



**GREATFIELDS SCHOOL**

# **Admissions Policy**

**SLT member with responsibility: Richard Paul**

**Approved by SLT: Date: September 2025**

**Approved by Local Governing Board: Date: September 2025**

**Next Review Date: September 2028**



Partnership Learning



# GREATFIELDS SCHOOL

**Greatfields School  
Year 7 Cohort Admission  
Arrangements for entry  
For the academic year 2026-2027**

This document lists admission arrangements for Greatfields School for the academic year 2026-2027.

## **The admissions scheme we use**

Our admissions process is administered and co-ordinated on the school's behalf by the London Borough of Barking and Dagenham, using the Pan-London Coordinated Admissions scheme.

## **How to apply for a school place**

The admissions process is co-ordinated by the London Borough of Barking and Dagenham.

(LBBB) who electronically publish a copy of their admissions ebooklet 'Moving to Secondary School' on their website <https://www.lbbd.gov.uk/schools-and-learning/school-admissions/moving-secondary-school>

Parents or carers should apply for a place at Greatfields School by setting up an eAdmissions account available online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk); information is also available on <https://www.lbbd.gov.uk/schools-and-learning/school-admissions>

## **How preferences are used**

Parents or carers are able to express up to six preferred schools that they wish their child to be considered for and rank them in order of preference.

All applications are processed using the equal preference model. Under this model each preference is considered as if it were the only preference. For each preference listed on the CAF, each school's admissions criteria are used to see if a place can be offered. If a place can be offered at two or more schools, a place is given at the school ranked highest on the application form.

All preferences and potential offers are collated and parents then receive an offer at the school ranked highest where a place is available. If a place cannot be offered from those schools ranked as preference, a place will be offered at the nearest school to the home which has a place available.





## **Planned Admission Number (PAN)**

Greatfields School has an admission number of 210 pupils for entry in year 7 in September 2026. The academy will accordingly admit at least 210 pupils in September 2026 if sufficient applications are received. All applicants will be admitted if 210 or fewer apply.

## **Admissions Criteria**

The school will admit any pupils with an Education, Health and Care plan naming Greatfields School.

Priority will then be given to those children who meet the criteria set out below, in order:

1. Looked after children and previously looked after children (Note 1 below)
2. Other children

## **Tie-breaks**

Proximity to the school will first be applied if the school is oversubscribed in criteria 2 above, with those living closest to the school having priority for admission.

Distance will be measured in a straight line from the front door of the child's home to the front gates of the school. In the case of equal horizontal distances, such as a flat in a block of dwellings, the ground floor flats would be regarded as nearer than flats on higher floors.

'Home' must be the child's current permanent place of residence. This will usually be the parents' address. If the parents do not live together, the address must be of the parent the child spends most time with - usually the parent receiving child benefit (where applicable). If there is equal, shared custody of the child, it is left to the parents to decide which address to use.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any individual case.

However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

**Admission of children outside their normal age group.** Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group if places are being offered at the school in that age group for the admission year in question.

The process for requesting such an admission is as follows:





# GREATFIELDS SCHOOL

With the application, parents should request in writing that the child is admitted to another year group (state which one), and the reasons for that request. Parents should submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc.

Some of the evidence a parent might submit could include:

- whether the child is ‘summer born’ and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- 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.

Each case will be considered on its merits, taking into account the individual circumstances of the request and the child’s best interests. Parents will be made aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

## **Waiting lists**

The school will operate a waiting list for each year group. Where in any admissions year the school receives more applications for places than there are places available, a waiting list will operate until 31<sup>st</sup> December of that year. This list will be maintained by the London Borough of Barking and Dagenham on behalf of the Academy Trust and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.

Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

## **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the London Borough of Barking and Dagenham (contact details at: <https://www.lbbd.gov.uk/schools-and-learning/school-admissions/schools-admissions-appeals> )





# GREATFIELDS SCHOOL

for information on how to appeal. Information on the timetable for the appeals process is on the London Borough of Barking and Dagenham website at <https://www.lbbd.gov.uk/residents/schoolsand-learning/schooladmissions/school-admission-appeals/>.

Note 1: A looked after child is a child who is, (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)

