ADMISSIONS 2027-28 POLICY

Document Detail	
Policy Reference:	Mosaic Schools Learning Trust
Category:	Admissions
Authorised By:	The Board of Trustees
Status:	Determined
Date Approved:	4 February 2026
Issue Date:	February 2026
Review Date:	February 2027

1 Introduction

1.1 Wickham Common Primary School (**School**) is located in West Wickham, within the London Borough of Bromley. It is part of Mosaic Schools Learning Trust (**Trust**), a multi academy trust.

1.2 Admission to all state funded schools is governed by the School Admissions Code 2021 (**Code**). Under the Code, the Trust is the 'Admission Authority' for the school, and has a legal duty to formally determine the 'admission arrangements' for each year's intake in accordance with the requirements of the Code.

1.3 The Trust Board determines the admission arrangements each year annually at a meeting of the Board of Trustees.

1.4 This policy and all other admission related documents referred to herein and used during the admission process, together form the school's admission arrangements. Any proposed changes to the admission arrangements are subject to statutory consultation before they can be determined. Determined admission arrangements can only be varied in specific circumstances, and usually only with Secretary of State consent.

2 Definition of a 'Parent'

2.1 In this policy and in education law, the definition of a 'parent' includes a natural or adoptive parent of the child (regardless of whether they child lives with them, has contact with them, or they have parental responsibility for the child). It also includes a person who is not a natural or adoptive parent of the child, but who has care of and/or parental responsibility for the child.

3 Inclusivity and Equality

3.1 The school is fully inclusive and welcome applications for the admission of children with special educational needs (**SEN**), physical, mental or behavioural disabilities and other protected characteristics defined by the Equality Act 2010. The school's admission arrangements are determined and implemented with its equality duties in mind, including the public sector equality duty (**PSED**).

4 Children with an Education Health and Care Plan (EHC plan)

4.1 Children with an EHC plan are admitted to school under separate statutory procedures managed by their home Local Authority, not under this policy.

4.2 Parents of children with an EHC plan who would like their child to have a place at the school must therefore discuss this with their home Local Authority so that they can propose to name the school in the child's EHC plan and consult the school on suitability.

4.3 Where a Local Authority names the school in a child's EHC plan, the child must be admitted. Where this happens in the normal admission round (i.e. entry to Reception Year in September), these children will be allocated places within the published admission number (**PAN**) first, reducing the number available for other children. At all other times, children with an EHC plan naming the school will be admitted even where this means the maximum cohort for the year groups will be exceeded.

5 Published Admission Number (PAN)

5.1 The PAN for **Reception Year** is **60** pupils.

6 Oversubscription Criteria for Reception Year

6.1 Where there are more applications than places available, the order in which places will be allocated will be as follows:

6.1.1 Looked after and previously looked after children

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and 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.

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.

Additional information may be required to confirm that the child is, or has been, in the care of the local authority. Where the Virtual School Head (VSH) at the Local Authority has already verified the child's status and the School is able to confirm this with them, there will be no need for evidence to be provided by parents.

6.1.2 Children with an exceptional social and/or medical need, or who have a close family member with an exceptional social and/or medical need

For inclusion in this category, either the child or a close family member living with the child at the child's home address, must have an exceptional social and/or medical need **which means that only Wickham Common Primary School is suitable for the child to attend, and no other local school is suitable**. The application must be supported by a letter from a hospital consultant, the special support service, social worker or similar professional, setting out the reasons why the school is the only one to meet the child's needs, before an admission decision is made. The admission decision will be considered in consultation with teaching and medical professionals.

For the purpose of this category, a 'close family member' is a parent (as defined by this policy), or a sibling (as defined by this policy) or grandparent who, in either case, lives with the family as a dependent of the applicant child's parent.

Applications in this category should be accompanied by a completed Exceptional Social and/or Medical Need Supplementary Information Form, to be received by the application deadline wherever possible. In order to be considered in the

normal admissions round, the completed SIF must also be received by the deadline. Where the parent has the exceptional social and/or medical need, **that parent must complete this form and the application form giving only their own details only - no details of the other parent must be provided**.

Part A must be completed by the parent, and Part B must be completed, signed and dated by the parent's HR Manager. This form is available to download on the School's website, or in hard copy format from the School's main office.

6.1.3 **Children with a sibling at Wickham Common Primary School**

For inclusion in this category, the sibling must attend Wickham Common Primary School at the time of application/the application deadline **and** when the applicant child is admitted.

For the purpose of this category, a 'sibling' is a full sibling (sharing both parents), a half sibling (sharing one parent), an adopted sibling, a long-term foster sibling (i.e. not a temporary placement), a step sibling (one child's parent married to the other child's parent), or a child of their parent's cohabiting partner. In all cases, the sibling must live at the child's home address (as defined by this policy) as part of the same core family unit. For the avoidance of doubt, a child of a friend or extended family member (e.g. cousin) will **not** be a 'sibling' for this purpose, even if they live at the same address as the applicant child.

For inclusion in this category, parents must state the sibling's details in the application form.

6.1.4 **Children of staff members employed at Wickham Common Primary School**

The staff member must be employed by the Trust on a permanent contract and based at Wickham Common Primary School for more than 50% of their normal working hours each week during term time. They must also have been:

- Employed by the Trust at the School for at least two years at the time of application; **and/or**

- Recruited to fill a vacant post for which there was a demonstrable skill shortage. Members of staff who are uncertain as to whether this condition would apply to them should speak to the HR team prior to making an application to the school

Members of staff employed in the Mosaic Central Team can apply to the school that is their main employment base at the time of the application.

For the purpose of this category, a 'child' of a staff member is their natural or adopted child (whether they live with the staff member or elsewhere) and/or their step-child or child of their cohabiting partner (where they live and sleep with the staff member at their home address for more than 50% of their time from Sunday to Thursday night during term time). For the avoidance of doubt, a step-child or child of a cohabiting partner living elsewhere will **not** be eligible for a place under this category.

Applications in this category must be accompanied by a completed Children of Staff Supplementary Information Form, to be received by the application deadline. **The employed parent must complete this form and the application form giving only their own details only - no details of the other parent must be provided**.

Part A must be completed by the parent, and Part B must be completed, signed and dated by the parent's HR Manager. This form is available to download on the School's website, or in hard copy format from the School's main office.

6.1.5 **All other children**

This category will include all children who do not fall into any of the oversubscription categories above.

Tie Breaker

6.2 Where there are more applications than places remaining in any of the oversubscription categories, the order in which places will be allocated will be determined by the distance between the child's home address (as defined by this policy) and the school, with those living nearest receiving highest priority.

6.3 Distances will be measured (in a straight line) from the unique national grid reference (Easting and Northing) of the child's home address (including flats) to the main entrance of the school building, using the Local Authority's computerised measuring system that identifies the unique national grid reference of the property. Those living closer to the school receiving higher priority. The furthest distance reached is checked to confirm it is unique. Where the next applicant measures the same the system will go to further decimal places within a measurement to qualify who is nearer.

6.4 Where applications are received from flats that have the same "Easting and Northing" measurements, places will be allocated by door number; in ascending order numerically and or alphabetically.

6.5 If there are two identical distance measurements for different addresses of separate applicants, the tiebreak will be done by the drawing of lots, supervised by someone who is independent of the Trust and the school.

7 Child's Home Address

7.1 The child's home address is the residential (not business) address of their parent (as defined in this policy) at which they live and sleep for at least 50% of their time from Sunday to Thursday night during term time. It will usually be the address at which they are registered with their GP, hospital, dentist and/or optician, and/or where Child Benefit/Child Tax Credit (if eligible) is claimed, at the time of application.

7.2 Where any uncertainty arises in respect of the child's home address, the school reserves the right to seek documentary evidence to determine which address meets the definition stated above. The pattern of overnight stays from Sunday to Thursday night during term time will be assessed over 3 or 5 weeks so as to ensure that it cannot be equal. For the avoidance of doubt, it is the address which meets this definition that will be used to process the application, not the address the parent would like to be used.

7.3 Applications for the admission of children of UK Armed Forces personnel with a confirmed posting to the area, or Crown servants returning from overseas to live in the area, will be accepted and processed before the family moves house, as long as the application is accompanied by an official letter giving a relocation date and a Unit postal address or quartering area address for use in applying the oversubscription criteria.

8 Statutory Maximum Key Stage One Class Sizes

8.1 The statutory maximum class size for Reception Year, Year 1 and Year 2 is 30 pupils per teacher.

8.2 However, some children may still be admitted where this would result in a class size exceeding the statutory maximum. These categories are set out in regulations and summarised at Paragraph 2.16 of the Code. Where this happens, the additional pupils are 'excepted pupils' who do not count towards the class size until it falls back to 30, when they will no longer be regarded as 'excepted pupils'. Excepted pupils only relate to years Reception to Year 2 as these are the years with a statutory maximum class size.

9 Twins, Triplets and Siblings of a Higher Multiple Birth

9.1 Where a twin, triplet(s) or sibling(s) of a higher multiple birth achieves a place at the School within the PAN in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth does not achieve a place, the school will admit their twin, triplet(s) or sibling(s) of a higher multiple birth even where this means exceeding the PAN] as 'excepted pupils' (see above).

10 Application Procedure for Admission to Reception Year in September

10.1 Applications for admission to Reception Year in September which are made in time for the local authority to offer a school place on National Offer Day are known as applications made 'in the normal admission round'. An application will be defined as a late application if it is submitted before the first day of the first term in the admission year but have not been made in time to enable the local authority to offer a place on National Offer Day.

10.2 Applications in the normal admission round must be made **directly to the child's home Local Authority** by completing and submitting a Common Application Form (**CAF**), which is available to download/complete online via the local authority website. For clarity, the "home local authority" is the local authority in which the child's address falls. The CAF should be submitted by the application deadline. Parents must state a preference for the School in the CAF.

10.3 Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation must be submitted in support of the application. This documentation must be submitted to Bromley Council **by the application deadline**. If not, the child will be placed in the next oversubscription category that applies.

10.4 The application deadline for admission to Reception year in the normal admission round is **15 January 2027.**

10.5 National Offer Day for admission to Reception Year in the normal admission round is **16 April 2027.**

10.6 Applications received after the application deadline will be treated as **late applications**, which means they will be processed after all on-time applications have been processed and places allocated thereby reducing the chances of the child being offered a place.

11 Application Procedure for In-Year Admission (Mid-Year/Other Year Groups)

11.1 Applications for admission to Reception Year other than in September, and to Years 1 and 2 at any time, are known as applications made 'outside the normal admission round' or 'in-year admission'. The school chooses to outsource applications for in-year admission to London Borough of Bromley.

11.2 Applications for in-year admission must be made **to the London Borough of Bromley**, by completing an In-Year Common Application Form (**ICAF)** and submitting it to them. This form and further guidance on the process is available on the London Borough of Bromley's website, which can be accessed here.

11.3 Parents should carefully consider the oversubscription criteria stated above to determine whether other documentation must be submitted in support of the application. Where possible, this documentation should be submitted at the same time as the application, or the child will be placed in the next oversubscription category that applies. Where a parent completes a supplementary application form (SIF) after applying for a place at Wickham Common, this will be considered at the earliest opportunity, and, if accepted, may change the child's ranking on the school's waiting list.

12 Waiting List

12.1 The school is required to maintain a waiting list for children who are unsuccessful in achieving a place in Reception Year until 31 December following entry to the school.

12.2 Waiting lists are held and managed by Bromley Council.

12.3 The waiting list is ranked strictly in accordance with the oversubscription criteria set out in this policy, and not by reference to the date that the child's name was added to the list. This means that a child's name can go down as well as up the waiting list as more names are added.

12.4 Children placed at the School under the Local Authority's Fair Access Protocol will take priority over children on the waiting list.

13 Statutory Right of Appeal

13.1 Parents have a statutory right of appeal against the refusal of a place at the school. This applies to all year groups.

13.2 Full details of the statutory right of appeal will be set out in the formal letter notifying parents of the refusal of a place, including the deadline for lodging an appeal.

13.3 The school will publish an appeals timetable for appeals against the refusal of a place in the normal admission round alongside this policy on or before 28 February in the year in which offers are made.

14 Deferred Entry and Part-Time Attendance in Reception Year

14.1 All children are entitled to a full-time place in Reception Year in the September following their fourth birthday. Children do not, however, reach compulsory school age (CSA) until one of three prescribed dates following their fifth birthday as follows:

Born on or between:	Prescribed date the child reaches CSA:
1 September and 31 December	31 December
1 January and 31 March	31 March
1 April and 31 August (called 'summer born children')	31 August (one school year later)

14.2 Parents have a right to decide that their child will not start school until they reach CSA, which is known as 'deferred entry' (or 'delayed entry' in the case of 'summer born children' - see below). The school has no discretion to refuse to allow this.

14.3 Where parents choose to defer entry until later in the school year, the school will hold their place in Reception Year for them, rather than giving it to another child, for a maximum of two terms (i.e until the Easter end of term holiday). Places cannot be deferred or retained beyond this point.

14.4 Parents also have a right to decide that their child will attend school part-time until they reach CSA. The right can be exercised throughout the school year (i.e. all three terms) and be combined with the right to defer. For example, a child born on 25 January could defer starting school until the first day of term after the Christmas and New Year break, and then attend part-time until after the Easter break.

14.5 Where parents want to defer their child's entry and/or choose for them to attend school part-time, they should apply for a place in the normal way and, once they have accepted the offer of a place, let the school know their decision, ideally in writing. There is no requirement to give reasons.

15 Delayed Entry for Summer Born Children

15.1 Children born between 1 April and 31 August (known as 'summer born children') do not reach CSA until 31 August, and are therefore not legally required to start school until one school year after they became entitled to a full-time place in Reception Year.

15.2 Parents of summer born children can defer their child's place for one or two terms and/or choose for their child to attend part-time throughout the school year, as set out above. However, they cannot defer their child's place for a whole school year and still retain it. If they do not want their child to start school at all until the following year, they must refuse the offer of a place and apply for admission again the next year.

15.3 However, where a summer born child is admitted one school year later than usual, the default position is that this would be to Year 1 with their normal age group. This means a) they will have missed Reception Year entirely, and b) they will only be offered a place if there is one available in Year 1, which is uncommon.

15.4 Parents may, however, ask the admission authority for a school for permission for their child to be admitted one year later than usual, outside their normal age group, to Reception Year.

The procedure for making these requests is set out below. Parents should note that, in contrast to deferred/delayed entry and part-time attendance, they do not have a right to decide that their child will be admitted outside their normal age group - this is at the discretion of the admission authority for the school concerned.

15.5 Parents are strongly encouraged to make their requests in a timely manner, ideally well in advance of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions when they subsequently apply for admission.

16 Requests for Admission Outside Normal Age Group

16.1 Parents have a right to ask that their child is admitted to a year group other than their normal year group at the school. This may be to a year group below or above, and there may be a variety of reasons for making this request.

16.2 However, parents do not have a right to decide that their child **will** be admitted outside their normal age group. Such requests must be considered by the Mosaic Schools Learning Trust, which will decide whether or not to agree the request **in principle**, or refuse the request, taking into account the factors set out below. Requests for admission outside normal age group are not applications for admission, which must still be made in the usual way.

16.3 Mosaic Schools Learning Trust will make decisions on the basis of **the circumstances of each case** and in the **best interests of the child concerned**, taking into account the parents' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery out of their normal age group, and whether they may naturally have fallen into a lower age group, if it were not for being born prematurely. They will also take into account the views of the Headteacher of the School and, where provided, of any current or previous school. This is not an exhaustive list, and parents may put forward any matters for the Trust to consider.

16.4 Parents should complete a Request for Admission Outside Normal Age Group Form and submit it with any supporting documents to the School marked for the attention of the Clerk to the Admission Committee. This form is available to download on the School's website or in hard copy from the School's main office.

16.5 In all cases, Mosaic Schools Learning Trust will notify parents of the outcome of their request in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, the letter should accompany the application for admission subsequently made for a place at the school.

16.6 Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the school's published Complaints Policy if they do not believe the request was dealt with properly.

17 Review and determination of the school's admission arrangements

17.1 The term 'admission arrangements' means *"The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered"*. The admission arrangements therefore include not only this policy, but all other admission related documents and any other published information about the school's admission processes.

17.2 Under the Code, the Admission Authority for a school must formally determine the admission arrangements for the next intake at that school **every year on or before 28 February**.

17.3 Where no changes (other than changing dates/deadlines) are proposed, there is no requirement to consult. However, where changes are proposed (other than a proposed increase in PAN) or seven years have passed without consultation, the Admission Authority must carry out a 6-week statutory consultation in accordance with the Code between 1 October and 31 January ahead of determination of the admission arrangements.

17.4 Once determined on or before 28 February, the school's admission arrangements for that intake must be published and a copy sent to Bromley Council. They cannot be varied except in limited circumstances to correct a mistake or give effect to a decision of a Schools Adjudicator. Any other variations will require Secretary of State consent, which will only be granted where there has been a 'major change in circumstances'.

17.5 The admission arrangements for the **Autumn Term 2027** intake were determined by the Mosaic Schools Learning Trust Board of Trustees at their meeting on **4 February 2026.** They will be reviewed again in the late summer/early autumn next year for the next intake.

Appendix – Definitions

Admission Number (or Published Admission Number – (PAN)): The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.

Catchment Area: A geographical area, from which children may be afforded priority for admission to a particular school. A catchment area is part of a school's admission arrangements and must therefore be consulted upon, determined, and published in the same way as other admission arrangements.

Common Application Form (CAF): The form parents complete, listing their preferred choices of schools, and then submit to local authorities when applying for a school place for their child as part of the local co-ordination scheme, during the normal admissions round. Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents to express a higher number of preferences if they wish.

Education, Health and Care Plan: 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, health and social care provision required for that child.

Home Local Authority: A child's home local authority is the local authority in whose area the child resides. This may be a different local authority to that for the school.

Infant Class Size Exceptions: The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit.

Infant Class Size Limit: The size of an infant class (i.e. a class in which the majority of children will reach the age of five, six or seven during the school year) is limited to 30 pupils per school teacher.

In-year application: An application is an in-year application if it is for the admission of a child to a relevant age group and it is submitted on or after the first day of the first school term of the admission year; or it is for the admission of a child to an age group other than a relevant age group.

Late Application: "Late applications" are applications for entry in a relevant age group which are submitted before the first day of the first term in the admission year but have not been made in time to enable the local authority to offer a place on National Offer Day.

Looked After Children (see also Previously Looked After Children): Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

National Offer Day: The day each year on which local authorities are required to send the offer of a school place to all parents in their area. Secondary National Offer Day is 1 March (or the next working day). Primary National Offer Day is 16 April (or the next working day)

Normal Admissions Round: The period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12 September, with the deadlines for parental applications of 31 October (for secondary places) and 15 January (for primary places), and subsequent offers made to parents on National Offer Day as defined above.

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)