

# ADMISSIONS ARRANGEMENTS



## GRANGE PARK SCHOOL

### 2026-27

Approved by Governing Body	Date: September 2025
Last reviewed on	Date: September 2025
Next review due by	Date: September 2026
Person/s Responsible	Head teacher & Admissions Manager

Grange Park School is a Foundation School and the admission of pupils is controlled and administered by the Governing Body. The Local Authority co-ordinate the allocation of places in accordance with the published admission criteria as set out below.

The school will only admit pupils up to its approved admission number. This is set at 90 for Reception and Years 1 and 2. The admissions for Nursery is capped at 45 pupils per session. This number is based on the actual capacity of the school as stated in the School Premises Regulations (1981) as approved by the DCSF and subsequently amended in 2002 by the LA Admissions Forum. The Governors are prepared to accept above 90 pupils for Key Stage 2 (Years 3-6), subject to resources and physical space.

### **A. Oversubscription Criteria**

Where applications for admission exceed the number of places available, after the admission of pupils with an Education, Health and Care Plan (EHCP) where the school is named in the Plan, places will be offered according to the following criteria as determined by the Governing Body:

1. **A looked after child (LAC)** (as defined in the Children Act 1989) or a child who was previously looked after (PLAC), but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those 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, known as internationally adopted previously looked after children (IAPLAC).
2. **Children with a long term medical or psychological condition** which necessitates their attendance at Grange Park School rather than an alternative school. Details of that long term medical or psychological condition must be supported by a doctor's statement and must be disclosed at the time of application. Governors reserve the right to make further enquiries regarding an application made on medical grounds. If you apply for a place on such grounds it will be deemed that you have given consent to such enquiries being made. A signed consent form under the Access to Medical Records will be required. Please note that Grange Park School has no special provision for children with a medical condition which cannot be offered by other schools in the locality. The application must explain clearly the extra provision provided by Grange Park School which is the basis of the application.
3. **Where a member of the immediate family, living permanently at the same address, has a long term medical or psychological condition** which necessitates the child's attendance at Grange Park School rather than an alternative school. Details of that long term medical or psychological condition must be supported by a doctor's statement and must be disclosed at the time of application. Governors reserve the right to make further enquiries regarding an application made on medical grounds if you apply for a place on such grounds it will be deemed that you have given consent to such enquiries being made. A signed consent form under the Access to Medical Records will be required. Please note that Grange Park School has no special provision for children with a medical condition which cannot be offered by other schools in the locality. The application must

explain clearly the extra provision provided by Grange Park School which is not available at alternative local school(s).

4. Children who have a sibling living in the same household who currently attend Grange Park School full time (not the Nursery) and who will continue to do so on the date of **admission**. A sibling refers to a brother or sister, half brother or sister with one parent in common, adopted brother or sister or step brother or sister.
5. **Children of staff** where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Children living nearest to Grange Park School. Distance will be measured as set out below in note (i).

Notes:

- i) **Distance criterion:** Priority will be given within each criterion above to those living nearest the school according to distance which will be measured in a straight line from the point set by Ordnance Survey at the child's home address and Grange Park School (Ordnance Survey coordinate 509872 182059) using Hillingdon Council's computerised mapping system.
- ii) **Home address definition:** Where there is a genuine 50/50 share care arrangement with your child's other parent, then the home address of the parent who is in receipt of child benefit will be used for the purpose of the application. In cases where parents are not eligible for child benefit the home address will be that of the parent where the child is registered with the doctor.

## **B. Admission of Children Outside of their Normal Age Group**

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The Governing Body, as the Admission Authority for Grange Park School, must decide whether or not the individual child's circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances.

A parent/carer wishing to apply for admission for their child outside of their chronological year group should discuss this, and the reasons for the request, with the School and Governing Body. The parent/carer should write a letter to the Head Teacher and Chair of Governors at the time of application. The Governing Body will consider each case based on the circumstances and best interests of the child concerned and permission will only be given in exceptional circumstances. This will include taking account of the parent/carer'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. Evidence supporting the parent's request must be submitted at the same time as application for a place. The Governing Body will also consider

the views of the Head Teacher.

Applications for entry into a year above their age group will only be considered if the child can demonstrate aptitude and ability across all curriculum areas and social and emotional maturity to cope with peers who are older. Should the required year group be full, then the application will be processed in line with the oversubscription criteria stated in these arrangements.

### **C. Multiple Births**

Where there are twins or multiple births on the waiting list or applying to enter the school and there is only one place available, all children from that particular multiple birth will be admitted even if it takes the numbers in a year group above 90. This provision is without prejudice to the Governors' intention to admit no more than the standard number of pupils in each year under the admissions criteria.

### **D. Tie Breaker**

If two or more children live equal distances from the school a computerised random allocation will be used to determine which child should be given priority.

### **E. Procedure for Admission**

- Applications must be made in accordance with the family's Home Local Authority coordinated admissions procedure, either online or using a School Application Form.
- Proof of current address will be required on application
- Parents of successful applicants are informed via their Home Local Authority.
- Unsuccessful applicants will be offered the opportunity to be placed on the School's waiting list if Grange Park School was listed as a higher preference on your application.

### **F. Admissions Appeals**

Parents have a statutory right of appeal against the decision of the Governing Body not to admit their child. Where a place cannot be offered, the parent will be advised of their right of appeal and the appropriate paperwork dispatched. In line with the current School Admission Appeals Code, the appeal panel will be totally independent of the school.

### **G. In-Year Admissions**

Applications for admission to all years which are received after 1 September 2026 are treated as 'in-year' applications.

Applications for in-year admissions can be made to Grange Park School direct. If a place is available in the appropriate year group, an offer will be made to the family on completion of an Admissions meeting with the Parent/Carer and Pupil. The governors have given authorisation for the school to offer places without consultation where places are available in the appropriate year group. If there are no places available this will be conveyed to the family and they will be placed on a waiting list. The waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which applications are received. When a place becomes available, we will contact the family at the top of the list and inform the parent that an offer is being made on behalf of the Governing Body.

The School will notify the Local Authority of both the application and the outcome of the application so that the Local Authority can meet its statutory duty to keep up to date figures on the availability of school places in the area.

#### **H. Contact details for further information**

**Grange Park School**  
**Mrs K Watson – Admissions Officer**

Tel: 020 8353 4265

Emails: [office@grangeparkschool.co.uk](mailto:office@grangeparkschool.co.uk)

[admissions@grangeparkschool.co.uk](mailto:admissions@grangeparkschool.co.uk)

Website: <https://www.grangeparkjuniorschool.co.uk>

**London Borough of Hillingdon School Admissions team**

Tel: 01895 556644

Email: [admissions@hillingdon.gov.uk](mailto:admissions@hillingdon.gov.uk)

Website: [www.hillingdon.gov.uk/schooladmissions](http://www.hillingdon.gov.uk/schooladmissions)