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Achieving Excellence Together in a Caring Community

Dorchester Primary School

Admission Arrangements 2026-27

1. General Arrangements

Dorchester Primary School is a Foundation School. The Governing Body is the admissions authority.

The London Borough of Sutton administers the admissions process on behalf of the school in accordance with the Pan-London Co-ordinated Admissions Scheme.

These arrangements comply with:

- The School Admissions Code (2021)
- The School Standards and Framework Act 1998
- Sutton's Pan-London Co-ordinated Admissions Scheme

2. Nursery Provision (Non-statutory)

Dorchester Primary School has nursery provision on site offering between **15 and 30 hours per week**.

- Morning places: up to **36**
- Afternoon places: up to **26**

Children are eligible for consideration for entry to Nursery from the **term following their third birthday**.

Attendance at the school nursery **does not give priority** for admission to Reception. A **separate application** must be made for Reception.

There is **no right of appeal** against a decision not to offer a nursery place.

3. Entry to Reception

Dorchester Primary School offers full-time education to children from the **September before their fifth birthday**.

Parents may:

- Defer admission until later in the school year (but not beyond compulsory school age), or
- Request part-time attendance until compulsory school age.

Children born between **1 April and 31 August** may defer admission until the beginning of the final term of the school year for which the offer is made.

A separate application is required for children attending the school nursery.

4. Admission Outside the Normal Age Group

Children are normally educated within their chronological age group. Parents may request admission outside this age group where exceptional circumstances apply.

Each request will be considered individually and in the best interests of the child, taking account of:

- Parental views
- Academic, social and emotional development
- Medical history and professional advice (where relevant)
- Previous education outside the normal age group
- Prematurity, where applicable

Requests must be supported by **recent professional evidence** relating to the individual child.

Parents requesting delayed entry to Reception must submit an application for the child's normal age group by the statutory deadline. Decisions will be communicated **before National Offer Day**.

5. Applications

5.1 Nursery

Applications are made **directly to the school** using forms available from the school office or website.

5.2 Reception

Applications for Reception must be made via the **Common Application Form (CAF)** through the child's home local authority.

For Sutton residents: <https://www.sutton.gov.uk/applying-for-a-primary-school-place>

Key dates for September 2026 entry:

- Applications open: **1 September 2025**
- Closing date: **15 January 2026**
- National Offer Day: **16 April 2026**

5.3 In-Year Admissions (Reception–Year 6)

Applications outside the normal point of entry are made to **London Borough of Sutton**. Availability is confirmed by the local authority before the school contacts parents.

6. Published Admission Number (PAN)

The **Published Admission Number for Reception in 2026–27 is 90**.

Children with an Education, Health and Care Plan (EHCP) naming the school will be admitted before the PAN is applied.

7. Oversubscription Criteria

Where there are more applications than places, priority will be given in the following order:

1. Looked After Children and Previously Looked After Children
2. Children with professionally supported medical or exceptional social reasons
3. Children with a sibling on roll at the school at the time of admission
4. Distance from home to school

If a category is oversubscribed, the next criterion will be used as a tie-breaker.

8. Nursery Oversubscription

Applications will be considered in the following age bands:

1. Children aged three before **1 September 2026**
2. Children aged three before **1 January 2027**
3. Children aged three before **1 April 2027**

Initial allocations will be made from band (1). Vacancies arising later may be filled from bands (2) and (3).

Within each band, the criteria in Section 7 apply.

9. Distance Measurement

Distance is measured as a **straight-line** from the child's home address to the **main school entrance**, using Sutton's **Geographical Information System (GIS)**.

The home address must be the child's normal place of residence. In shared-care arrangements, the address used will normally be that of the parent receiving Child Benefit, although all evidence will be considered.

10. Multiple Births

Where one child of a multiple birth is offered the final place, the governing body will consider whether it is reasonable to admit the additional child(ren) as an exception.

11. Waiting Lists

Waiting lists are maintained strictly in priority order according to the oversubscription criteria and not by date of application.

- Reception waiting lists for September 2026 will be maintained until the **last day of the Autumn Term 2026**.
- Parents wishing to remain on the list beyond this date must confirm in writing by **31 December 2026**.

Waiting lists for other year groups are reviewed annually.

Children may be admitted at any time under Sutton's **Fair Access Protocol**, even if the school is full.

12. Appeals

Parents whose children are refused a place have the **right of appeal** to an independent appeals panel for statutory school places.

Details of how to appeal will be provided in refusal letters.

There is **no right of appeal** for nursery admissions.

Policy agreed: February 2025

Reviewed: Annually