Ravensworth Primary School

Admissions Policy

2026-2027

Reception Admissions

All Reception applications shall be received and offers made individually by the Local Authority in common with other Bromley Primary Schools.

The standard number for admissions to Ravensworth Primary School is 30. The published admission number is inclusive of students with a statement of special education needs in accordance with the relevant statutory requirements.

In line with legislation, all children will be permitted to start in Reception in the September following their 4th birthday.

All applications shall be made by applying to your home local authority (the borough within which you live) via their website.

Bexley – www.bromley.gov.uk
Bromley – www.bromley.gov.uk
Croydon – www.croydon.gov.uk
Greenwich – www.royalgreenwich.gov.uk
Lewisham – www.lewisham.gov.uk

Waiting lists are kept for Reception and maintained by our oversubscription criteria (LAC; Sibling, Staff, Distance). Please see the school website for details of how to apply.

In-Year Admissions (admission to Year groups 1-6)

Parents/Carers who wish their child to join the school at a time other than the start of Reception should apply directly to the London Borough of Bromley. Parents/Carers who request a school transfer mid-term and where no house move is involved may be advised that their child will not be able to start until the beginning of the next term unless there are special circumstances to be considered and it is agreed

between the present and new school. In-year waiting lists will be maintained by the Local Authority until the end of the academic year. Applicants wishing to remain on a school waiting list will be required to reapply at the beginning of the next academic year.

Admissions Criteria

Where applications are oversubscribed, places will be offered in line with the admission criteria outline below:

(i) Children Looked After (CLA)

A CLA is a child who is:

(a) in the care of the local authority or being provided with accommodation by a local authority in the exercise of their social services functions. These children must still be CLA when the child starts schools unless (b) applies;

(b) a child who was previously looked after and immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (90) including those 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.

(ii) Siblings – children who have a brother or sister attending at the beginning of their first term.

Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and, in every case, the child should be living in the same family unit at the same address. The elder sibling must still be on roll at the school when the younger child starts school.

(iii) Children of staff at the School

Ravensworth Primary School will give priority to children of staff: i.e: Teachers; Administration, Site Staff and all other staff, directly employed in either or both of the following circumstances:

a) Where the member of staff has been employed for two or more years at the time at which the application for admission to the School is made, and/or

b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

(iv) Proximity – as measured in a straight line from the front door of the home to the front door of the school.

'Home' being where the child normally resides as their only or principal residence. Addresses involved in child minding (professions or relatives) are excluded. Parents will be asked to provide documentary

evidence to confirm an address and parental responsibility. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply.

(v) Medical or Social Needs

Children who have an exceptional medical or social need for a place at the school. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the school is the only school that can meet the defined needs of the child.

Fair Access Protocol

Additionally, students directed via the LA 'fair access protocol' will take precedence over any student on the waiting list and the referral of a student from 'fair access protocol' includes admitting students over the published admission number. (This refers to a statutory requirement placed by DCSF on admission authorities, from September 2007. Under the protocol we must agree to share 'hard to place' students in local primary schools. Further details are available from the Admissions Team of the Local Authority.

Admission of children outside their normal age group

Parents of Summer born, gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. This is not an automatic right to choose this option as decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. The views of the Headteacher of the school must also be taken into account. The process for this request is outlined in 'London Borough of Bromley Admission of Summer born children outside their normal age group'.

Appeals are heard before the end of the Summer Term prior to proposed admission to Reception. Information on how to make an appeal is available from the school. Once an applicant is unsuccessful at appeal, a reapplication for a place will be determined by whether there have been significant and material changes in the circumstances of the parent, child or school which are relevant to a further application for a place.
(DCSF School Admission Appeal Code of Practice, January 2009).

Falsifying information to gain an advantage in obtaining a school place will lead to the withdrawal of the offer of a place. If it is found that a place has been gained by a false information, siblings will not be considered in the 'sibling' category.