Primary School Admission Policy
2027-2028

Orion Blenheim | **Orion Mead Road** | **Orion Ravensworth** | **Orion Scotts Park**

Reception Admissions

All Reception applications shall be received and offers made individually by the relevant Local Authority in common with other local primary schools.

Each school has a standard number for admissions to each school. The published admission number (PAN) is inclusive of students with a statement of special education needs in accordance with the relevant statutory requirements.

School	PAN
Orion Blenheim Primary School	30
Orion Mead Road Infant School	30
Orion Ravensworth	30
Orion Scotts Park	60

In line with legislation, all children will be permitted to start in Reception in the September following their 4th birthday.

All applications shall be made by applying to your home local authority (the borough within which you live) via their website.
Bexley – www.bexley.gov.uk
Bromley – www.bromley.gov.uk
Croydon – www.croydon.gov.uk
Greenwich – www.royalgreenwich.gov.uk
Lewisham – www.lewisham.gov.uk

Please see the school website for details of how to apply.

Students with a Statement or Special Education Needs; Education, Health and Care Plan (EHCP)

Children with a full statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHC) are dealt with under a separate process by the Special Educational Needs Team. The published admission number in our schools are inclusive of students with a statement of Special Educational Needs or Education Health and Care Plan (EHCP) that are admitted to the school being named in their statement or EHC plan.

Admissions Criteria

Where applications are oversubscribed, after the admission of children with statements of special educational needs/Education Health Care Plan (EHCP), places will be offered in line with the admission criteria outline below:

1. Children Looked After (CLA)
2. Students entitled to the Pupil Premium Grant (up to 20% of the total places on offer)
3. Sibling (sibling on roll at the proposed time of entry)
4. Children of staff at the School
5. Children attending the Orion school-based Nursery managed by the Primary School entitled to Early Years Premium, Pupil Premium or Service Premium
6. Medical or Social Needs
7. Proximity

Further Information on Oversubscription on Reception Admissions

1. **Children Looked After** (Children in Public Care)

   'child looked after (CLA) ' definition 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 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. **Students entitled to the Pupil Premium Grant** (up to 20% of the PAN places on offer; where there are more than 20% students entitled to the PPG that apply, the Proximity criterion will be applied to select the 20%).

   This includes all students who are entitled to the Pupil Premium Grant or the Service Premium.

A student will be eligible for the Pupil Premium or the Service Premium if:

- The student is eligible for free school meals or ever has been in the last 6 years prior to admission to the school.
- The student is admitted under oversubscription criteria 1: Child Looked After.
- One or both of the child's parents are currently serving in the UK's regular armed forces or has served within the past 3 years at the time of application.
- One or both of the child's parents died while serving in the UK armed forces and the student is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).

The evidence MUST be provided with the application form.

Supporting evidence for free school meals will include evidence of receipt of income support, child tax credit, job seekers allowance, employment support allowance (income 2 based), guaranteed element of state pension credit and support under Part VI of the Immigration and Asylum Act 1999.

Supporting documentary evidence of the Service premium will include pay slips of the serving parent(s), a letter from the parent(s) armed forces commander or other senior officer and/or evidence of pension rights. Where the applications under this criterion exceed the 20% of places available, priority will be given according to the distance of the student's main home address to the main entrance. Those living closest to the main entrance will receive higher priority.

The deadline for submission of this form with supporting documentation is 31 October 2026. Forms submitted after this date or received without supporting documentation will not be considered under this criterion for National Offer Day.

Late applications will be processed by the Local Authority after all on-time applications have been processed, which will unfortunately reduce the chances of the child being offered a place. Parents are therefore strongly encouraged to submit their applications on time.

Where the application under the PPG criterion is not successful, the application will be placed into the next highest criteria and will be considered along with all of the other students falling within that criterion.

3. **Siblings** – children who have a brother or sister attending at the beginning of their first term.

Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner, and, in every case, the child should be living in the same family unit at the same address. The elder sibling must still be on roll at the school when the younger child starts school.

Where twins, triplets or children from other multiple births qualify for the last school place to be allocated, The school will admit all of the qualifying siblings in excess of the published admissions limit, and they will be considered as 'excepted pupils'.

4. **Children of staff at the School**

Our schools will give priority to children of staff: i.e.: Teachers; Administration, Site Staff and all other staff, directly employed in either of the following circumstances:

a) Where the member of staff has been employed for two or more years at the time at which the application for admission to the school is made, and/or

b) The member of staff recruited within the last two years to fill a vacant post for which there is a demonstrable skill shortage. This includes our newly opened school-based nurseries to support the recruitment of early years practitioners.

c) Where the salaried staff member's duties are undertaken at different schools the admission priority can only be at the one school where he/she works for more than 50% of their duties.

5. **<u>Children attending an Orion school-based Nursery managed by the Primary School</u>**

Priority will be given to children who are on roll in the primary school-based nursery class who qualifies or are in receipt of early years premium, pupil premium or service premium at the time of application for a Reception place and who continue to attend the school-based nursery up to the point of admission in its respective primary school

- Orion Blenheim Primary – school-based nursery Little Stars Blenheim
- Orion Ravensworth Primary – school-based nursery Little Stars Ravensworth
- Orion Scotts Park Primary - school-based nursery Little Stars Scotts Park

NB: this only applies to these primary schools and not any other schools in the Trust

6. **Medical or Social Needs**

Children who have an exceptional medical or social need for a place at the school. Applications will only be considered under this category if they are supported by a written statement from a hospital consultant, special support service, social worker or other similar professional. The information must confirm the exceptional medical or social need and demonstrate how the school is the only school that can meet the defined needs of the child before an admission is made.

7. **Proximity**

Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school building using the Local Authority's computerised measuring system that identifies the unique national grid reference (Easting and Northing) for the property; those living closest to the school receiving higher priority. If there are two identical distance measurements for different addresses of separate applicants, the tiebreak will be done by drawing lots.

'Home' being where the child normally resides as their only or principal residence. Addresses involved in child minding (professions or relatives) are excluded.

Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances through a Court Order, during the co-ordinated admission process.

Timetable

All schools will comply with the timetable and procedures laid down the Local Coordinated Admissions Scheme. Please refer to school websites for this information.

Fair Access Protocol

Additionally, students directed via the Local Authorities '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, (The Admissions Code 2021). 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.

Admission of children outside their normal age group

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round and write separately to the Headteacher to explore the options for admission outside of the normal age range.

The primary schools will consider applications outside of the child's normal age group on an individual basis and in the interests of the child concerned. In accordance with the School Admission Code, this will include taking account of:

- Information about the child's academic, social and emotional development
- Where relevant their medical history and the views of a medical profession
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- The Principal's View

This is not an automatic right to choose this option as decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

Summer born children (deferring entry to Reception until September 2028)

The term "summer born children" relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).

Parents of "summer born children" may decide they want to delay their child starting school until the September after the child has reached compulsory school age (CSA) into Reception Year instead of Year 1.

There is no automatic right to do this, the school will consider these requests and will make their decision based on a child's individual needs and abilities and consider whether these can best be met by them starting school in Reception or Year 1. The Admissions Authority will take into account the potential impact of being admitted into Year 1 without first having completed the reception year.

Waiting Lists

Each admission authority must maintain a waiting list for a minimum of one term in the academic year of admission. This arrangement is published through The Co-ordinated Admission Arrangements for both Primary and Secondary.

Children will be ranked in the same order as the published oversubscription criteria.

In-Year Admissions (admission to year groups 1-6)

Whenever an application is received for a student to join a year group at a time other than when joining Reception, an application must be made directly to the relevant Local Authority. When necessary, the oversubscription criteria will be applied.

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.

Any student not offered a place will be asked if they wish to be placed on the waiting list. 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.

Appeals

If an application is refused, Parents have a statutory right of appeal to an independent school appeal panel. Any applicant refused a place will be advised in writing and given further details of the Appeals Procedure.

Appeals are heard before the end of the Summer Term prior to proposed admission to Reception. Information on how to make an appeal is available from the school.

Once an applicant is unsuccessful at appeal, a reapplication for a place will be determined by whether there have been significant and material changes in the circumstances of the parent, child or school which are relevant to a further application for a place. (DfE School Admission Appeal Code of Practice, October 2022).

Proof of Residence

It is expected that the applicant and pupil will still be resident at the same address when the child starts school.

An original proof of residence must be one of the following: an original and current Council Tax Statement or utility bill i.e. electricity, gas, water, dated within 3 months of the application. If gas/electricity is paid by key/meter you must provide a summary from your supplier showing usage and payments dated within 3 months of the application.

Places may be withdrawn if address details do not match the information given on the application. Changes of address after offers have been made will be investigated and applications will be reconsidered on the basis of the new home address.

Falsifying information

Falsifying information (or providing misleading information) to gain an advantage in obtaining a school place will lead to the withdrawal of the offer of a place. If it is found that a place has been gained by a false information, siblings will not be considered in the 'sibling' category.

Monitoring Arrangements

This policy will be reviewed and approved by the Admissions Authority (Orion Education Trust Board) every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Admissions Authority will publicly consult on these changes.