



ADMISSIONS CRITERIA FOR ENTRY TO COURTWOOD PRIMARY SCHOOL IN SEPTEMBER 2025

The Collegiate Trust (TCT) is the admissions authority for *Courtwood Primary School* (the School) and in carrying out this function complies with all the relevant provisions of the statutory codes of practice as they apply at any given time. The *Local Governing Body* (LGB) of *Courtwood Primary School* operates the agreed procedures of TCT and participates in the coordinated admission arrangements operated by Croydon Council.

During September in any year, information about the arrangements for applying for the intake in September of the following calendar year will be available; this will include details of *Open Mornings*, and other opportunities to visit the school.

Entry to Reception

The Planned Admission Number (PAN) for *Courtwood Primary School* is 30

Applications for places must be made on the *Common Application Form* provided and administered by Croydon Council or by the Borough in which you live.

Any child with an Education, Health and Care Plan (or a Statement of Special Educational Needs) naming the School will automatically be admitted to that school under section 324 of the Education Act 1996.

‘Children with Education Health and Care Plan (EHCP) will be allocated to the school before other applicants are considered, under section 324 of the Education Act 1996, and the number of places available may be reduced by the number of children with an EHCP that has named the school’

In the event of applications exceeding the number of available places, the following criteria will be applied.

1. **Looked-after children and previously looked-after children;**

Looked-after children are defined as children in public care at the date on which the application is made; 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, immediately after being looked-after; this includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. If an application is made under the *looked-after* criterion, it must be supported by a letter from the relevant local authority children’s services department and /or relevant documents.

2. **Siblings:**

Children with a brother or sister who will be in attendance at the School at the time of enrolment of the new pupil. A sibling is defined as a brother or sister, half-brother or sister, step brother or sister, foster-brother or sister or adopted brother or sister whose main residence is the same address as the child for whom the application is being made. In the case of in-year admissions, eligibility for sibling priority will apply at the time of an offer.

3. **Medical Pupils with serious medical reasons for needing to attend the School:**

Places may then be offered to children whose parents are able to provide medical evidence, from a registered health professional, that entry to Courtwood Primary School rather than any other school or school is essential. This evidence should be sent with an accompanying letter from the parent which provides the child’s name, address and date of birth to: Admissions, Courtwood Primary School, Courtwood Lane, Addington, CR0 9HX

It is important that the medical evidence outlines why Courtwood Primary School is the only school or school that can meet your child’s needs; this evidence must, other than in exceptional circumstances, be

from a GP or Consultant. It will be reviewed carefully by an appointed Trust panel, with a decision on whether to accept the medical need notified in writing.

4. **Distance:**

Priority will be given to pupils living nearest to the School as measured in a straight line.

“Home” is defined as the address where the child normally resides Monday to Friday as their only or principal residence. The distance will be measured in a straight line from the child’s home address to the designated entrance of the School using a computerised measuring system (GIS) and geographical reference points as provided by the *National Land and Property Gazetteer*. Those living closer to the School will receive higher priority. If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.

Tiebreaker

In the event that the number of applications for places exceeds the number of places available, after application of the admissions criteria, distance will be used to decide between applications. Where distance is the same for two or more applications the authority will use random allocation, which will be independently verified.

Twins /triplets or other multiple births for admission into an infant class

If you are applying for twins, or children from a multiple birth, and there is only one place available at the School, legislation allows us to admit them all i.e. all siblings from a multiple birth.

Operation of Waiting List

Courtwood Primary School operates a waiting list, co-ordinated by the local authority, whenever there are more applicants than places. The list will operate from 20 school days after the allocation date and will remain operational until the end of that calendar year. A child’s position on the waiting list will be determined solely in accordance with the admissions criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the criteria.

Arrangements for Appeals

Parents have the right of appeal to an *Independent Appeal Panel* at any time if they are dissatisfied with a decision made by the *Admission Authority*. Appeals are conducted in accordance with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to Academies. The determination of the appeal panel is binding on all parties. *The Collegiate Trust* will provide guidance for parents about how the appeals process works. The contact for this is *the Clerk to The Collegiate Trust at Riddlesdown Collegiate*. We advise that appeals should be lodged with the Clerk within 20 school days of receipt of the Local Authority offer letter; full details on the appeals process will be published on the school website <https://courtwood.org.uk/>

Admission of children below compulsory school age - deferred entry to school

Parents can defer the date their child is admitted to the School year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Parents can also take up a part-time place until later in the school year but not beyond the point at which they reach compulsory school age.

Admission of children outside their normal age group

Parents may request that their child is exceptionally admitted outside their normal age group. TCT will work with each family to determine whether it is in the best interests of their child to be educated outside their chronological year group.

All requests to educate a child outside their normal year group should include written explanation of why this is necessary and where applicable, 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. Decisions are made based on the circumstances of each case and in the best interest of the child. This includes taking account of the following:

- Parents’ views
- Information relating to the child’s academic, social and emotional development, with relevant medical history and the views of a medical professional

- Any previous history of being educated outside of their normal age group
- If a child may naturally have fallen into a lower year group, if it were not for the child being born prematurely
- Views of the Principal at Courtwood Primary School

In-Year Admissions

In-year admissions will continue to be co-ordinated by the Local Authority. An application form must be obtained from, completed and returned to the Local Authority to apply for an in-year admission.