



## ADMISSIONS POLICY

### 1. Introduction

- 1.1 Kenmore Park Infant & Nursery School is a Harrow Community School maintained by the local Authority and as such Harrow Council sets the admission rules for this school.
- 1.2 The regulations for entry to Community Schools are published each year by Harrow Council. These regulations can be obtained from the Education Department of the Council, the school or online.

### 2. Aims and Objectives

- 2.1 We are an inclusive school that welcomes children from all backgrounds and abilities.  
*(Article 28: All children have the right to a good quality education. They should be encouraged to go to school to the highest level they can. Article 29: Your education should help you use and develop your talents and abilities.)*
- 2.2 All applications will be treated on merit and in a sensitive manner.
- 2.3 The only restriction placed on entry is that of number. The standard number is the number of children the school can accommodate. The standard admission number for our school is 120 and in the Nursery 52 (part time places 26 in the morning session and 26 in the afternoon. Each session is 3 hours in duration. 8.30 to 11.30 or 12.30 – 3.30 p.m. Monday to Friday).

### 3 Applying for a place in our School

- 3.1 Application forms can be obtained from the Education Department of Harrow Council or, if the child is of pre-school age directly from the school and should be completed by the date stipulated on the form. Harrow Council, or the school in the case of Nursery admissions, notifies parents about the place as soon as all the applications have been considered.
- 3.2 Parents have a right to express a preference for the school they would like their child to attend and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school.
- 3.3 If there are more applications than places, offers of places in full time school are made to those whose application was received by the closing date in the following priority order:
  - a) Children looked after by the local authority
  - b) Medical reasons relevant to pupils
  - c) Medical reasons relevant to parents
  - d) Sibling link (i.e. older brothers/sisters living at the same address)
  - e) Distance (including Nursery from September 2017)

The admission of pupils with a Statement of SEN is dealt with by Harrow Council by a separate procedure.

- 3.4 If more applications are received than there are places in Nursery, places will be given to children in the following order
  - a) Four years olds, in date of birth order, referred by Learning Support Services



- b) Other four years olds, in date of birth order
- c) Three year olds, in date of birth order referred by Learning Support Services
- d) Other three year olds, in date of birth order

If there are more children with the same date of birth than there are place in the nursery, then places are offered in the following order:

- a) Children whose first language is not English
- b) Children whose parents are in receipt of Income Support/ Income Based Job Seekers Allowance.

Children who live outside the borough may be offered a place when all demand from Harrow residents has been satisfied.

- 3.5 If a child is not offered a place at this school it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

#### **4 Admission Appeals**

- 4.1 If parents wish to appeal against a decision to refuse entry, they should contact The Admissions Service at Harrow Council.
- 4.2 Appeals are organised by the Council's legal services, so as to be independent from the Admissions Service. At the appeal parents and an officer from the Admissions Service will each put their case. The members of the appeals panel will then make their decision.
- 4.3 An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school.

#### **5 Admission Arrangements**

- 5.1 In Harrow, children enter nursery classes in the academic year they become four between 1<sup>st</sup> September and 31<sup>st</sup> August and enter Reception classes in the academic year they become five between 1<sup>st</sup> September and 31<sup>st</sup> August.
- 5.2 At Kenmore Park Infant & Nursery School, in both the Nursery and Reception classes we stagger the admission process for all new intakes over a period of a few weeks. In Reception the children have a gentle introduction into school by starting either morning's only or afternoons only, then mornings plus lunchtime/lunchtime plus an hour in the afternoon and eventually all day.
- 5.3 Infant School children (aged four to seven) are taught in classes that have a maximum number of 30 children. However due to the high demand for school places in recent years there are times when the school is expected under the Fair Access Panel arrangements to admit pupils during a school year into classes taking the numbers over 30. (This is not in breach of the KS1 class size regulations as it is during a school year). When this occurs the school leadership look carefully at the make up of each of each class and try and place in classes where there are additional resources allocated. Nursery children are taught in 2 classes that have a maximum number of 52 children (2 sessions per day 3 hrs each. 8.30 – 11.30 a.m. or 12.30 – 3.30 p.m. maximum 26 pupils per session).



**6. Review**

6.1 This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

**Signed:** R. K. Mahil-Pooni

**Date:** September 2017

**Reviewed:** September 2025

**Approved by the Governing Body:** 15<sup>th</sup> October 2025

**To be reviewed annually.**