

Admissions Policy
Admissions for September 2025 and In-Year Admissions for 2024-25

Contents

Reception Admissions	Pages 1-2
Proof of address and change of details; Late applications; Waiting lists; Appeals; Deferred entry; and Admission outside normal age group	Pages 2-3
In-Year Admissions	Page 3

Reception Admissions

Published Admission Number (PAN): Goldfinch Primary will have a PAN of 30 for Reception. The PAN is the number of places available to children being admitted to the year group. Where there are more applicants than places available, places will be allocated according to the following criteria, which are stated in order of priority:

1. **Looked after children:** children who are in the care of a Local Authority or provided with accommodation by a Local Authority in the exercise of their social services functions¹ at the time of making an application to the school; children who were previously looked after, but ceased to be so because they were adopted² (or became subject to a child arrangements order³ or special guardianship order⁴); and children 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 adopted⁵.

2. **Siblings:** applicants with another child from the same family already at the school who is expected to be on roll in September 2025.

“**Sibling**” is defined as a full, half or step brother or sister living at the same home address (see definition below). It also includes an adopted or fostered child living at the same home address and dependent on the same primary carer. In all cases the sibling must be expected to be on the roll of the school at the time of admission.

3. **Medical and/or social reasons:** applications must be professionally supported. Medical reasons **must** be supported by written medical evidence. The evidence should come from at least two registered health professionals. An application being made for social reasons **must** be supported by written evidence from registered professionals such as social workers or other social care professionals. Medical or social applications **must** set out the particular reasons why Goldfinch Primary is the most suitable school and what difficulties would occur if the child had to go elsewhere. Any such applications will be considered objectively by the Admissions Committee of the school based on the evidence provided. Application under this criterion does not guarantee a priority place and cannot be considered without the appropriate supporting evidence.

4. **Children of staff at the school:** applications for children of staff at the school. The member of staff must be employed by Dunraven Educational Trust for a minimum of 0.6 full-time equivalent (21 hours support staff / 16.5 hours teaching staff) and either have been employed at the school for at least 3 years at the time of submitting the application (i.e. their employment must have started no later than September 2021) or have been recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

5. **Distance:** proximity of the child's home address (see definition below) to the school. It is measured using a straight line from the home address to the central point of the school site (as identified by Wandsworth Council's Geographical Information system) with those living nearest accorded the highest priority. Distance measurements are calculated using Wandsworth Council's Geographical Information System.

“**Home address**” is the address at which the child should live permanently and full time as the principal residence. It does not include short term rental or lease and does not include the address of a relative or carer, unless they have legal custody of the child. Where parents have **shared responsibility** for a child and the child lives for part of the week with each parent, the distance from home to the school will be taken as the home measured as nearest to the school (proof of joint custody/shared living arrangements must be provided).

Tie-breaker: In the event that any applicants fall at the exact same position, the place will be allocated by drawing lots.

Please note, there is no automatic right of transfer from the nursery to Reception at Goldfinch Primary. If there are more applications than places available, priority will be based on the oversubscription criteria alone.

Footnotes

¹ See the definition in Section 22(1) of the Children Act 1989.

² See Section 12 of the Adoption Act 1976 and Section 46 of the Adoption and Children Act 2002.

³ As defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

⁴ See Section 14A of the Children Act 1989.

⁵ A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Admissions Policy

Admissions for September 2025 and In-Year Admissions for 2024-25

Application Forms: Applications to the school are made using the Common Application Form for your home Local Authority.

Children with an Education, Health and Care Plan (EHCP)

Applications for children with an EHCP are made through consultation with Goldfinch Primary via the child's home Local Authority's Special Educational Needs (SEN) department. Where Goldfinch Primary is then named in a child's EHCP, they will be admitted as part of the year group's PAN.

Proof of address and change of details

In all oversubscription criteria, documentary proof of residence will be required at the time of offer of a school place. Normally this will be a current Council Tax Bill. Any change in your application details during the process, including change of address, must be notified to the school and your Local Authority as soon as possible. Any false or deliberately misleading information given may render the application invalid or lead to the offer of a place being withdrawn.

Late applications

Late applications may be made and will be considered after National Offer Day after all on-time applicants have been considered for a place.

Waiting list

Any child not offered a place will be added to the waiting list. Following National Offer Day the waiting list is maintained with applicants ranked in order according to the oversubscription criteria, without regard to the date that the application was received. Each applicant added to the waiting list will require the list to be ranked again in line with the published oversubscription criteria. **After 31 December 2025 the waiting list is no longer maintained. If you wish to remain on the waiting list after that date you must notify the school in writing.**

Fair Access Protocol: Children who are the subject of a direction by a Local Authority to admit or who are allocated in accordance with the Fair Access Protocol must take precedence over those on the waiting list.

Appeals

Any child not offered a place at the school will have the statutory right of appeal. Appeals against an admissions decision are heard by an Independent Admission Appeals Panel established under the School Admission Appeals Code.

Deferred entry

Where a child is offered a place at Goldfinch Primary in Reception:

1. this is a full-time place from the September following the child's fourth birthday;
2. the child's parent/guardian can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made;
3. where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Admission of children outside their normal age group

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/guardians may seek a place outside their child's normal age group (in line with the School Admissions Code). The decision of the school will be made on the basis of the circumstances of each case and in the best interests of the child. Parents/guardians seeking an out-of-year group place must include a written request with their application.

We ask parents/guardians to provide information in support of this request. Without this information the Admissions Committee is unlikely to be able to make a decision on the basis of the circumstances of the case. Any information should demonstrate why it would be in the child's best interests to be admitted to a different year group (for example, to Reception rather than Year 1). Where applicable, parents/guardians may wish to include a letter of confirmation from the child's current school that they are being taught out-of-year group. In some cases parents/guardians may have professional evidence that it would be appropriate for them to submit, for example, when a child receives support from a speech and language therapist. The Admissions Committee along with the Headteacher will then decide whether the out-of-year group request will be granted.

For parents/guardians of a summer born child wishing to make a request for admission to Reception when the child would normally be starting Year 1, an application **must be received in the correct year in the relevant admissions round** (i.e. when the child would normally be due to start Reception). For Admissions purposes summer born is defined as born between 1 April and 31 August. It is recommended that you discuss this with the school before making a formal request.

If the request is granted, then the child's application will be processed for a place in the year group agreed by the Admissions Committee. For Reception entry applications, it may be necessary to reapply for the relevant year and the application will be subject to the admissions oversubscription criteria for that cohort. Please note that there can be no

Admissions Policy

Admissions for September 2025 and In-Year Admissions for 2024-25

guarantee that there will be a place available at Goldfinch Primary nor is it possible to reserve places for the following year.

If a place is not offered and no offer is made for the child to attend the school in any other year group, then the parents/guardians will be given the right of appeal. However, if a place is offered in the school, regardless of year group, then there is no right of appeal.

In-Year Admissions

Families who seek admission other than through the Reception co-ordinated admissions process are able to make In-Year Applications. You must apply to the school using the Wandsworth In-Year Common Application Form.

In the event that it is not possible to offer a place, applications will be placed on the waiting list and you will have the statutory right of appeal. If a place becomes available the known applicants for that year group are sorted using the criteria given above. **Each In-Year Application made to the school is only valid for the academic year in which it is made.**

Children with an Education, Health and Care Plan (EHCP)

Applications for children with an EHCP are made through consultation with Goldfinch Primary via your home Local Authority's Special Educational Needs (SEN) department. Where Goldfinch Primary is then named in a child's EHCP, they will be admitted to the school.