



Martin Primary School

Admissions Policy

Reviewed and ratified by the Governing Body: spring 2026

Reviewed every year

Statement of intent

At Martin Primary School, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for that school will be allocated, and will not be alienated or discouraged from applying based on admissions criteria.

The table below sets out who the LA is and other responsible bodies in our school.

Type of school	Who is the LA?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at the school?
Community School	Barnet	Schools Adjudicator	Barnet

1. Legal framework

This Policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2023) 'School Admission Appeals Code'

This Policy operates in conjunction with the following school policies:

- Equality and Diversity Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy

2. Links with the UN Rights of the Child

Article 15

Every child has the right to meet with other children and to join groups and organisations, as long as this does not stop other people from enjoying their rights.

Article 28

Every child has the right to an education. Primary education must be free. Secondary education must be available for every child. Discipline in schools must respect children's dignity.

Article 29

Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Article 31

Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

3. Roles and responsibilities

The LA is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.
- Determining the admission arrangements on an annual basis and publicly consulting stakeholders on any proposed changes to the admission arrangements.
- Setting clear, fair and effective oversubscription criteria which do not discriminate against any pupil.
- Communicating oversubscription criteria clearly to parents.
- Notifying the school of any in-year admissions and their outcomes.

The Governing Body is responsible for:

- Liaising with the LA where relevant regarding admitting pupils to the school.
- Working with the LA when determining the school's capacity.
- Ensuring that the LA has all the information it needs to set admissions arrangements.
- Making arrangements for pupils admitted through in-year admissions to start as soon as possible.
- Publishing a link to the full, determined admissions arrangements on the school's website.

The Schools Adjudicator is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

The appeals clerk is responsible for:

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Making the necessary administrative arrangements for hearings.
- Notifying all parties of the order of proceedings in advance of an appeals hearing.
- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.
- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions.

4. Admissions arrangements

The published admissions number (PAN)

The number of places available is determined by the capacity of the school. The PAN for Martin Primary School's Reception intake is 90 children.

The LA will consult with the Governing Body where it proposes to increase, decrease or keep the same PAN. Where the LA has set a PAN lower than the school's wishes, the school will submit an objection to the Schools Adjudicator, where appropriate.

The Governing Body will communicate with the LA where the admission of additional children would prejudice the provision of efficient education or efficient use of resources.

Oversubscription criteria

The LA is responsible for determining admissions arrangements for Reception to Year 6 places at the school. Nursery admissions are managed by the school and are covered in the school's Nursery Admissions Policy available on the school website.

The oversubscription criteria is reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

In the event that there are more applicants than available places, places will first be allocated to children with an Education Health and Care Plan (EHCP) naming the school. The remaining places will be allocated in the following order of priority:

1. 'Looked after children' and children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been 'looked after' as well as those 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 adopted.
2. Children who the Director of Education & Skills accepts have an exceptional medical, social or other need which the school is particularly able to meet
3. Children who, at the time of admission, have a sibling living at the same address who already attends the school. Siblings would include half, step, adoptive and foster siblings provided they also live at the same address as the applicant
4. Children of teaching staff of the school 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 will be in employment as a teacher at the school when the child starts school.
5. Children living within the individual school's defined area, with priority given to those who live closest to the school when measuring distance in a straight line.
6. Children living outside the individual school's defined area, with priority given to those who live closest to the school when measuring distance in a straight line

For further information please click on the following link: [Admission arrangements | Barnet Council](#).

Equal opportunities

The LA will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the school can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the school can justify how this is a proportionate means of achieving a legitimate aim.

5. Consultation, determination and publication

Consultation

The LA will consult with the Governing Body on any proposed changes to the admissions arrangements. Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January in the determination year. The LA will consult with the Governing Body on admissions arrangements at least once every seven years, even if no changes have been made in that time.

Determination and publication of admissions arrangements

The school will publish a link to the LA's full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on its website. The Governing Body will address any complaints about the proposed admissions arrangements to the School's Adjudicator.

Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made. A link to the finalised admission arrangements will also be published on the school website by 15 March in the determination year, and will continue to display them for the whole offer year.

Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year.

6. Applications and offers

Applications

Applications for Reception places at the school are made via the e-Admissions website: [Home | eAdmissions](#). Parents/carers are required to register for an account, add their child's details and indicate up to six choices of school in order of preference - the schools do not have to be located in the LA area where the parents/carers live.

Parents/carers are not guaranteed to have their preferences met. The LA will request supplementary information for the purpose of processing applications where necessary.

Offers

All offers will be made on National Offer Day, i.e. 16 April or the next working day, where this date falls on a weekend or bank holiday.

Where the school is oversubscribed, the LA will rank applications in accordance with its determined arrangements, and the qualifying scheme will ensure that only one offer will be made per child by the LA.

An offer will only be withdrawn if it has been made in error, a parent has not responded within **20 working days**, or if the offer was made via a fraudulent or misleading application. Where an offer has not been responded to within the designated time frame, the LA will give the parent a further opportunity to respond and will explain that the offer will be withdrawn if they do not. If any application is found to be fraudulent after a child has started at the school **in the first term of the new academic year**, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

The school must admit all children who have an EHC plan where the school is named. Children with SEND who do not have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report.

7. In-year admissions

The school will follow the same process for in-year admissions as for admissions at the start of the academic year. Information about in-year admissions can be found on the Barnet website: [Primary in-year application | Barnet Council](#)

The school will provide the LA with details of the number of places available, or any supporting evidence, no later than two school days following the request of such information from the LA.

8. Waiting lists

Waiting lists for the school are managed by Barnet. In-year waiting list names are normally held until the end of July each year. New in-year application should be submitted for the following academic year starting in September. Children's names will be kept on the waiting lists for the schools ranked as a higher preference than the school offered. A child's position on the list can go down as well as up; time spent on a waiting list isn't taken into account.

The LA will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round.

9. Admissions appeals

In circumstances where a school place is refused, parents, and in some circumstances their children, will have the right to appeal against an LA's decision to refuse admission. Information about the appeal process can be found at: [School appeals | Barnet Council](#)

The LA and appeal panel will ensure that it acts in accordance with the School Admissions (Appeal Arrangements) (England) Regulations 2012, the School Admissions Code, other law relating to admissions, and relevant human rights and equalities legislation, for example, the Equality Act 2010.

10. School tours

Parents/carers expressing an interest in sending their children to the school will be given an opportunity to visit the school. This initial visit will be conducted by the Headteacher, Deputy Headteacher or Assistant Headteacher.

During this visit there will be an opportunity to:

- walk around the main areas of the school and visit some classes
- discuss the curriculum organisation, equal opportunities, Special Educational Needs and behaviour policies
- receive information about the admissions procedure
- discuss any particular issues relating to their child.

11. Admissions into Reception

All parents and carers who accept the offer of a place in Reception receive a letter in the summer term, prior to the September start, which informs them of the date of the evening meeting for all new Reception parents/carers (usually held towards the end of June).

At the evening meeting, parents/carers receive a welcome pack and are informed about who will be the teacher and nursery nurse for their child's class. Parents and carers who are unable to attend the meeting will receive their pack in the post.

The 'Reception Welcome Pack' includes:

- the date of the child's home visit, where relevant
- the child's starting date and settling schedule
- a helpful information sheet, including attendance and punctuality guidelines
- information about school uniform
- 'How to help your child at home' booklet
- Tapestry permission forms.

Where possible, Martin Nursery children visit Reception during the Summer term prior to starting school. Any child who has not attended our nursery and does not have any siblings in the school is usually offered a time when the class teacher and teaching assistant/nursery nurse will visit the child at home during the first week of the autumn term.

'Drop in' in Reception

A drop in session for children new to the school is usually arranged for June/July. This is an opportunity for children and parents to meet the Reception team and for teaching staff to assess the new starters before allocating classes.

Starting in Reception

When a new child starts Reception, it is important that staff have the opportunity to spend some time with them, getting to know them and encouraging them to feel happy and secure in their new surroundings. To enable this to happen smoothly, we admit the children gradually.

Children are admitted into each Reception class in two groups of fifteen; group 1 usually includes the children who have attended the Martin Nursery and group 2 those who have not. The admission process in Reception usually starts on the second week of the autumn term:

- Days 1 and 2: group 1 stays from 8.55am to 12.15pm (including lunch) and group 2 stays from 1.30pm to 3.30pm.
- Day 3: all children stay from 8.55am to 12.15pm (including lunch)
- Day 4 onwards: all children stay from 8.55am to 3.25pm*

* Teachers will consider each child individually and, in consultation with parents/carers, will decide whether it is appropriate for a child to stay for the whole day.

12. Children who leave the school mid-term

It can be easy to ignore the needs of children transferring school mid-term, as well as the needs of the receiving schools and existing peer groups. Successful transfer is a two-way process and communication and preparation is essential. We endeavour to make the process as successful and happy as possible.

The following information is passed on:

- information about the child requested by the receiving school, which is honest and open about the child's needs
- written records, Barnet Primary records, assessment and target setting information
- SEN records where appropriate

We ensure that, at all times, any transference of pupil data is in strict accordance with the General Data Protection Regulations (GDPR) and the school's Data Protection Policy.

Children transferring school may be apprehensive and feel insecure about the imminent changes in environment, not knowing friends and teachers, being unsure of routines and procedures in their new school. We help to allay these fears by talking to the child and discussing any concerns.

Class dynamics may alter when children leave as they will when children join. Groups may be affected or it may be only one or two friends. Support is provided in these circumstances.

When a child leaves the school (except at the end of Year 6), the school completes an off-roll form which includes all of the child's personal details including, where possible, information about their next school. The off-roll form is sent to Barnet and a copy is kept by the school for the amount of time specified in the school's Data Retention Policy.