



Wembley
Multi-Academy
Trust

ACHIEVEMENT FOR ALL



ADMISSION POLICY

2024 – 2025

Over Subscription Criteria

Where applications exceed the number of places available, offers of places will be made using the following criteria in order of priority:

1. Children in public care (Looked After Children) to include previously Looked After Children.
An application for admission to the school must be made by the person with parental responsibility and / or the child's social worker.
2. Children for whom it is essential to be admitted to East Lane Primary School because of special circumstances to do with significant medical needs, social needs or special educational needs. The recommendation must be received in writing from a consultant at a NHS hospital or equivalent. This criterion relates to the child's medical, social and special needs and does not include any other member of the child's family. The supporting evidence should set out the particular reasons East Lane Primary School is the most suitable school and difficulties that would be caused if the child had to attend another school.
3. Children who have a brother or sister attending East Lane Primary School or Wembley High Technology College in the year in which the application is made and will continue to be on roll at the date of admission.

Twins, triplet and other children of multiple births: In the event that the school has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the policy of the school is not to separate them even if this means that the school will temporarily go over the published Admissions Number.

4. Children of East Lane Primary School staff, teaching and non-teaching, who have been employed for two or more years and who meet a subject shortage requirement or school need.
5. Proximity to the school (for children who do not fall within criteria 1-3) distance will be measured in a straight line from the front door of the child's permanent address (including flats) to the school reception, [using the Local Authority's computerised measuring system], with those living nearest to the school being accorded the highest priority.

Tie Breaker

If two or more students have equal priority under criteria 1-3, the criterion of proximity to the school will apply with those living nearest to the school (in a straight line from the front door of the child's permanent address to the school reception) being accorded the highest priority.

Admission to Reception under Local Authority Arrangements

The school's admission number for Reception places in September 2024 is 90. Applications are made on application forms available from the Local Authority in which your child lives. Completed forms should be returned to that Local Authority for processing in accordance with the co-ordinated admissions scheme.

Admission to Year 7 under Local Authority Secondary Transfer Arrangements

The school's admission number for Year 6 transfer into Year 7 in September 2024 is 210. Children from East Lane Primary School in Year 6 can transfer to North Brent School or Wembley High Technology College in Year 7. Applications must be made on application forms available from the Local Authority of the borough in which your child lives. Completed forms must be returned to that Local Authority for processing in accordance with the co-ordinated admissions scheme.

In Year Admissions

In Year applications are managed by Wembley Multi-Academy Trust.

Children with a Statement of Special Educational Needs

If your child has a statement of Special Educational Needs the Local Authority will process your application for a school place as it is their responsibility to arrange SEN provision and consider the suitability of individual schools.

Right of Appeal

If the school is unable to offer a place, there is a statutory right of appeal to an Independent Appeal Panel.

Appeals under the Co-ordinated Admission Scheme

Admissions appeals for on-time applications (i.e. those relating to decisions sent on national offer date) will be heard within 10 days of the appeal being lodged.

Appeals must be lodged within 20 school days from the date of notification that the application was unsuccessful. Please contact the school for an East Lane Primary School's appeal form (which should be returned to the school's Admission Officer).

Late Applications under the Co-ordinated Admission Scheme

The school will comply with the Local Authority regarding Late Applications as detailed in the Local Authority's School Guide.

Waiting Lists

Lists will be maintained by the school from September 2024. A child's position on the waiting list does not depend upon the time they have been on the list, but will be determined by how they meet the oversubscription criteria.

This means that a child's position on the list can go down as well as up, depending upon the child's circumstances and those of other applicants. The waiting list will be closed each year and will not roll over.

"Hard to Place" and Excluded Students from Other Schools

The school will work closely with the Local Authority, in accordance with local protocols, regarding students who fall into these categories. Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with an In-Year Fair Access Protocol take precedence over those on a waiting list.

The Board of Trustees reviews this policy on an annual basis.