Grovelands CP School

Admissions Policy

2027 - 2028

WANDLE LEARNING TRUST

This policy was adopted in
February 2026
This policy is due for review in
February 2027

Grovelands Primary School

Admissions Policy 2027–2028

Part of Wandle Learning Trust

Introduction

We want to make applying for a place at Grovelands as simple and fair as possible. This policy explains how admissions work for the school year starting September 2027.

Grovelands Primary School is part of Wandle Learning Trust, but we follow the East Sussex County Council admissions process. Grovelands are their own Admissions Authority.

Admission Numbers

The planned admission numbers for Grovelands School is 90 pupils per year group. We aim to keep class sizes to 30 children.

Oversubscription Criteria

In the event of oversubscription, the remaining places will be allocated in the following order of priority:

- **Children in care or previously in care**: These are children who are or were looked after by a local authority. This includes children adopted from care or under special guardianship orders.
- **Siblings**: A sibling means a brother or sister (including half, step, adopted, or foster) living at the same address. This helps families keep children together at the same school.
- **Children of staff**: This applies if a parent works at Grovelands and has been employed for two or more years or was recruited to fill a post with a skills shortage.
- **Local community area**: Children living within the defined area around the school have priority. Living in the area does not guarantee a place but gives higher priority.
- **Children outside the area**: If places remain after applying all other criteria, they will be offered to children living outside the community area.

If there's a tie, we look at distance from school. If that's still equal, we use a random draw.

How to apply for a Reception place

Apply online through East Sussex County Council via https://www.eastsussex.gov.uk/education-learning/schools or request a paper form from the school or the Council.

- Applications open: September 2027
- Closing date: 15 January 2028
- Offer letters sent: 16 April 2028

You can apply for up to three schools, including schools outside East Sussex.

Other important points

- **Twins or multiple births**: We'll admit all siblings, even if it means going over the usual class size.
- **Late applications**: If you apply after the deadline, your application will be processed later.

Waiting List

Unsuccessful applicants (including any applications received after the closing date) will be included on the school's waiting list ranked in order of priority under the published oversubscription criteria, without regard to the date that the application was received. Please note a child's position on the waiting list can go down as well as up. For example, if a new application is received or if a child on the list moves nearer to the school, the waiting list may need to be revised. The offer of a place does not depend on the length of time your child's name has been on the waiting list.

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Further information is available via East Sussex County Council website. The school will publish an appeals timetable annually on its website showing the relevant deadlines.

Date of Admission

Children are required by law to receive full-time education at the start of the school term following their fifth birthday but have the opportunity to start reception year in the September following their fourth birthday. All children will normally be admitted to the

reception year at school in the September following their fourth birthday. Children will get the most from their Reception education if they start at the same time as other children at the beginning of the school year.

Deferred entry

If you feel your child will not be ready to start full-time school in September, you may defer your child's entry to Reception until later in the school year.

Before you decide, we recommend you read the following options in order to understand the process and the implications of your decision.

Option 1

You accept the Reception place offered and your child starts school in

September.

Option 2

You accept the Reception place offered but choose to defer your child's entry until later in the school year.

- If your child was born between 1 September and 31 December, they must take up their Reception place by the start of the term in January.

- If your child was born between 1 January and 31 March, you can defer taking up their Reception place until the start of the term in April.

- If your child was born between 1 April and 31 August you can decide not to take up a school place until the next academic year, however a place will not be held in a Reception class. This means if you choose not to take up your child's place in April, you will then need to apply for a Year 1 place for the start of the next academic year

However, there is no guarantee that your child will be allocated a place at one of your preferred schools as those children who took up their Reception places will automatically be entitled to a place in Year 1, and so most Year 1 classes will be full. This must be formally agreed with the school.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

The decision is based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated 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 also take into account the views of the head teacher of the school concerned.

Further details are available on the East Sussex County Council Website.

In Year Admissions

You can apply at any time if you move or want to change schools.

For In Year Admissions Parents must apply online through East Sussex County Council via https://www.eastsussex.gov.uk/education-learning/schools or request a paper form from the school or the Council.

Applications will be considered in accordance with the above oversubscription criteria. In the event that it is not possible to offer a place the school will write to you with a waiting list form to complete and return along with the waiting list policy. The waiting list. It's cleared at Christmas, Easter, and July—you'll need to reapply after these times.

The appeals procedures described above will apply.

Nursery Admissions

We currently offer 48 full-time equivalent places. Our morning part time places run from 8:50am to 11:50am and our afternoon part-time places run from 12:15pm to 3:15pm, except on Fridays where the Nursery closes at 12:15pm.

A fully funded lunch club is available from 11:40am until 12:15. Parents can order and pay for a school lunch or provide their child with a packed lunch.

Application forms are available from the School office. Completed forms should be returned to the school office.

Hours can be increased from part-time to full-time five days per week, if you pay a top-up fee or if families are eligible for the additional 15 hours due to working parents. Parents must supply the school with their code every 3 months to check their eligibility.

We will have 3 intakes per year, at the beginning of each term.

Attending the school Nursery does not mean that your child will automatically offered a reception school place at Grovelands School. All applications for starting school should be made via East Sussex County Council and would follow previously stated application information.

For more information on schools Admissions:

https://www.eastsussex.gov.uk/education-learning/schools

You can also contact the school office:

office@grovelands.e-sussex.sch.uk