Admissions Policy

September 2026-2027

This policy was agreed by the Governing Body of Grafton Primary School on:	September 2026
The next policy review is due to take place on:	September 2027
Governor (Name):	Sign:
Agreed by Headteacher: J Bana	
Staff responsible	P Winter

This policy covers many of the articles from the UN Convention on the Rights of the Child. Some key ones are listed below.

Article 28 – Every child has the right to an education.

Determined Admission Arrangements for entry at Primary schools for the present academic year.

In Barking and Dagenham, all school admissions from Reception to Year 11 are completed through the Local authority . Grafton Primary School follows the Barking and Dagenham admissions policy which can be found here:

Barking and Dagenham Admissions Policy

- All parents MUST apply online for their child's school place.
- Each applicant can list up to six schools in any borough as their preferences.
- All London Local Authorities use the eAdmissions site for on-line applications.
- Pupils applying late are unlikely to get a place at their preferred oversubscribed school.

If parents require any help with the process they can contact the School Admissions team.
Telephone: 020 8215 3004
Email: infos@lbbd.gov.uk or admissions@lbbd.gov.uk

Nursery Admissions

The process for getting a nursery place in a Barking and Dagenham community school

If your child was born between 1 September 2023 and 31 August 2024, they can apply for a nursery class place starting in September 2026.

The school will need proof of where you and your child live. We define your home as the address where the parent or carer is responsible for paying council tax and where Child Benefit is registered (for the child applying).

Each school will use the admission criteria (conditions) to decide which applications to accept and which to turn down, **not the length of time that your child's name has been on a waiting list.** The admission criteria for our school are listed below. **You cannot appeal against decisions made about nursery places**.

Admission criteria for nursery places in a Barking and Dagenham community school If there are more applications than places for any nursery classes, we will use the following criteria, in
the priority order 1 to 3, to decide which children we will offer places to.

Admission criteria

- **Priority 1** Children who are in the care of a local authority.
- **Priority 2** Children who have a sibling (brother or sister) at the school
- **Priority 3** Children who live closest to the school, measured in metres in a straight line (as the crow flies).

Important notes

1. The child's home must be the permanent address where they live with their legal guardian. This should be the address for your council tax and where any Child Benefit is addressed.

2. 'Sibling' means:

- A full brother or sister;
- A half-brother or half-sister;
- A stepbrother or stepsister; and
- An adopted or long-term fostered brother or sister;

living at the same address and going to the named school. Please make sure you name all siblings on your application form. If they are not listed on your form, we cannot take them into account.

3. All distances are measured using SIA's Geographical Information System, SMART from the centre of the child's home to the school's main gate. If you live outside the area, we will use the same system to work out distances.

4. We will use distance from home to school for pupils who have an equal claim for a place (eg: all children have a sibling link). Those children living nearest to the school will be given priority when deciding on places. When measurements are the same (for example, from a block of flats), we will then use a lottery system (random allocation) to offer places to children.

5. You should remember that going to a particular nursery class does not guarantee, or give priority to the reception class of any of the borough's infant or primary schools. Also, going to a particular primary or junior school does not guarantee, or give priority to, a place at a particular secondary school.

6. We cannot consider other circumstances not listed in the admission criteria. It is important that we are consistent in our judgment and use only the admission criteria that have been agreed.

7. If we discover that we have given your child a place at a school based on false or misleading information, we will withdraw the place and may take legal action.

Waiting lists for nursery classes

If a school receives more applications than it has places available (i.e. is oversubscribed), it will keep a waiting list in priority order for all the children that were not successful.