



Admissions Policy

Policy Status	Final Policy
Responsibility for this policy lies with (Headteacher, Full Governing Body, Curriculum or Finance & Resources Committee)	Full Governing Body
Date written/last review	October 2025
Ratified by Governing Body	October 2025
Date of next review	October 2026

Contents	
Page 1	Introduction
Page 1	Aims and Objectives
Page 1	School Admissions Procedure
Page 2	Admission Appeals
Page 2	The Standard Number
Page 3	Infant Class Size

Introduction

The governing body of Edward Pauling Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

Our Admission Register Requirements to maintain an accurate and up-to-date admission register as required by law and to support a smooth transition for children joining or leaving the school. We will ask at the time of entry:

- Full name of each child.
- Name used at school.
- Sex.
- Home address.
- Full names and addresses of each parent/carer.
- Which parent(s) the child normally lives with.
- Emergency contact numbers for parents/carers.
- Date of birth.
- Date of admission or re-admission.
- Name and address of the last school attended (if applicable).
- Details of any future living arrangements with a different parent, if informed.
- Information about attendance at any other school, if applicable.

Aims and Objectives

Edward Pauling School is an inclusive school that welcomes children from all backgrounds and abilities. We ensure that all children have equal access to education. The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

All applications will be treated on merit and in a sensitive manner. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

School Admissions Procedure

Edward Pauling Primary School is a two form entry school. Each year group has 60 children, with 30 per class. We also have separate morning nursery class, with 26 children.

From Reception to Year Six, parents who are interested in applying to the school must do that through Hounslow House, not the school office. We will be happy to show new parents around, but are not able to provide admission forms.

To apply for a Hounslow school, you will need to complete an In-Year online application through Hounslow Council (<https://www.hounslow.gov.uk/primary-school-admissions>). Each of your preferences will be considered individually under each school's admission criteria. Parents can receive a copy of these regulations directly from the LA (<https://www.hounslow.gov.uk/school-admissions/applying-schools-hounslow>).

Once your child has been offered a place at our school. You will need to complete the necessary forms for your child's year group as part of our admissions procedure.

Foundation Stage Admissions

Reception Class (Foundation 2) -Children enter our Reception Class in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by the date set by the LA(Usually early January). Places applied for are allocated by the LA for this year group.

Nursery Class (Foundation 1) – The School has a Nursery which offers 26 part-time places. Children are eligible for a Nursery place after their third birthday. However, resources are limited and it is not always possible to admit all the children whose parents wish to take advantage of the school’s Nursery provision. Children can only be admitted to the Nursery in the term following (up to 12 weeks after their third birthday depending on their readiness for school) their birthday where spaces are available. Applications for the Nursery are only accepted after a child’s 2nd birthday. Application forms are available from the school office or online but cannot be accepted without a copy of the child’s birth certificate and proof of address (usually a council tax bill).

Additional Fifteen Hours – These places are limited and are prioritised for families with two working parents. The child has to be ready for such long days and this decision lies at the discretion of the school. Depending on circumstances the Governing Board will make the decision to offer 30 hour places.

Edward Pauling Primary School Nursery 30 hour sessions run Monday to Friday from 8.30am - 3.30pm term time only. A packed lunch would need to be provided by the parents on a daily basis.

AM Session 8.30am-11.30am
Lunch 11.30am-12.30pm
PM Session 12.30pm-3.30pm

Where children are in Nursery full-time (30 hours), the school will be charging parents or carers a small fee for the lunch-time supervision, paid in advance.

If parents or carers would like their child to attend Nursery on a full-time basis, school should be provided with a valid 30-hour free child care code. It is up to the parents to make sure that this code is regularly renewed so it is valid.

In the absence of a code if parents or carers would like their child to attend Nursery on a full-time basis, they will be charged for the lunch-time and the additional sessions in advance.

Eligibility and Responsibility:

It is parent’s responsibility to apply for the 30 hour code. Please check your eligibility and apply by visiting:

<https://www.gov.uk/check-eligible-free-childcare-if-youre-working>

Once eligible, parents will receive an eligibility code – school must be sent this via email to ensure funding can be obtained.

If more applications are received than there are places for 30 hours, places will be offered to children in the following order:

- Child’s Date of Birth (oldest children will be offered a place first)
- Distance from school (this will be measured in a straight line from home to the school site)

As there is no statutory requirement for nursery, there is no right to appeal. Should a 30 hour offer be made it will be necessary for you to check your child’s eligibility and have your code validated by the school office. This code should be received by the school office by no later than 1 month prior to the end of each term or your place may be withdrawn.

Admission Appeals

Take place through Hounslow Local Authority.

The Standard Number

The standard number is the number of children the school can accommodate. The standard number for our school is **416** (incl. Nursery). We keep this number under review and the governors will apply to change the number if circumstances allow.

Infant Class Size

We teach Key Stage One (aged five to seven) in classes that have a maximum number of 30 children.