



**Princess Frederica CE VA Primary School**  
**Admissions Policy**  
**Date written/updated: Sept 2025**  
**(by Nicola Christopher and Sandra Newell)**

**Partnership vision**

‘Belonging, learning and growth for life in all its fullness’

**Our vision is rooted in biblical teaching as defined by John 10:10:**

*‘I have come that they may have **life**, and have it to the **full**’*

**Belonging** - *Everyone included, everyone welcome*

**Learning** - *Love to learn and gain knowledge*

**Growth** - *grow spiritually in confidence and courage*

Princess Frederica is a Church of England voluntary aided primary school and part of LifeFull Federation of Schools. The Governing Board of LifeFull is responsible for admissions. The School has an agreed admission number of 60 pupils for entry in Reception. If the School is oversubscribed, after admission of children with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) where the School is named, priority will be given to those who meet the criteria set out below, in order:

- A. A looked-after child or a child who was previously looked-after but then became subject to an adoption, child arrangements or special guardianship order, or a child who appears to the Governing Board to have been in state care outside of England and ceased to be in state care as a result of being adopted;
- B. A child of a staff member employed for two or more years before the application or recruited to fill a vacancy for which there is a demonstrable skill shortage.
- C. A child with a sibling who will be attending the School at the date of admission of the applicant (‘sibling’ includes a half-sibling, step-sibling, adopted sibling, foster sibling or the child of the partner of the parent or carer of the child applying for a place, where both children are living in the same family unit at the same address).
- D. A child who lives in the parishes served by St Mark’s Church on Bathurst Gardens and St Martin’s Church on Mortimer Road. A map of the parish boundaries and a list of roads which fall within the boundaries are available from the School website or office. Preference within this category will be given in the following order:

- a child whose family regularly attend St Mark's or St Martin's; followed by
- a child whose family regularly attend a place of worship of another Christian denomination or another world faith; followed by
- any other child who lives in the parishes.

**Governors define regular attendance as attendance at a weekly service on at least 26 occasions in any period of 12 consecutive months falling within the two years preceding the application. This must be confirmed by the religious leader of each place of worship attended during that period using the Supplementary Information Form (SIF) available from the School website or office.**

E. All other applicants

### **Explanatory notes**

#### *Application procedure*

Applications for entry to Reception in September 2028 will be considered for children born between **1 September 2023 and 31 August 2024**.

If you want your child to be considered for entry to Reception at Princess Frederica CE VA primary school **you must complete a local authority Common Application Form (CAF) (you may complete your CAF online at: [www.eadmissions.org.uk](http://www.eadmissions.org.uk))**

For more information about the CAF process please contact your local authority (if you are a London Borough of Brent resident visit [www.brent.gov.uk/admissions](http://www.brent.gov.uk/admissions) or call 020 8937 3110).

You should also complete the School's Supplementary Information Form (SIF) if you would like your family's regular attendance at a church or other place of worship to be taken into account under oversubscription criterion D of these arrangements. SIFs are available from the School website or office.

**You do not need to complete a SIF if you do not want regular attendance at a place or worship to be taken into account or cannot demonstrate regular attendance (as defined by the Governing Board under oversubscription criterion D of these arrangements).**

If your child has a Statement of Special Educational Needs (SEN) or an Education, Health and Care Plan (EHCP) please contact your local authority (call LB Brent SEN Assessment Service on 020 8937 3229).

#### *Deadline for applications*

The deadline for applications is **15 January 2028**.

Your CAF should be submitted to your local authority by that date.

Your SIF (only where relevant) must be returned to the School office by that date.

#### *'Tie breaks'*

In the event of a 'tie break' between two children within the same oversubscription criterion, preference will be decided by distance from the School, with priority given to the child who lives closest.

Distance is measured by LB Brent in a straight line from an address point in the child's home to the main address point of the School. Address points are determined using Ordnance Survey data.

Where a child lives with parents or carers with shared responsibility, each for part of a week, the address where the child spends the major part of the school week will be used. If residence is split equally, the parents or carers will be asked to state the child's home address.

#### *Waiting lists*

If a place cannot be offered in the first round of admissions, your child will be placed on the waiting list for a place at the School, which is maintained for the remainder of the school year for which admission is sought. Children are listed in order of how they meet the oversubscription criteria in

these arrangements and not by length of time on the list. The waiting list will be closed at the end of each academic year. Advise the School if you wish your child to remain on the list.

### *Appeals*

If your child is not offered a place at the School you have the right to appeal. Appeals should be sent to the School, addressed to the Chair of Governors. You must be able to show that:

- these admission arrangements were not followed; or
- these arrangements are unlawful, according to the School Admissions Code; or
- the decision not to offer a place was unreasonable.

The school follows the same appeals timetable as Brent community schools.

The appeal deadline is **15 May 2028**. Further details are published at:

<https://www.brent.gov.uk/education-schools-and-learning/school-admissions>

### *Deferred entry*

If your child is offered a place at the School, that offer is for a full-time place starting in the September following the child's fourth birthday. However, a child is not required to start school until the start of the term following their fifth birthday. If your child has been offered a place at the School to start before they are of compulsory school age, you may defer their entry until later in the school year. Applications should be made in the usual way and a deferral requested once the offer of a place has been made.

Entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the start of the Summer term in the school year for which the application was made. You may request for your child to attend the School part-time until they reach compulsory school age.

### *Out of year applications*

If your child's fifth birthday falls between 1 April 2028 and 31 August 2028 and you want them to start Reception in September 2029, you should discuss this with the School at an early stage. Decisions will be made on the circumstances of each case and in the best interests of the child.

If you decide not to apply for a Reception place starting in September 2028 - but to apply instead for a place in Year 1 starting in September 2029 – please be aware that Year 1 may have no vacancies.

### *Children of multiple births*

In the event that the School has one remaining place to offer and the next child eligible for that place is one of twins, triplets or other multiple births, the Governing Board will in the first instance consider admitting all the children if the School's resources can accommodate it. Should that not be possible, the Governing Board will ask the parents or carers to select the child who is offered the place or, if no choice is expressed, randomly select the child to be offered the place.

### *Looked after and previously looked after children*

'Looked-after child' means a child in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is an order made under section 12 of the Adoption Act 1976 or section 46 of the Adoption and Children Act 2002.

A 'child arrangements order' settles arrangements to be made as to the person with whom the child is to live (section 8 of the Children Act 1989, as amended by section 14 of the Children and Families Act 2014).

A 'special guardianship order' is an order appointing one or more individuals to be a child's special guardian (section 14A of the Children Act 1989)