The Park Federation Academy Trust
Cranford Park Academy

Admissions Criteria 2026/27

Approval

Signed by CEO and Federation Principal on behalf of the Board of Directors	Dr. Martin Young
Date of approval	March 2020
Date of review	February 2025 (Amended in line with Borough Recommendations)

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Cranford Park Academy

Admissions 2026/27

Cranford Park Academy will comply with the Schools Admissions and Appeals Codes. Cranford Park Academy will be an inclusive school with no religious faith affiliations.

Admissions Policy

Cranford Park Academy Council will determine the admissions criteria of Cranford Park Academy. The Local Authority will administer the offer of places on its behalf.

Pupil Admission Number

120 places will be available for entry in Reception and all other year groups.

Cranford Park Academy Admissions Oversubscription Criteria 2026/27

If there are fewer applicants than places, all applicants will be accepted.

Where the Academy is oversubscribed, after the admission of pupils with statements of special educational needs which names the Academy, priority for admission will be given as follows:

1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption residence, or a special guardianship order. As defined in the Schools Admissions Code paragraph 1.7, 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) at the time of making an application to a school.

2. Children who suffer from a long-term medical or psychological condition, which makes it necessary for them to attend Cranford Park Academy. Applications must be accompanied by medical evidence from a GP or Hospital Consultant.

3. Children who have a member of the immediate family who suffer from a long-term medical or psychological condition which makes it necessary for them to attend Cranford Park Academy. Applications must be accompanied by medical evidence from a GP or Hospital Consultant.

4. Children who have a sibling living in the same household who currently attend the full time school (not the nursery) and will continue to do so on the date of admission. A sibling refers to a brother or sister, half brother or sister with one parent in common, adopted brother or sister.

5. Children living nearest the school. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address and Cranford Park Academy using a computerised mapping system.

Tie break: If two addresses are the same distance from the academy, the offering of a place will be decided by lottery.

Waiting List

Where the school fills all places, a waiting list will be maintained by the academy in the order of the over subscription criteria. Where a place becomes available we will advise the Local Authority of the child who is top of the list so that the home Local Authority can inform the parent that an offer can be made on behalf of Cranford Park Academy.

Late applications will be considered once all of the "on-time" applications have been allocated. After this, if a school place cannot be offered, they will be placed on the waiting list in order of the oversubscription criteria. Late applications cannot be placed at the bottom of the waiting list as it is considered that the child is being penalised twice and will therefore be placed on the waiting list in the same order as a timely application if a school place cannot be offered (2.14 of the Schools Admissions Code).

In Year Application

Application for In Year Admission is to be made direct to Cranford Park Academy for the attention of the Admissions Officer: **Suzanne Harvey.** The above Admissions criteria also apply for In Year Applications.

Temporary addresses

A temporary address may not be accepted if you still own a property that was previously used as a home address, or a temporary address which the Admissions Authority consider to be solely or mainly used to obtain a school place. If you own more than one property the Admissions Authority may only consider the given address if you have lived there for a year prior to the closing date of application (including rented, bought or living with a family member or friend). You will be asked to provide additional information to explain why you are not using your permanent address, or another address identified as a result of our screening, or as a result of information obtained from the public. This may include utility bills, benefit claims and copies of mortgage or rental agreements. We will also check Hillingdon council records as well as other Local Authorities records to clarify whether or not you receive services or benefits at another address.

Multiple births

Infant classes are limited to 30 pupils with a single teacher. Additional children may be admitted under exceptional circumstances. If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, in accordance with the School Admissions Code (September 2021) we will admit the other multiple birth siblings. These children will remain 'excepted pupils' for the time they are in an infant class or until the class numbers fall back to the current infant class size.

Withdrawal of places

A place will not be withdrawn once a child has started at the school, except where that place was fraudulently obtained but the length of time the child has been at the school will be considered.

Reception deferred entry

Applicants may defer entry to school up until compulsory school age i.e. the first day of term following a child's fifth birthday. Applications are made in the usual way and then the deferral is requested. The place will then be held until the first day of spring or summer as applicable. Applicants may also request that their child attends part time until

compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year for which the application was made.

Admission of children outside their normal age group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child has experienced problems such as ill health. Any such request should be made in writing to the principal at the same time as the admissions application is made, which must be at the same time as the main admissions round. The local governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In order to reach a decision, the local governing body will take into account:

- Information about the child's academic, social and emotional development; whether they have previously been educated out of their normal age group; and whether they might naturally have fallen into a lower age group if it were not for being born prematurely;
- The principal's feedback, including their statutory responsibility for the internal organisation, management and control of the school;
- The opinion of appropriate medical and education professionals; and
- The views of the parents.

Children of UK service personnel (UK Armed Forces)

For those families with a confirmed posting to this area, places will be allocated in advance of the family arriving in the area. The application must be accompanied by an official letter that declares a relocation date and Unit postal address.

Children from overseas

Applications for children coming from overseas will be treated in accordance with the European Union Law or Home Office rules for non-European Economic Area nationals.

Co-ordination

Hillingdon Local authority coordinates Reception Admissions on behalf of schools in the borough for Reception applications only. In-Year Admissions are coordinated by the school.

Consultation and Determination

The Governing Body determines admissions arrangements annually and formally consults on these every seven years with line with guidance.

Appeal

Parents who are refused a school place have the right to appeal to an Independent Appeal Panel. Details can be given by the Admissions Officer.