DARRICK WOOD

INFANT & NURSERY SCHOOL

ADMISSIONS POLICY

2025/2026

Darrick Wood Infant & Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

CHANCERY EDUCATION TRUST

DARRICK WOOD INFANT & NURSERY SCHOOL

ADMISSIONS POLICY 2025/2026

The admissions authority for Darrick Wood Infant and Nursery School is Chancery Education Trust. Darrick Wood Infant School has developed its admissions arrangements in accordance with the School Admission Code 2021.

Application Procedure

Application for admission into reception must be made to Bromley Council in accordance with the published Primary Co-ordinated Admission Arrangements. Bromley Council co-ordinates admissions as part of the wider PAN London admission process.

PAN (Published Admission Number)

Darrick Wood Infant and Nursery School has a published admission number of 90 places. Children with an EHCP naming Darrick Wood Infant & Nursery School will be admitted with the number of remaining admissions places reduced accordingly.

Admission Criteria

Where the school is oversubscribed places will be offered in line with the admission criteria in the order set out below:

1. A child looked after (CLA) is a child who is:

   (a) in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions. These children must still be "CLA" when the child starts school unless (b) applies.

   (b) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (90) 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.

2. Current Family Association - a brother or sister in Darrick Wood Infant & Nursery School or Darrick Wood Junior School at the time of entry. In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters or the child of the parent/carer's partner. In every case, the child should be living in the same family unit at the same address and the elder sibling must still be on roll at Darrick Wood Infants and Nursery School or Darrick Wood Junior School at the time of entry, or in the process of transition from Darrick Wood Infants and Nursery School to Darrick Wood Junior School through the coordinated admissions process.

3. Children whose parents work as permanent staff members at the School in either or both of the following circumstances:

   i) 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

   ii) the member of staff is recruited to the school to fill a vacant post for which there is a demonstrable skill shortage.

4. Proximity "Distances will be measured using Ordnance Survey data to plot an address in this system. Distances are measured as the crow flies from the main entrance of the child's home to the main entrance of the school as specified by Bromley Council's electronic measuring system which relies on Ordnance Survey GIS references."

Notes

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

A child's home address is defined as a residential property that is the child's main or only residence. It must be the residence of both the parent/guardian and the child on the deadline for submitting your application. If you apply before the closing date, you must ensure you will still be living at that address on the closing date.

Bromley Council can only accept one address on the application and if your child lives at two different addresses during the week because of joint residency or another formal living arrangement, we will regard the child's home address as the one at which they sleep for the majority of school nights. You should not select an address simply because it is closer to a school of your preference. You should not use an address at which your child may stay during the week such as at a friend's, grandparent's or child minder's home.

If you are unsure which address to use if your child does stay at two addresses, please contact the Primary Admissions team for advice.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as "excepted" for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

The sibling criteria operates across Darrick Wood Infant & Nursery School and Darrick Wood Junior School as they are deemed as Primary Schools that provide primary education (section 5 of the Education Act 1996) if at the time of admission their older sibling will be on roll of the junior school or will transfer from Year 2 into the junior school in the September (Please read Darrick Wood Junior School's admissions policy for further information).

Waiting list will be held for at least the first term of the academic year in oversubscription criteria order.

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. 1

Admission of children below compulsory school age and deferred entry into school

The relevant paragraphs of the School Admissions Code are paragraphs 2.17b and 2.17c.

Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, and with the agreement of the school, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Admission of children outside their normal age group

For the purpose of the following advice, the relevant paragraphs of the School Admissions Code are paragraphs 2.18 and 2.19.

Requests for admission to Reception outside of the normal age group should be made to the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the Headteacher and admissions authority sufficient time to make a decision before the closing date.

Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional.

Parents are required to complete an application for the normal point of entry (at the same time as the request to defer application) in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry to the following year. Deferred applications must be made via Application to Bromley Council, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round and offers will be made in accordance with each school's oversubscription criteria. Further advice is available from Bromley Council Admissions Team.

Darrick Wood Infant and Nursery school is very skilled at differentiating the curriculum to meet the educational needs of all children, if you wish to defer entry, it is highly recommended that you make an appointment to discuss the relative merits of this with the Headteacher in the first instance.

Children in attendance at the Nursery

Children who attend Darrick Wood Nursery are **not** automatically entitled to a place in Reception. All parents/carers of Nursery children should submit their application for a reception place through the Local Authority in line with the coordinated admissions process.

Closing Date

The closing date for application is the 15th January.

Offer Date

The offer date for application is the 16th April or the next working day.

In-Year Admissions

Parents/Carers who wish their child to join the school at a time other than the start of Reception, should apply directly to the London Borough of Bromley. Parents/carers who request a school transfer mid-term and where no house move is involved may be advised that their child will not be able to start until the beginning of the next term, unless there are special circumstances to be considered and it is agreed between the present and new school. In year waiting lists will be maintained by the Local Authority until the end of the academic year. Applicants wishing to remain on a school waiting list will be required to reapply at the beginning of the next academic year.

Fair Access Protocol

Additionally, students directed via the LA 'fair access protocol' will take precedence over any student on the waiting list and the referral of a student from 'fair access protocol' includes admitting students over the published admission number. (This refers to a statutory requirement placed by DCSF on admission authorities, from September 2007.) Under the protocol we must agree to share 'hard to place' students in local primary schools. Further details are available from the Admissions Team of the Local Authority.

Appeals

All applicants have a statutory right of appeal in the event that their preferred school is unable to offer them a place. An Appeal for Admission form is available from the school's Independent Appeal Clerk. Please contact Darrick Wood Infant School office for further details.

Infant class size legislation places a duty on local authorities to ensure that no child is taught in an infant class size of more than 30 children. There are only certain circumstances under which an appeal panel can uphold an appeal for a school. For further details please see the Primary Admission Appeals page @ www.bromley.gov.uk.

Any appeal will be heard by an independent appeals panel and the decision will be communicated by the Independent Clerk to the school and parents and is binding on the Admission Authority/Local Governing board. There is no further right of appeal. Parents who are dissatisfied with the decision may seek a judicial review or have their case investigated by the Local Government Ombudsman. Please note that the Ombudsman cannot overturn an appeal decision but may make recommendations for a suitable remedy.

Children with an Education Health Care Plan

Children with a full Education Health Plan (EHCP) are dealt with under a separate process by the Special Educational Needs team. The published admission number of all Bromley academies is inclusive of students with an Education Health Care Plan (EHCP) that are admitted to the Academy pursuant to the school being named in their EHCP.

	Name	Date
Policy written by	D Thompson, Head of School	September 2023
Review by Committee	CET Board	September 2023
Agreed by Committee	CET Board	November 2023
Adopted by Governing Board	CET Board/LGB Board	February 2024
To be reviewed annually		