

# Primrose Hill Primary School



## Admissions Policy and Procedures

2025-2026

Policy Owner	Liam Frost
Approved Body	Full Governing Body
Effective date / Approved	Autumn 2025
Review date	Autumn 2026

## 1. INTRODUCTION

This policy details Primrose Hill Primary School's admissions procedures.

Starting a new school is a very special time for both you and your child. It is important that your child has the best possible start. We believe that all parents/ carers accompanied with their child should arrange a visit to the school.

The Starting School in Camden booklet, outlines all the different schools and provides all the necessary information for completing the application, is available to download at <https://www.camden.gov.uk/school-admissions-general>.

## 2. COMMUNITY SCHOOL ADMISSIONS CRITERIA

If we receive more applications than spaces available for the categories of places applied for in Nursery then we apply the following admissions criteria in order of highest priority;

- a) Children for whom the school has been named on an Education Health Care Plan.
- b) Looked after children (children in public care) or a child who was previously looked-after but immediately after being looked-after became subject to an adoption, residence order or special guardianship order.
- c) Children with a sibling at Primrose Hill Primary School who will still be on roll when they join. 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 where the child for whom the place is sought is living in the same family unit at the same address as the sibling. A sibling relation does not apply when the older child will leave before the younger one starts.
- d) Children whom Camden accepts have exceptional medical or social need for a place at the school. There will have to be a clear link between the child's exceptional need and the school in question. Parents/carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker, or similar professional. That evidence will need to support the link between the need and the school.
- e) Other children, with priority given to those living closest to the school, measured from the home address to the centre of the school. The address given must be the one in which the child normally lives. Distances are measured using a computerised mapping system.

## 3. ADMISSIONS TO 2 YEAR OLD PROVISION - TADPOLES

Primrose Hill can offer part-time places for up to 15 children at any one time in Tadpoles. Children become eligible for a place the term after the child's 2nd birthday.

The relevant dates are as follows:

Child born between	Start date
1 <sup>st</sup> January to 31 <sup>st</sup> March	Summer term: Following 1 <sup>st</sup> April
1 <sup>st</sup> April to 31 <sup>st</sup> August	Autumn term: Following 1 <sup>st</sup> September
1 <sup>st</sup> September to 31 <sup>st</sup> December	Spring Term: Following 1 <sup>st</sup> January

We offer part-time places for Tadpoles with the option for families to purchase additional hours, subject to availability and staffing ratios.

Then, once your child turns 3 before the September they turn 4, they will be eligible to apply for the Nursery (Froglets) which will be for 3-4 year old children. We reserve the right to amend this if in the best interests of the school and/or child.

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## FREE EARLY EDUCATION FOR 2 YEAR OLDS- TADPOLES

From April 2024, most 2-year-olds are entitled to 15 hours of free early education per week (570 hours per year) if their parents meet the national working-parent criteria. This includes children whose parents:

- Work and earn the equivalent of at least 16 hours per week at National Minimum Wage
- Each earn under £100,000 per year
- Are in work, on parental leave, sick leave or annual leave
- Are self-employed

Eligibility for this offer is checked through HMRC, and families must apply and maintain a valid code.

Some 2-year-olds continue to qualify for a funded place under the disadvantaged entitlement, if the family receives one of the following:

- Income Support
- Income-based JSA
- Income-related ESA
- Universal Credit with household income below the national threshold
- Certain legacy tax credits (for the disadvantaged entitlement only)
- The guaranteed element of Pension Credit
- DLA (for the child)
- Child who is looked after, previously looked after, adopted or under a special guardianship order

Children may also be eligible if the family has no recourse to public funds (NRPF) and meets national income thresholds.

Parents will need to provide the school with their HMRC eligibility code (if applying under the working-parent entitlement) or Camden confirmation letter (for the disadvantaged entitlement) along with proof of identity for the child.

Families who are not eligible for funded hours may pay for a place, subject to availability.

We follow the Camden admission criteria for places. We also prioritise 'eligible' pupils first, then the following criteria is applied:

- *Children of an appropriate age to fill the vacancy to ensure the balance of places across the age range (terms of birth)*

Generally, there are three points of entry for the Tadpoles if spaces are available - September, January and April depending on availability and spaces available.

You can inform the school office that you are interested in a place at the school if you believe your child qualifies for a place. Families applying under the working-parent entitlement must apply through HMRC and provide a valid eligibility code. Families applying under the disadvantaged entitlement must complete Camden's application process. This can be done 3 months before the child's second birthday. In the meantime, we will add you to our waiting list.

## HOW TO APPLY

Parents and carers should inform the school if they are interested in a place in Tadpoles. Applications for funded 2-year-old childcare must be made through the correct route:

- Working parent entitlement: Families must apply through HMRC and provide the school with a valid eligibility code.
- Disadvantaged entitlement: Families must apply through Camden who will confirm eligibility.

The school will request proof of the child's identity (birth certificate or passport). Children not yet eligible for funding, or who are waiting for eligibility confirmation, will be placed on the waiting list.

Families who are not entitled to funded hours may pay for a place, subject to availability.

### 4. ADMISSIONS TO 3/4 YEAR OLD NURSERY PROVISION – FROGLETS

There are 39 full time equivalent nursery places available at Primrose Primary School and all 3–4 year olds are entitled to 15 hours of free early education (the universal offer).

Some children are eligible for an additional 15 hours (30 hours total) each week if their parents meet the national working-parent criteria. Parents must apply through HMRC and provide a valid eligibility code before the start of each term.

Primrose Hill also accepts children under the Camden Enhanced Offer (CEO), where eligible families may access an extended day. Parents must complete Camden's CEO eligibility check prior to the child's start date.

Parents who are not entitled to the extended hours may be able to purchase additional hours, subject to availability and staffing ratios.

Where applications exceed available places, Camden's school admissions criteria will apply.

All parents and carers are required to complete eligibility forms prior to their child joining Nursery to ensure the appropriate funding has been claimed on behalf of the child.

Session Preferences	Days and Times
Full time	Mon- Fri 08:45 - 3:25 pm
Morning session	Mon- Fri 08:45 - 11:45 am
Afternoon session	Mon - Fri 12:25 - 3:25 pm

## HOW TO APPLY

Department for Education's (DFE) 30 hours free early education  
Camden Enhanced

Nursery places will be offered to children on either a part-time or full-time basis, depending on the child's entitlement. In the event of over subscription, places will be offered in descending order using Camden's school admissions criteria (detailed in section 2).

If the year group is at the maximum capacity, children will be added to the waiting list. Please note that the length of time on the waiting list does not take priority over the above admissions criteria.

Nursery applications are available from the school office or on the school website at:

<https://www.primrosehill.camden.sch.uk/school-information/admissions/>

Attendance at Primrose Hill Primary School Nursery does not guarantee admission into Reception. Children who attend Nursery will still need to apply to Camden Admissions for a Reception place.

### Charges, Consumables and Optional Extras

Funded early education covers early learning only. It does not include the cost of:

- meals and snacks
- nappies and wipes
- trips, enrichment activities or consumables
- extended hours beyond the funded entitlement

Where these apply, the school will inform parents of charges in advance. Fees for optional extras are voluntary and will not affect a child's funded hours. No child will be excluded from the funded entitlement because of an inability to pay for optional extras.

## **5. ADMISSION TO RECEPTION - LADYBIRDS RECEPTION**

Admissions into Reception at Primrose Hill Primary School are managed by Camden Education Authority. The closing date for Reception applications is during the January preceding the school year in which your child will start school aged 5 years old. Responsibility for Reception admissions is transferred from the Local Authority to the school in the autumn term. Please note the exact dates for the deadline and the transfer varies each year. Visit the local authority's admissions website for further information regarding Reception applications (<https://www.camden.gov.uk/school-admissions-general>)

Does your child have an Education and Health Care Plan?

There is a different process if your child has an education, health and care plan. Camden residents, please the SEN team by emailing [sen.enquiries@camden.gov.uk](mailto:sen.enquiries@camden.gov.uk) or call 020 7974 6500.

## **6. IN YEAR ADMISSIONS YEAR 1- YEAR 6**

There are 2 classes per year at Primrose Hill Primary School with each class having 30 children and 1 place allocated per class for the Autistic Resourced Provision. Admissions for Year 1 – Year 6 are handled internally by the school, abiding by Camden's admissions criteria.

In the event of over subscription, places will be offered in descending order using Camden's school admissions criteria.

If each year group is at the maximum capacity, children will be added to the waiting list. Please note that the length of time on the waiting list does not take priority over the above criteria. In-year applications for Year 1 – Year 6 are accepted throughout the year. Children must be living permanently at the address given on their admission form. A proof of address (council tax or utility bill from the last three months) and proof of identity (birth certificate or passport) must be provided with each application form.

We encourage all prospective parents and carers to visit the school. Tours take place regularly and the dates for these will be published on the school website. If you would like to attend an open day, please contact the main office on 0207 772 8500 or access the school website . In-year applications are available from the school office or on the school website at: <https://www.primrosehill.camden.sch.uk/school-information/admissions/>

### **Camden's Admissions Criteria**

- a) Looked-after children (children in public care) or a child who was previously looked-after but immediately after being looked-after became subject to an adoption, child arrangement or special guardianship order This also includes previously looked after children who were in state care outside of England and ceased to be in state care as a result of being adopted.
- b) Children with a sibling at Primrose Hill Primary School who will still be on roll when they join. 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 where the child for whom the place is sought is living in the same family unit at the same address as the sibling. A sibling relation does not apply when the older child will leave before the younger one starts.
- c) Children whom Camden accepts have exceptional medical or social need for a place at the school. There will have to be a clear link between the child's exceptional need and the school in question. Parents/carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker, or similar professional. That evidence will need to support the link between the need and the school.
- d) Children whose parent has been a qualified teacher working at the relevant school for two years or more at the time of application and / or children of a qualified teacher at the relevant school who has been recruited to fill a vacancy for which there is a skill shortage.
- e) Other children, with priority given to those living closest to the school, measured from the home address to the centre of the school. The address given must be the one in which the child normally lives. Distances are measured using a computerised mapping system.

### **AUTISTIC RESOURCED PROVISION (THE GROVE)**

Admissions into The Grove is strictly through Camden SEN/D department. Parents of children with ASC and an Education and Health Care Plan should liaise directly with the Camden SEN team if they are interested in applying to the Grove.

We offer tours of The grove on specified dates which are for all parents on a first come first served basis (please call the office if you would like a tour and book). Parents of children with an EHCP are welcome to join the school tour. They may also contact the school's SENDCo and Inclusion manager to discuss arrangements.

#### **Notes:**

1. In order to be given highest priority for admission, a child has to fall within the definition of 'looked-after' in section 22 (1) of the Children Act 1989. As this act applies to England and Wales, a child has to be looked-after by an English

or Welsh local authority in order to be given highest priority. Paragraph 1.7 of the Camden School Admissions Code gives equal highest priority to 'previously looked-after children'. Given the definition of a looked-after child, a child will have to have been looked-after by an English or Welsh local authority in order to be considered previously looked-after. Under paragraph 1.7 of the Code, a child has to have been looked after immediately before they were adopted or became a subject to a child arrangement or special guardianship order. Proof of looked-after status will be requested from the relevant local authority.

2. Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a childminder's address, or any address other than the child's home will not be accepted. Proof of address will be sought and may be the subject of further investigation.

3. Criterion e) will be used as a 'tie-breaker' should any of the first four criteria be oversubscribed.

4. Children with an education, health and care plan that specifies the placement school will be allocated a place through a separate procedure, in accordance with the special educational needs code of practice.

5. The school and council reserve the right to seek verification of the information parents have given on the application form and to withdraw places if false information has been provided.

6. Multiple births: If only one place is available at the school and the next child who qualifies for a place is one of multiple births the school will go over their published admission numbers to support the family. These children will be 'excepted pupils' under the class size legislation.

7. Where one child of multiple birth has an education, health and care plan that names a specific school, the other children will be treated as having a sibling link for that academic year.

8. In the minority of cases when applicants' distance measurements are exactly the same, in blocks of flats for instance, the computer system will randomly order the priority of applicants.

9. The school may give priority to children with exceptional social or medical needs. If you state a preference because of medical or social needs you must explain how the school meets your child's special circumstances. Along with your application, you should submit supporting evidence which sets out the particular reasons why the school is the most suitable, and the difficulties that could be caused if they were to attend another school. This will normally be in the form of a letter from a suitably qualified professional, such as a doctor or social worker for example. Please note that hospital appointment letters cannot be accepted as proof. If you or your child has mobility issues then you will be expected to accept a place at your nearest community school. Each application under this criterion will be considered by the social medical advisory panel, which includes a consultant paediatrician, admissions officer, senior social worker, educational psychologist and school inclusion officer.