



# Salisbury Manor Primary School

## Admissions Policy

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Date of last review	May 2026	Review period	2 years
Date of next review	May 2028	Owner	Principal
Type of policy	Statutory	Approval	
SLT member responsible for Admissions	Principal		

**Principal: Miss E Curtis**

Salisbury Manor Primary is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12.  
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## 1. Introduction

- 1.1 Salisbury Manor Primary is a mainstream co-educational, non-selective School with an agreed admission number of 60 pupils for entry in Reception.
- 1.2 We believe in providing a continuous outstanding school experience for children from 5- 11 years.
- 1.3 We aim to ensure the entire admissions process is as smooth and efficient as possible, so that children can begin their learning journey with us in a positive manner.
- 1.4 All admissions will be managed by Waltham Forest Council.
- 1.5 United Learning retains overall responsibility for admissions.

## 2. Statutory Framework and other guidance

- 2.1 This Policy will comply with the School Admissions Code (December 2014), the School Admission Appeal Code (February 2012) and the School admissions: applications for overseas children (2020)
- 2.2 The admissions register is maintained in accordance with Education (Pupil Registration) (England) Regulations 2006.
- 2.3 Salisbury Manor Primary is committed to ensuring that the application of this policy is non- discriminatory in line with the UK Equality Act (2010) and complies with the Human Rights Act (1998).

## 3. Links to other policies

- 3.1 The Admissions Policy should be read in conjunction with the following areas of School policy:
  - Equal Opportunities Policy
  - Inclusion Policy
  - Safeguarding and Safer Recruitment Policy
  - Looked After Children Policy

## 4. Principles

- 4.1 The following framework underpins the Admissions Policy at Salisbury Manor Primary. The process:
  - is fair
  - is open, transparent and accessible to all
  - is inclusive
  - is entirely non-selective, and leads to a school serving the local community

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## 5. Roles and Responsibilities for the Admissions Policy

Roles	Responsibilities
Admissions officers (Primary administrator)	Responsible for all administrative tasks linked to admissions (including in-year admissions)
Members of SLT responsible for admissions	Responsible for all liaising with Waltham Forest Council Ensuring admissions process for new students is adhered to Reviewing admissions processes annually and improving where appropriate Carrying out appeals process – all appeals are carried out by the school
Principal	Overall responsibility for ensuring all admissions and appeals processes is adhered to
Local Governing Body	Ensures the admissions criteria are reviewed, through consultation, at least every seven years
Waltham Forest Council	Management of admissions processes

## 6. Implementation

### A. General Admissions Process

- 6.1 All applications are made via Waltham Forest Council, using the Common Application Form. We follow the Pan London Coordinated Admission System.
- 6.2 Mid-year admissions are pupils for whom a school place is being sought outside of the normal admissions rounds. Applications for mid-year admissions are made via Waltham Forest Council, as in 6.1 all applications are to be completed online, further details are found on the Waltham Forest website.
- 6.3 Salisbury Manor Primary has an agreed admission number of 60 pupils and will accordingly admit these numbers in the relevant age group each year if sufficient applications are received. Where fewer than these numbers of applications are received, the school will offer places to all those who have applied.
- 6.4 It is the expectation of Salisbury Manor Primary that a child is educated alongside his/her age equivalent peers, in almost all cases. We would strongly advise that all children enter their normal year group. The responsibility for addressing individual educational needs lies with Salisbury Manor Primary through an appropriately differentiated and enriched curriculum. Parents may request that their child is exceptionally admitted outside their normal age group. United Learning (the admissions authority of Salisbury Manor Primary) will decide whether the individual child's circumstances make this appropriate on educational grounds.
- 6.5 All requests to educate a child outside their normal year group must include evidence of the child's circumstances from a relevant professional detailing the child's educational need, which makes education outside the normal age group necessary. Parents must

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consider the impact of a child being educated with children of a different age within primary school and at transition to a different secondary school where admissions outside the cohort cannot be guaranteed.

- 6.6 Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below, in the given priority order:

## The Oversubscription Criteria

### **Priority 1**

Looked after children: children who are in the care of local authorities as defined by Section 22 of the Children Act 1989.

### **Priority 2**

Children who have medical needs and social reasoning, whereby it is necessary for them to attend Salisbury Manor Primary. Evidence will be required.

### **Priority 3**

Children who have a sibling (brother or sister) at the school when they are due to start school. Please see note 3.

### **Priority 4**

Children of staff who are employed by the Trust

### **Priority 5**

Children who live closest to the school, measured in miles in a straight line (as the crow flies).

- 6.7 Pupils with Education Health and Care plans (EHCP) will not be subjected to the application of the oversubscription criteria. They will be allocated a place at Salisbury Manor Primary if their EHCP nominates the School as being the most suitable (note: this will change in line with the new SEN Code of Practice in September 2014).
- 6.8 A looked-after child is a child who is or was:
- For the purposes of the policy the phrase 'looked after children' refers to currently looked after children and all previously looked after children, including 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.
  - Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship order). This includes children who appear (to the admission authority) to have been in state care outside of England and ceased

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to be in state care because of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- For admission purposes we consider a 'looked-after child' to be a child currently in care or a child who was in care but became the subject of an adoption, residence, or special guardianship order immediately after leaving care.

## 6.9 'Sibling' means:

- a full brother or sister;
- a half-brother or half-sister;
- a stepbrother or stepsister; and
- an adopted or long-term fostered brother or sister; living at the same address and going to the named school (not including the school's nursery).

All siblings must be named on the application form. If they are not listed on the form, we cannot take them into account.

6.10 The child's home must be the permanent address where they live with their legal guardian. This should be the address for Council Tax and where any Child Benefit is addressed. Where parents have shared responsibility for a child and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

6.11 All distances are measured using SIA's Geographical Information System (SMART) from the centre of the child's home to the school's main gate.

6.12 When children have an equal claim to a place because their measurements are the same (for example, from a block of flats), we will use a lottery system (random allocation) to offer places to children.

6.13 Any other circumstances that are not listed in the admission criteria will not be considered.

6.14 If a child is given a place at Salisbury Manor Primary based on false or misleading information, the place will be withdrawn, and legal action may be taken.

6.15 The Oversubscription Criteria applies to all year groups from Reception onwards

## B. In-year admissions process

6.16 The following process is for in-year admissions:

- The welcome pack is sent to prospective families when an admission enquiry has been received.
- Prospective families are invited for a meeting (Home Visits take the place of this meeting in the case of new Reception) with the principal + SLT member responsible

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for Admissions + appropriate pastoral leader/class teacher.

- The attendance officer requests information from a previous school or other institution, where appropriate.
- 6.17 All in-year admissions are managed through Waltham Forest Council, and the same over- subscription criteria apply as in part A.
- 6.18 The Induction Meeting (including Home Visits for new Reception pupils) should follow these guidelines:
- A translator should be present where necessary
  - The following should be given to parents/carers **before** the meeting:
    - Welcome letter from Principal
    - Information for new pupils' booklet
    - Prospectus
    - Enrolment form
    - Home-School agreement
    - Uniform expectations
    - Arbor details
    - Supporting Achievement Fund information
    - Free School Meals application
    - Health Plan (where necessary)
  - Start date should be agreed at the meeting
- 6.19 Where a child has been excluded from a previous school, is joining Salisbury Manor Primary as a managed move, has an Education Health and Care plan or is being reintegrated to the School from a PRU, a multi-agency meeting should take place prior to admission (Note: this will be reviewed in line with the SEN Code of Practice in September 2014).

## 7. Appeals

- 7.1 Parents have a right to appeal to an independent appeal panel, if Salisbury Manor Primary was listed above the school they have been allocated in their list of preferences.
- 7.2 All Appeals are managed by Waltham Forest.
8. Click [Primary School booklet](#) for more information.

Apply online at <https://www.walthamforest.gov.uk/schools-education-and-learning/apply-primary-school/how-apply>

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