



# Castilion Primary School Admissions Policy



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## Admissions Policy

### **Admission to reception in September 2026**

Castilion Primary School is part of the Amadeus Primary Academies Trust. The Trust is the admissions authority therefore responsible for decisions concerning admissions to the school.

Children born between 1 September 2021 and 31 August 2022 will be due to start in Reception in September 2026. The application period will be open on 1 September 2025 and the closing date is 15 January 2026.

Most people apply online, as they find it quick and easy.

Offers of places to on-time applicants will be made on **16 April 2026**.

The school will admit pupils with an Education, Health and Care Plan naming the school, where the school has agreed that it can meet the child's needs.

### **Oversubscription Criteria**

Where there are fewer applicants than the number of places, all will be admitted. Where there are more applicants than places available, the school will apply the following oversubscription criteria, in this order:

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in care as a result of being adopted. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). All references to previously looked after children in this Code means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in care as a result of being adopted
2. Children with a medical need that makes it essential for the child to attend Castilion Primary School. Evidence of the medical condition must be submitted at the time of application. An opinion may be sought from a medical adviser before a place is awarded.
3. Siblings of children who will be attending Castilion Primary School at the time the child is due for admission to the school. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year. For this priority, brother or sister includes a full brother or sister, adopted brother or sister, or step/half brother or sister living at the same address.

Where in an allocation of places, children who are twin, triplets or from other multiple births would qualify for fewer places than the number of children, all will be treated as siblings and therefore accorded the sibling priority.

4. Children whose parent or sibling has a medical condition, or where there are significant social or domestic circumstances, that would result in significant hardship if the child did not attend Castilion Primary School. Evidence must be submitted at the time of application. An opinion may be sought from a medical adviser or other professional before a place is awarded.
5. Children living closest to the school, based on the distance measured as a straight line from the home address to the nearest pupil entrance. Measurements will be provided by the London Borough of Bexley in accordance with its home to school distance measuring policy.

In the event of over-subscription and only one place remaining with two families meeting the same criteria a tie breaker will be introduced. On this occasion both names would be put into a random lot and one name drawn out.

### **Home to School Distance**

All home to school distances will be calculated by the London Borough of Bexley's computerised pupil database to ensure consistency.

Home to school distances will be measured by radial distance (straight line) from the intersections of the NPLG coordinates of the home address to the nearest official school entrance.

Home will be taken as the address at which the child lives with the parent or legal guardian, who is also the main carer, defined as the parent eligible to receive child benefit and child tax credit, at the time of application.

### **Waiting Lists**

A waiting list will be kept by Bexley Council Admissions Department of applicants who are refused admission due to oversubscription. When places become available, they will be offered in the sequence of the criteria above. The waiting list will be kept until the start of the autumn term.

### **Appeals**

Parents have the right to appeal against any refusal by the Governors to admit their child. Details of the appeals procedure can be obtained by contacting the school office.

### **In-Year Admissions**

Admission of children moving into the area or transferring from another school in-year and outside of the normal admissions round will be considered in regard to the

admissions policy and according to whether places are available in the appropriate year group. Applications should be made via Bexley Council Admissions Department.

**Admission outside the normal age group**

Parents of a summer born child who choose not to send their child to school until the September following their 5<sup>th</sup> birthday may request that the school considers them to be admitted out of their normal age group – to Reception rather than Year 1.

Parents should submit their application for their child's normal age group at the usual time and include their request for the school to consider their child's admission out of the normal age group at the same time. Any available supporting evidence such as medical reports or other professional evidence should be provided in order to assist the Governors with their decision. Parents will be informed of the outcome of their request before the national offer day.

If the parents' request is agreed, their application for the normal age group will be withdrawn and parents must make a new application as part of the main admissions round the following year.

If the parents' request is refused, they must decide whether to accept an offer for the normal age group, or refuse it and make an in-year application to Year 1 for the September following their child's 5<sup>th</sup> birthday.

Requests for admission to other year groups outside the normal age group should be made direct to Bexley Council as an In Year Transfer.