

## HOW TO COMPLETE THE APPLICATION FORM FOR NURSERY ADMISSION TO \*\*\* PRIMARY SCHOOL IN SEPTEMBER 2025

Please read the admissions criteria attached. The admissions officer will help you in applying for a place at the school. The following notes provide some guidance on completing the application form. Further information can be obtained by contacting staff at the school.

1. Give full details of your child's name as it appears on the birth certificate, date of birth and gender. Please indicate in this section which name your child is usually known by.
2. If possible, at the time of application, you should provide a copy of your child's age e.g. short birth certificate, child benefit letter, medical card or Health Visitor's red book. **Do not delay returning the form if you do not have the evidence available. Send the form back before the closing date, you can send the evidence afterwards.**
3. The current address of the child will be used in considering your application against the Local Authority Admission Arrangements. You will need to provide evidence of your child's residence at the address you give on the form. **Do not delay returning the form if you do not have the evidence available. Send the form back before the closing date, you can send the evidence afterwards.**

Usually evidence of address will be provided by the following documents:

We will accept the following copies of the following documents as proof of address:

- Utility bill received by you within the last two months. These include gas bills, telephone bills, electricity bills, water bills
- Council Tax letter dated 2024/25
- Letter from the benefits agency received by you within the last two months: Child benefit, Job Seekers Allowance, Income Support
- Tax credit Award Notice (TC602) dated 2024/25
- Proof of ownership of the property
- Bank statement received by you within the last two months.

**Important information: We will not accept two utility bills or two bank statements. School reserves the right to request additional proofs at any time.**

We **cannot** accept the following:

- Mobile phone bills
- Credit card bills
- Store card account bills
- Tenancy agreements.

We understand that there may be circumstances in which people are unable to provide these documents. If you are unable to provide any of the documents in the list, please contact the school for advice about acceptable alternatives. The school reserve the right to carry out additional checks in order to confirm your address and that of your child.

Schools endeavour to ensure that places are allocated in accordance with the school admission arrangements. Parents expect the process to be administered fairly. Stringent checks will be carried out to ensure applications are not fraudulent. Home visits may be carried out to verify addresses.

4. Having a brother or sister who attends the school already and will continue to do so on the date of admission is an important part of the admissions criteria. Siblings include half and step brothers and sisters but only if they are resident in the same address as the child for whom you are applying. Siblings do not include cousins, even if they live in the same address as your child.

Admission under this criterion can only be granted where the sibling continues to attend the school during the 2025/26 school year.

5. Children in public care are those children who are 'looked after' by the local authority. They will normally have their application made by the person with parental control of them and/or their social worker. They will normally apply to the nearest school. If the school applied for is not the nearest school, then the application will have to give specific reasons why it is the only suitable school if it is to be considered under this criterion.
6. Social/Medical – **parents who wish to apply under this criterion must provide evidence, along with the application form, that there are significant medical, social or special educational needs that should be considered.**  
This criterion relates to the **child's** medical, social and special needs. Not any member of the child's family. Decisions regarding whether children fall under this criterion are made by the school. It is better to send information to support your application. The school can only consider information it has received.

Remember, the application form should be returned to **the school** by 3:30pm on **15 January 2025**. Applications received after this date will only be considered if places remain available after the initial round of offers have been made.

**There is no right of appeal for nursery applications, as there is no legal right to nursery school place.**

**There is no automatic transfer from nursery to reception. Gaining a place at the nursery does not guarantee a place in the reception class.**

## **Admissions Arrangements for Brent Community Primary Schools**

### **Admissions Number**

School Name	Admission Number
XXXXXX	XXXXXX (For Nursery)

### **Application Procedure for Nursery places at Brent Community Schools.**

Parents who wish to secure a place for their child in the nursery of a Brent Community Primary school in the 2025/26 school year must apply directly to the school.

Application forms will be available from schools.

The closing date for applications will be in 15 January 2025.

Offer Letters will be sent out on 16 April 2025.

### **Late Applications**

Initial offers will be made to those children whose parents applied before the 'closing date'.

Late applications will be received but will not normally be considered for a place at the school until after this initial offer has been made. If some parents decline the initial offer of a place for their child, or vacancies become available, then all applications received, whether on time or late, will be considered for these places.

### **Waiting Lists**

Lists will be maintained throughout the school year. 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.

### **Appeals**

There is no right of appeal against any decision not to offer a place in a nursery.

## **Oversubscription Criteria for Brent Community Schools in 2025/2026**

The criteria set out below apply to the all Brent community schools.

Voluntary aided or religious faith schools, foundation schools, free schools and academies have their own admission policies. Parents should visit the website of these schools for a copy of their admission arrangements or visit [www.brent.gov.uk/admissions](http://www.brent.gov.uk/admissions)

Applications for children with an Education, Health and Care Plan (EHCP) are made by Local Authority SEN teams. The placement of such children is made after a process of consultation between parents, the school and the Local Authority. Children with an EHCP receive priority over others for admission to the school named on their EHCP. An Education, Health and Care plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

Schools should not admit more than 30 pupils in each class for Reception, Year 1 & Year 2. This is to enable the Local Authority to meet its statutory duty of having no more than 30 pupils in each class at Key Stage 1. Three year old children should not be admitted to Reception classes.

The following criteria are clear, fair and objective. It is illegal for schools to discriminate against a pupil on the basis of his/her ethnicity.

Whenever and wherever possible, children are offered a school of their parents' preference and in practice the majority of children go to the school which their parents select for them.

Sometimes, however, there are more applications for a certain school than there are places available. This is described as oversubscription. Whenever this happens, pupils are offered places in the following order of priority:

### **1. Looked After Children or previously Looked After Children**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.

The highest priority must be given to looked after children and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order, or special guardianship order. This includes such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.

### **2. Children adopted from state care outside of England**

Children who appear to Brent Council to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### **3. Linked infant school**

Children attending an infant school on the same site as a junior school.

This criterion will only affect admission to a junior school that is on the same site as the infant school the child attends immediately prior to the transfer.

#### **4. Medical or Social needs**

Exceptional circumstances to do with significant medical needs and or social needs.

This criterion relates to the child's medical and/or social needs. The application must be supported by written evidence that sets out the particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The recommendation for this specific school should demonstrate knowledge of the school in terms of resources and organisation which deems it essential that the named pupil be admitted to the specific school. The Council will not give higher priority to children under this criterion if the required documents have not been submitted.

##### *Medical Needs*

Applications made on medical grounds must be accompanied by compelling medical evidence from a hospital consultant at the time of application. The letter from the hospital consultant must provide information about the child's medical condition, the effects of this condition and why, in view of this, the child needs to attend the parent's preferred school. If the school is not the closest to home, the consultant must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school. Medical claims will only be considered for one school and this should be named by the consultant. In assessing these applications, advice will be sought from Brent's Special Education Needs Service.

##### *Social Needs*

Applications made on social grounds must be accompanied by compelling evidence at the time of application. Social needs claims will be considered where there is involvement from a social worker, or other professional and where it can be demonstrated that the child has exceptional social needs that cannot be met at any other school. Parents' circumstances can have an impact on a child's social needs and evidence of this will be considered.

#### **5. Siblings in catchment area**

Brothers or sisters of a child who attends the school, or an infant or junior school on the same or adjoining site, *living in the catchment area of the school* and who will continue to do so on the date of admission.

This includes half and step brothers and sisters and foster children so long as they live at the same address - but **not** cousins. Siblings attending the same school should have priority over those attending a separate school on the same site.

#### **6. Children of staff**

Children whose parent is a member of staff who has been employed at the school for two or more years at the time of application or has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

#### **7. In catchment area**

Children living within the school's catchment area.

The catchment area is the defined neighbourhood in which the school is sited. It is generally bounded by major roads and/or railway/tube. The catchment area is defined by the Local Authority and is designed to ensure that each address in the borough falls into the catchment area of one school. Information on which streets make up a catchment area can be obtained from the Local Authority, the school, the Local Authority's website and the Local Authority's composite prospectus.

## **8. Siblings outside catchment area**

Brothers or sisters of a child who attends the school, or an infant or junior school on the same or adjoining site, and who will continue to do so on the date of admission.

This includes half and step brothers and sisters and foster children so long as they live at the same address - but **not** cousins. Siblings attending the same school should have priority over those attending a separate school on the same site.

## **9. All other applicants.**

### **'Tie-break' Distance Measurement**

Where pupils meet the same criteria, places will be offered in order of the distance from home to school which will be measured by straight-line, from the address point in the property to the address point in the school, as determined by LLPG (Local Land Property Gazetteer) data. The measuring system is an integral part of the admission software produced by Servelec Synergy Ltd, uses Ordnance Survey maps and LLPG data and is accurate to 1 centimetre.

### **Twins, Triplets 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 Local Authority will offer both twins, all triplets or children of multiple birth a place even if this means temporarily going over the published admission number.

### **Split residence**

Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to 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.

### **Admission to community school nurseries**

The timeline and oversubscription criteria for a place in a nursery class in a community school are the same as for a Reception place. The council does not co-ordinate applications for nursery places. Applications for a nursery place in a community school must be made directly to the school by 15th January 2025. Offers will be made on 16th April 2025 by the school. If the nursery is oversubscribed, the Community Schools Oversubscription Criteria will be applied.