



Admissions Policy

Version 26/27

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Name of Responsible Committee/Individual:	Trust Board
Implementation Date:	Summer 2026
Review Date:	Summer 2027

Published Admission Number 2026-27: 350

Year Group for Admission

A pupil will be admitted to the school into the National Curriculum Year relevant to the pupil's age.

Pupils will normally leave primary education at the end of Year 6 and transfer to a secondary school at the start of Year 7.

Early or Late Transfer from Primary to Secondary School

If parents/carers want their child to transfer to secondary school in a year group other than that relevant to the child's age, the child's parents must submit a request to be allowed to make such an application to the school's governing body with any supporting documents.

Decisions about whether or not an application can be considered for admission to a year group other than that appropriate to the child's age will be made by the governing body. Applicants may be asked to submit additional documentary evidence in support of their request to be allowed to apply for a place in a different year group for their child. In determining the applicant's request, the governing body will consider each case on its own, individual merit. If it is decided that an application for a place in a year group other than that appropriate to the child's age can be submitted, the parent's application will then have to be processed and determined in accordance with the relevant Co-ordinated Scheme and the published admission arrangements for the school.

Children with Statements of Special Educational Needs or Education, Health and Care Plans

Applications received relating to children with Statements of Special Educational Needs or an Education, Health and Care Plan will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's Statement of Special Educational Needs or in the child's Education, Health and Care Plan, the school has a duty to admit the child.

Siblings

For the purposes of these school admission arrangements, the term "siblings" refers to children living as part of the same family unit at the same address. A family unit consists of children and their parents/carers. The term "parent/carer" includes any person who is the birth parent, person with parental responsibility, special guardianship or who has care of that child.

Measurement of Distance from Child's Home to School

Where distance from the child's home to school has to be measured, the school's admission authority uses a computer mapping system.

A child is normally deemed to be resident with their parents/carers. If a child has more than one home address, the applicant must use on the application form the address at which the child lives for the majority of the school week. Documentary evidence may be required to show that the child is resident at the address named on the application form.

Allocation of Places

The criteria set out below will be used to prioritise all applicants who have applied for a place at the school. The number to be given places at the school will be limited to the published admission number for that school unless there are exceptional circumstances. Once all applicants have been prioritised in accordance with these admission arrangements, decisions about which children will be given places at the school will be made in accordance with the co-ordinated scheme or schemes for school admissions applicable to the applicant concerned.

Criterion (i)

Places will first be given to children who are looked after by a local authority and to children who were previously looked after, including children who were previously looked after by a local authority outside England, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

Criterion (ii)

Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

- 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
- the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

Criterion (iii)

Places will next be given to children who live in the school's catchment area.

Criterion (iv)

Those applicants who, on the date of admission, will have a sibling on the roll of Malet Lambert at the time of admission. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- have one or both natural parents in common
- are related by a parent's marriage
- are adopted or are fostered
- their parents are married/co-habiting and children live together in the same household
- are children of the same household

Criterion (v)

Geographical, with priority given to those living nearest to the school.

Notes:

Residence is defined as the normal family address where the child resides. The qualification date is the closing date for applications under the co-ordinated admissions scheme. (Where families change normal address after the closing date but before the allocation process has finished this can be considered under the review procedure). Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (i.e. Sunday night to Thursday night inclusive). Childcare arrangements involving relative's addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

Brothers and sisters include children with the same natural parents living at the same address, children with the same natural parents living at different addresses (e.g. due to separation of natural parents), half-brothers/sisters living at the same address, stepbrothers/sisters living at the same address – children living as part of the same family unit with their parents/carers at the same address.

The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. (The only exception to this is the maintained footpath across East Park from Hawkesbury Street to James Reckitt Avenue for access to Malet Lambert School. Front entrance of home property (residence) to main entrance of school site is used. The Authority will use Routefinder, a computer mapping system, to make measurements.

A looked after child is a child who is in the care of a local authority or is provided with accommodation by that authority (see section 22 of the Children Act 1989). Any application submitted for a child who is looked after by a local authority should be supported by the authority's Children's Services Department. An 'adopted child' is a child adopted under the Adoption and Children Act 2002 or Adoption Act 1976. A 'child arrangements order' is an order made under the terms of the Children and Families Act 2014.