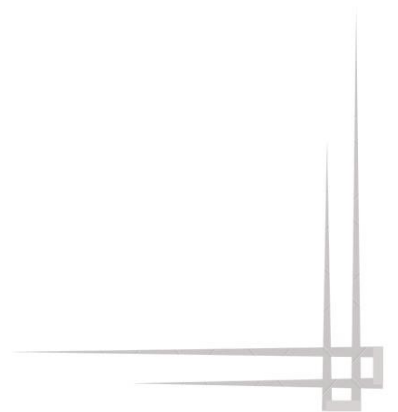




ADMISSION POLICY

2025 – 2026



The school's admission number for Reception places in September 2025 is 90.

East Lane Primary School is a highly oversubscribed school. We received over 400+ applications for 90 places in September 2023.

Application Process for Reception Applications

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 coordinated admissions scheme.

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.

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. Special medical or social reasons. These reasons must relate to the student and does not apply to family members. Parents applying under this criterion must provide supporting evidence from a professional e.g. a consultant, stating why East Lane Primary School is the most suitable school and the difficulties caused if the child attends another school.
3. Children who have a sibling at East Lane Primary School or Wembley High Technology College on the date of admission.
4. Children of staff of East Lane Primary School: priority will be given to children of staff in either of the following circumstances:
 - a) 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
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Those living closest to the school: distance will be measured in a straight line from the front door of the child's permanent address (including flats) to the school reception at WHTC, [using the Local Authority's computerised measuring system], with those living nearest to the school being accorded the highest priority. Where applicants live in the same block of flats, measurements will be taken from the door of each individual.

Tie Breaker

Within each criterion (1-4), priority will be given to the applicant who lives closer to the school (in a straight line from the front door of the child's permanent address to the school reception). A random allocator will be used to determine the offer of a place where two or more children are deemed to live the same distance from the school.

Admission to Year 7 under Local Authority Secondary Transfer Arrangements

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 Admission Scheme.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

All appeals for on-time applications for Reception will be heard in line with the timeframe which will be displayed on the school website in the Spring Term.

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 List (In-Year Applications)

East Lane Primary School will operate a waiting list. Where the school receives more applications for places than there are places available, a waiting list will operate and be closed at the end of the academic year. This will be maintained by Wembley Multi-Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. In-Year Application Forms are available on the school's website.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list, meaning that a child's position on the waiting list can go down as well as up. 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.

Sibling

Sibling refers to brother or sister, half brother or sister, or adopted brother or sister. The child must be living in the same family unit at the same address.

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.

Split Residency

If a child's residence is split equally between both parents, then parents will be asked to determine which is the residential address of the purpose of admission to the school. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

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

N.B. Next consultation on the ELPS Admissions Policy for admissions in 2026 is planned for Autumn 2024

