



Admissions Policy

Governors' Committee Responsible	CFC committee
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Marshgate Primary School

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Introduction

Marshgate Primary School is a Local Authority (LA) Primary School and we follow the LA guidance for admission to school. This guidance is available for all prospective parents on the school website and the Local Authority website.

Community school admissions criteria

The oversubscription criteria for community primary and infant schools are summarised as follows. Where more applications are received than there are places available, places will be offered in the following order of priority:

1. Places will be offered firstly to Children Looked After (CLA) i.e. children who are looked after by a public authority and are in public care, and previously CLA who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after. This includes those children 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. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker). The authority may request further information and/or documentary evidence for applications under this criterion in order to be satisfied that priority should be given to the child's application;
2. Places will then be offered in cases of exceptional family, social, or medical need requiring attendance at the school applied for rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at the preferred schools. All information submitted will be regarded as confidential.
3. Places will then be offered to children who have a sibling, including an adopted, foster, half or step sibling living at the same address and attending Reception to Year 6 at the same school at the point of admission;
4. Places will then be offered to children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
5. The remaining places will be offered to children who live nearest to the school, measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian school gate used by the relevant year-group. Accessibility of private or public transport will not be considered. All distances will be measured using the Council's geographical information system.

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If there are more applicants within each criterion, distance from home to school will be used as a tie-breaker and will be measured using the Council's computerised geographical information system.

For applicants from the same block of flats or who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.

Children with an education, health and care plan (EHCP)

Children with an education, health and care plan that names a school will be allocated a place before other children, and are considered within the published admission number during the normal admissions round. The number of places available will be reduced by the number of children with an EHCP that has named the school. If an application is received for a child with an EHCP naming a specific school outside the normal admissions round, the child must be admitted to that school even if it is full.

If a child has an EHCP but no named school, the admissions criteria will be applied to their application in line with the published arrangements.

Home address for admissions purposes

Any offer of a place on the grounds of distance must be based on the child's permanent address at the time of application and admission. Proof of address will be sought and may be the subject of further investigation. A temporary address, a business address, a childminder's address, or any address other than the child's permanent home will not be accepted. Where the child lives equally with both parents at different addresses the authority will consider all available evidence in order to confirm which address the authority will use to process the application.

The composite prospectus provides further information about the verification process for the home address.

Joint care arrangements

If your child lives between two properties, we will use one address to determine the outcome of an application: the principal parental address.

Separated parents do not have the right to choose which address should be used on their child's application. There is an expectation that parents are consistent in the address being used to apply for school places. This is to ensure that separated parents do not gain an advantage for admission to a preferred school based on distance, by using different addresses on applications for their child(ren).

In the absence of a formalised legal care arrangement, we will usually determine the principal parental address to be the address where a parent who holds parental responsibility permanently lives along with the child. In cases of shared care (both parents hold parental responsibility and care is split or shared), we will determine the principal parental address to be that of the parent where it is evidenced that they undertake the majority of care during the school week. In cases where it is evidenced that shared care is exactly equal, we consider all available evidence that you provide to support your application. We will also consider information such as the principal address held by the current school,

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school census data, and the address previously used to apply for school places for your child or any siblings under the same care arrangements.

Once the principal parental address has been determined it will be subject to the same address verification checks as all other applications.

Children of a multiple birth

After the admission criteria have been applied, should applications for siblings of the same multiple birth fall either side of a school's PAN, the authority will admit above the PAN in order to allocate all siblings of the same multiple birth to the school.

If a parent applies for entry into the same year group for more than one child not of a multiple birth, and there is only one place available, random selection by the drawing of lots is used as a final tiebreaker to decide which child should have the place. The remaining brothers or sisters will be added to the waiting list in accordance with criterion 3.

Waiting lists

The child's name will automatically be put on the waiting list of any school which is a higher preference to the school he/she has been offered. A parent or carer may ask for their child's name to be added to the waiting list of a lower preference school to the one the child has been offered, or on one that they did not originally name as a preference.

Following the initial allocation, the names of late applicants will be added to waiting lists regardless of the date the application was received. Applicants are prioritised according to the published oversubscription criteria, and each added child will require the list to be ranked again.

The waiting list for Marshgate School will be kept open throughout the academic year until the end of the summer term in July 2027. After this date, waiting lists will be disbanded and parents who would like their child's name to remain on any waiting list will need to complete an in-year transfer application for the following academic year.

Admission of children outside of their chronological academic year group

The School Admissions Code enables a parent to request that their child is admitted into school outside of their chronological age group. Admission authorities are responsible for making the decision into which year group a child should be admitted but are required to make a decision based on the circumstances of the case. Parents do not have a right to appeal against entry into a specific year group. However, they may make a complaint to the local authority. See page 4 for more information on requesting delayed entry into Reception for summer born children.

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Parents seeking admission outside of their child's chronological year group should submit a separate written request to the School Admissions team and may provide supporting documentation should they wish to do so. Each request will be carefully considered and a decision will be made on the individual merits of each case. The decision will take into account parents' views, information about their child's academic, social and emotional development, their medical history and the views of a medical professional, if applicable. Consideration will be given to whether they may naturally have fallen into a lower age group if it were not for being born prematurely and whether they have previously been educated outside of their normal age group. Views of the Headteacher and other senior school staff, staff at their current setting and other professionals will also be taken into account.

Delayed entry for summer born children

Parents of summer born children (that is children whose 4th birthday falls within April to August in the year of typical admission into Reception) 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 into Reception rather than year 1.

A parent should make their application by 15 January 2026 for normal Reception entry, stating that they wish to enter Reception a year later than normal for their child's age, and providing information to support their request if they wish to do so. If it is agreed that the child can be educated in a younger year group, the application will be withdrawn and parents will be required to re-apply between 1 September 2026 and 15 January 2027 for entry into Reception in September 2027.

In year admissions

If you are new to the borough and want to apply for a place for your child in Years 1 to 6 (or Reception once that year has already started), you should contact the Admissions Team to make an application and find out which schools have vacancies. If you live outside the borough you should apply through the borough where the school is located for in-year transfer applications

Please refer to the following website:

<https://kr.afcinfo.org.uk/pages/community-information/information-and-advice/school-admissions/changing-schools-in-year>

Waiting lists for in year admissions

The waiting list for in year admissions at Marshgate School will be kept open throughout the academic year until the end of the summer term in July 2026. After this date, waiting lists will be disbanded and parents who would like their child's name to remain on any waiting list will need to complete an in-year transfer application for the following academic year.

Class Size Legislation

Class size legislation ensures that no 4, 5, 6 or 7 year olds in an infant class at a maintained school can be taught in a class of more than 30 pupils per qualified teacher (other than very exceptional circumstances).

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School visits

We welcome visits to Marshgate Primary School. Please call or email the school office to find out the dates of the next available tour, these dates are also available on the calendar on the school website. Parents will be shown around the school by the Headteacher and/or Deputy Headteacher, or in their absence, a member of the Senior Leadership Team. Prospective parents and carers will be given the opportunity to discuss the school placement with the Headteacher or a senior leader and will be able to register their interest in a place at the school. Please note there is no parking available in the school.

Further information

The Local Authority produce a document called “Admission to Richmond’s Primary Schools” for prospective parents and carers to read. It is important to note the deadline for applications as listed in the document. Full information about primary school admissions can be found on the admissions page of the Marshgate website:

<https://www.marshgate.richmond.sch.uk/admissions/>

The children start school on a staggered timetable. Once all the children have joined they will stay for school lunch and then will be full time from then onwards. Exact information will be available each school year for the cohort.

Parents have the right to appeal to the Local Authority if their child is not offered a place at the school of their preference.

On being offered a place at Marshgate Primary School, parents will be informed of the school induction process which allows the opportunity for parents and children to visit the school during the summer term prior to starting school. We operate a staggered intake system during the first few weeks of September.