

# Admission Arrangements

## February 2026

Prepared by: Acting Headteacher  
Agreed with governors: Full Governing Board, March 2026  
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## 1. Aims

This policy explains how parents can apply for a place at Feltham Hill Infant and Nursery School, how places are allocated when applications exceed the number available, the criteria used to prioritise applications, and the process for appeals. It also outlines arrangements for in-year admissions and requests for admission outside a child's normal age group.

## 2. Legislation and Statutory Framework

This policy complies with the School Admissions Code 2021, the School Admission Appeals Code, the School Standards and Framework Act 1998 and the Education (Pupil Registration) Regulations 2006. The London Borough of Hounslow is the Admissions Authority for Reception and in-year admissions to the school and coordinates the normal admissions round.

## 3. Definitions

The **normal admissions round** refers to the period during which parents apply for Reception places using the Common Application Form provided by their home local authority.

A child reaches **compulsory school age** on the prescribed day following their fifth birthday. The prescribed dates are 31 December, 31 March and 31 August.

**A looked after child** is a child who is in the care of a local authority or who is being provided with accommodation by a local authority under Section 22(1) of the Children Act 1989.

**A previously looked after child** is one who ceased to be looked after because they were adopted, became subject to a child arrangements order or a special guardianship order. This also includes children adopted from state care outside England.

**Exceptional medical or social need** refers to circumstances where professional evidence demonstrates that this school is the only school able to meet the child's specific needs.

**A sibling** is defined as a full, half, step, adoptive or foster sibling who lives permanently at the same address as the child applying and who will be on roll at the school at the time of admission.

**The home address** is the address at which the child normally resides for the majority of the school week.

## 4. Published Admission Number (PAN)

The published admission number for Reception is 120 pupils. The school also offers 76 part-time equivalent Nursery places.

All children whose Education, Health and Care Plan names the school will be admitted before any other applications are considered.

## 5. Reception Admissions

Parents must apply for a Reception place through their home local authority using the Common Application Form. Hounslow residents are required to apply online via the Hounslow admissions website. Parents may express preferences for at least three schools in rank order.

Offers of school places are made by the home local authority on National Offer Day.

Attendance at Feltham Hill Nursery does not guarantee a place in Reception and a separate application must be submitted.

## 6. Nursery Admissions

Children are eligible for Nursery from the September following their third birthday. Applications can be made via the Hounslow website or directly through the school office.

The school offers universal 15-hour provision and 30-hour extended provision for families who meet the eligibility criteria and provide a valid 30-hour childcare code. Attendance at the Nursery does not automatically secure a Reception place.

### **7. The Centre at Feltham Hill (Additional Resourced Provision)**

Places in the school's Centre are allocated by Hounslow SEN. Children must have an Education, Health and Care Plan naming the Centre in order to be admitted.

Parents expressing a preference for a Centre placement should liaise directly with the Local Authority.

### **8. Oversubscription Criteria**

Where the number of applications exceeds the number of places available, places will be allocated in accordance with the following priority order.

First priority will be given to looked after children and previously looked after children.

Second priority will be given to children with exceptional medical or social needs, where independent professional evidence demonstrates that the school is uniquely able to meet those needs.

Third priority will be given to children who have a sibling on roll at the school at the time of admission.

Fourth priority will be given to children of staff members who have been employed at the school for at least two years at the time of application or who were recruited to fill a post where there is a demonstrable skills shortage.

Finally, priority will be determined by distance from the child's home to the school. Distance is measured using the Local Authority's geographical information system from the home address to the main entrance on Bedfont Road.

Where two or more applicants live equidistant from the school, random allocation will be used as a tie-breaker.

### **9. Twins and Multiple Births**

Where one child of a multiple birth is offered the final available place, the Local Authority will offer places to the other sibling or siblings, even if this temporarily exceeds the published admission number.

These children will be treated as excepted pupils until numbers return to the admission limit.

### **10. Deferring Entry and Part-Time Attendance**

Parents may defer their child's entry until later in the academic year, provided that the child is admitted before reaching compulsory school age and no later than the beginning of the final term of the school year for which the place was offered.

Parents may also request part-time attendance until compulsory school age is reached.

### **11. Admission Outside the Normal Age Group**

Parents may request that their child be admitted outside their normal age group. Each request will be considered individually, taking into account the views of the parents, information about the child's academic, social and emotional development, relevant medical evidence, whether the child was born prematurely, and the Headteacher's professional judgement.

Parents do not have a right of appeal if offered a place in the correct chronological year group but not in their preferred age group.

### **12. In-Year Admissions**

Applications for in-year admissions must be made through the London Borough of Hounslow. If a place is available in the relevant year group, it will be offered.

Parents will be notified of the outcome of their application in writing within 15 school days.



### **13. Fair Access Protocol**

The school participates in Hounslow's Fair Access Protocol to ensure that vulnerable and unplaced children are allocated a school place as quickly as possible.

### **14. Withdrawing an Offer**

An offer of a place may only be withdrawn if it was made in error, if a parent fails to respond within a reasonable period, or if the application was fraudulent or intentionally misleading.

An offer will not be withdrawn once a child has started at the school unless it was obtained fraudulently.

### **15. Challenging Behaviour**

The school will not refuse admission in the normal admissions round on the basis of behaviour. In limited circumstances permitted by the School Admissions Code, in-year applications may be refused where lawful criteria apply. Looked after children and those with an Education, Health and Care Plan naming the school will not be refused admission on these grounds.

### **16. Appeals**

Parents whose application is unsuccessful have the right to appeal. Details of how to appeal will be provided with the refusal letter. Appeals are administered by the London Borough of Hounslow.

### **17. Monitoring and Consultation**

The Governing Body reviews this policy annually. Where changes are proposed, the school will consult publicly in accordance with the School Admissions Code. Even where no changes are proposed, consultation will take place at least once every seven years.