Ex Corde Vita

Out of the Heart, Springs Life

Southfield Primary School

Admissions Statement 2027-2028

Southfield Primary School Admissions Statement 2027-28

Introduction

This statement relates to admissions to Southfield Primary School. Please contact the London Borough of Ealing for Reception to Year 6 admissions. Please see the statement below for more detail regarding this.

Start primary school in September 2027

Children born between 1 September 2022 and 31 August 2023 are due to start the first year of primary school (reception class) in September 2027.

Children currently in year 2 at an infant school are due to transfer to junior school in September 2027.

You must apply using the eAdmissions website by 15 January 2027. Applications received after this date are late and will not be considered until after national offer day.

The national offer day for on time applicants is 16 April 2027. If you apply online, you will receive an email in the evening on 16 April confirming the school that has been offered.

1. Before you apply

   Please read the full details of the admissions process, applications timetable, and information on Ealing schools in the **primary school admissions prospectus**.

   You can also read the guidance on deferring, delaying and part time attendance for reception.

   You will need to create an account on the eAdmissions website before applying.

2. How to apply

   Apply online on the eadmissions website from 1 September 2026.

3. Offer day guidance

   If your application was received by the closing date, you will receive an email with the outcome of your application.

   More information on what to do next is on our post offer guidance for primary school page.

4. Need help

   For more information, or if you need any help or guidance with a school application contact the school admissions service

ADMISSION CRITERIA FOR Southfield Primary School 2027 – 2028

PLEASE NOTE: This information has been taken from https://www.ealing.gov.uk/downloads/download/1326/determined_admissions_arrangements and is accurate as of September 2026.

Places in the normal (main) round are allocated according to the Pan London coordinated admissions scheme for admission to Reception. In-year places are allocated according to the in-year coordinated scheme. Places are reserved for Children with an Education, Health and Care Plan naming the school. If there are less applications than remaining places, offers are made to every child that applies. If there are more applications than places available, the following criteria will be applied to determine who will be offered a place:

1. Children who are looked after or were looked after immediately prior to adoption, a child arrangement order, or special guardianship order. This includes children who appear to the admission authority to have been in state care outside of England prior to adoption. (see definition of children who are looked after or were previously looked after on page 4).

2. Children with a brother or sister who will be attending the main school (not the nursery class) at the time of admission (see definition of siblings on page 5).

3. Children of staff permanently employed at the school who have been continuously employed for two or more years at the time of application or have been recruited to fill a vacant post for which there is a demonstrable skills shortage (see definition of children of staff on page 5).

4. Other children, with priority given to those living closest to the school. Distance is measured in a straight line from a point in the property determined by ordnance survey to a point in the school determined by the grid references for the centre of the school's postcode (see definition of distance on page 5).

IMPORTANT: The same criteria are used for admissions to community primary school nursery classes. Please note that admission to a nursery class does not guarantee admission to the main school. An application for the Reception class must be made and will be considered alongside all other applications according to the above criteria. Attendance in the nursery class does not give any priority for a Reception place at the same school.

Tie-breaker

If more applications are received in any criteria than places available, the tie breaker of distance will be used to determine priority. Where two or more applicants have an identical measured distance from the school, the place(s) will be allocated randomly by the Synergy admissions system.

Children of multiple births or same year siblings

The council does not give priority under its admission criteria for twins, children from multiple births or siblings in the same year group. In cases where twins, multiple birth siblings or siblings in the same year group tie for the last available place, then both or all will be allocated a place at the school.

Children of UK Service Personnel (UK Armed Forces) and Crown Servants
Families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the borough are allocated a place in advance of the family arriving provided that the application is accompanied by an official letter that declares a relocation date.

Deferred entry
Parents are entitled to a full-time school place in the September following their child's fourth birthday, however parents do not have to ensure their child receives full time education until the start of the term following their fifth birthday.

Parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age (the term after the child turns five) and not beyond the beginning of the final term of the school year.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents wishing to defer entry need to apply by the closing date and when an offer is made inform the school that they want to defer entry or only attend part-time.

Delayed entry
Parents of a summer born child (born between 01 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group to Reception rather than year 1.

An application and written request must be made to the Head of Admissions by the closing date 15 January, providing all the reasons for the request with any supporting documentation that the parent wants taken into consideration.

The council must make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They must also consider the views of the head teacher.

If the parent's case for delayed admission into Reception is agreed the application for entry to Reception 2026 will be withdrawn. A new application must be made the following year for entry to Reception in 2027 and would be considered along with all the other applicants for admission in that year. There would be no guarantee that a place would be offered at the preferred school.

Admission of children outside their normal age group
Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

A written request must be made to the Head of Admissions at the time of application providing all the reasons for the request with supporting evidence, for example school reports, medical reports, professional recommendations or any other documents to be taken into consideration.

The council must make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They must also consider the views of the head teacher.

If the council agrees to a parent's request for their child to be admitted out of their normal age group, the application will be considered alongside all other applications in the requested year group. There would be no guarantee that a place would be offered at the preferred school.

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if the parents are dissatisfied with the outcome of the request for delayed entry into Reception or admission outside of their child's normal age group, they would have the right to complain against the decision through the council's complaints procedure for decisions made by council officers.

Waiting Lists

Applications received in the normal (main) round for entry to Reception will automatically be placed on the waiting list for any higher preferences than the school offered, lower preferences are withdrawn. Children will remain on the waiting list for one term, after which they will be removed. If parents wish for their child to remain on the waiting list, they will need to advise the admissions team before 31 December. Waiting lists for applications received outside of the normal round (in year) will be maintained according to the in-year admissions coordinated scheme.

Waiting lists will be re-ranked in line with the published oversubscription criteria each time a child is added, length of time on a waiting list does not give any priority. Vacancies will be offered to the pupil with the highest priority on the waiting list at that time. The position on the waiting list changes frequently and can move down as well as up when children are added or removed.

Definitions:

Children who are looked after or were previously looked after

A looked after child is a child who is (a) in the care of a council, or (b) being provided with accommodation by a council in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after. Adopted children are those who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014.Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. A special guardianship order is defined by s. 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian (or special guardians). A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Siblings

Sibling refers to all blood, half, foster, step and adoptive brothers and sisters (not cousins) and the child(ren) of a partner who lives in the same family unit on a permanent basis or for the majority of time in any calendar year.

Staff child

A child of a staff member refers to a child whose parent or legal guardian is permanently employed at the school, regardless of their role or position. To qualify under this criterion, one of the following conditions must be met:

The staff member has been permanently employed at the school for a period of two or more years continuously at the time of application.

For applications made in the normal (main) admissions round, this is taken to mean two years prior to the closing date for applications (31 October for high school and 15 January for primary school). For late applications in the normal round and in-year applications, the two-year period is calculated up to the date the application is made.

Where an application does not initially meet the staff child criterion due to the parent or legal guardian not yet having completed two years of continuous employment the application may be re-evaluated if the eligibility criteria is subsequently met. The parent or legal guardian is responsible for notifying the local authority.

The staff member has been recruited to fill a vacant post for which there is a demonstrable skills shortage.

A demonstrable skills shortage is defined as a situation where a school can demonstrate difficulty to recruit a suitably qualified or skilled candidate for a specific role despite making reasonable efforts.

Distance

The distance from home to school is measured by straight line from a point in the property determined by Ordnance Survey to a point determined by the grid reference for the centre of the school's postcode. The measurement is calculated using the Synergy admissions system, which incorporates Ordnance Survey mapping and Local Land and Property Gazetteer (LLPG) address data. Distances are calculated and ranked in accordance with this methodology when determining priority for admission. The overall measurement is accurate to within a maximum tolerance of 2 metres.

Home address

This must be the address where both parent and child normally reside.

Where the parents have shared responsibility and the child is residing with one parent for the majority of the time or on a permanent basis, the address of this parent will be used for the purposes of the application.

Where parents have shared responsibility and the child lives with each parent for half of the calendar year, the parents must come to an agreement as to whose address will be used for the application. This address will be used to process the child's application and can only be changed after the beginning of the academic year unless the address of the chosen parent changes during the admissions process. Proof of residency may be required.

If a child lives elsewhere, for example with a relative, satisfactory evidence must be provided that confirms the child does not live with a parent either full-time or the majority of the year. Examples of satisfactory evidence are a court order or a letter from a social worker. If this cannot be provided, the address of the parent must be used for the application.

All school admission applications are subject to address checks to ensure school places are given fairly. These checks may be made using council systems, agencies, fraud departments, other education settings, or other resources available to the council.

The Council will determine if, on the balance of probability, the address given on an application is where a child normally lives or is misleading for the purposes of gaining a school place. Examples of circumstances where an address may be considered misleading are as follows:

- Using the address of a relative, friend, childminder, or business
- Using the address of a parent with whom the child spends the minority of the week
- Purchasing a new property, renting accommodation, or moving in with a friend or relative and using this address, whilst continuing to own or rent an alternative property.
- Owning a property which is or has previously been used as your home address and applying from another address whist still retaining ownership of the initial property.
- Use of a local address whilst the child lives overseas

The following factors will be considered alongside any evidence seen during the address checking process:

- The preference schools and if they are oversubscribed
- If the address being used gains an advantage in the admissions process
- The distance of the properties to the preference school
- The length of time the arrangement has been in place
- Current education providers and services working with the family

If a place is obtained by using a false or misleading address, the place will be withdrawn. Ealing council will check internal council databases to verify addresses. Where it is not possible to verify an address or if there has been a recent change of address proof will be required.

Ealing Council takes very seriously any attempt to obtain a school place by deception. If a school place is obtained using a false or misleading address prior to a child starting at the school this place will be withdrawn. Serious consideration is also given to withdrawing the offer, even after the child has started school. In deciding whether to withdraw the place, the length of time that the child has been at the school will be taken into account.

Governing Body Sub Committee	Review Date	Then To be Reviewed	Author
FGB	October 2026	October 2027	Rachel Mc Greal