

As required by law, LBHF will be coordinating admissions for 2025/26 entry.

This document outlines the scheme which will run along similar lines to the arrangements to previous years.

Details of the full coordinated scheme will be available from the end of February 2024 via [www.lbhf.gov.uk/schooladmissions](http://www.lbhf.gov.uk/schooladmissions) or by contacting the

School Admissions Team on 020 8753 1085 or email:  
[school.admissions@lbhf.gov.uk](mailto:school.admissions@lbhf.gov.uk).

## **7.2 In-Year admissions**

Applications for a school for a year group already established (Year 1 to 6 and reception from the start of September) are made on the Council's in-year common application form. If no waiting list is in operation and a vacancy exists in the child's chronological year group, a place will be offered. Where a vacancy does not exist, the application will be considered in accordance with the oversubscription criteria and associated admission arrangements.

## **7.3 In-Year Fair Access**

The council has in place a Primary Fair Access Protocol that provides the mechanisms for the placement of children that require a school place in-year but present a high level of need but do not have an EHC plan in place or children who have remained hard to place for at least 15 school days. All state schools participate in the protocol and further details can be obtained from the Admissions team at:  
[school.admissions@lbhf.gov.uk](mailto:school.admissions@lbhf.gov.uk)