James Dixon Primary



Admissions Arrangements

Date Ratified	September 2026
Next Review Date	September 2027
Ratified By	Local Governing Body

ADMISSIONS ARRANGEMENTS

JAMES DIXON PRIMARY SCHOOL

PROPOSED-POLICY AND ARRANGEMENTS
2028/2029

James Dixon Primary School is an academy and part of the Swale Academies Trust. The following arrangements with respect to the admission of pupils to the school will be adopted.

Published Admission Number (PAN) for James Dixon Primary School is 60

Primary School Admissions

Age of Admission

James Dixon Primary admissions policy is to admit children to reception classes once a year. Children born between 1 September and 31 August inclusive are admitted at the beginning of the Autumn term (September) before their fifth birthday.

However, in line with legislation, all children will be permitted to start in reception in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred in that school year, admission authorities must hold the place for that child and not offer it to another child. Once a place has been offered the parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Children born between 1 April 2024 and 31 August 2024 and offered a place for admission in the 2027 academic year will be expected to join the school by the start of the 2028 Summer Term.

Admission of children outside their normal age group

Admission of children outside their normal age group - Parents of Summer born; gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. This is not an automatic right to choose this option as decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. The views of the head teacher of the school concerned must also be taken into account.

Summer born children

James Dixon Primary School will make decisions on the basis of 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. Views of the head teacher of the school concerned, must also be taken into account. When informing a parent of the decision on the year group the child should be admitted to, James Dixon Primary School will set out clearly the reasons for their decision.

Process for this request is outlined in "London Borough of Bromley Admission of Summer born children outside of their normal age group".

Twins, triplets and other multiple births: where twins, triplets or children from other multiple births qualify for the last school place to be allocated Bromley will admit all of the qualifying siblings in excess of the published admissions limit and they will be considered as 'excepted pupils'.

Application Procedure

Application for admission to reception must be made in accordance with the published Primary

Co-ordinated Admission Arrangements for each relevant year and will only be accepted from parents/carers with proven parental responsibility. Change of parental responsibility, unless exceptional circumstances through a court order, will not be accepted during the co-ordinated admission process.

Oversubscription Admission Criteria

Where schools are oversubscribed places will be offered in line with the admission criteria outlined below:

(i) Children Looked after (CLA) or previously Looked after (see note 1).

(ii) Medical and Social - In exceptional circumstances there is discretion to admit children on the grounds of their or their family's acute medical or social need for that particular school and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, the special support service, social worker or similar professional, setting out the reasons why the school is the only one to meet the child's needs, before an admission decision is made. Applications received without supporting documents will not be considered by the panel. The admission decision will be considered in consultation with teaching and medical professionals. Medical professionals provide advice on applications made under medical conditions and teaching professionals advise on applications made for social or special reasons. Supporting evidence must be provided by the closing date for applications as this criterion is only for admission to reception and will refer to 1st preference only.

(iii) Siblings - Children who will still have a brother or sister at the preferred school at the beginning of their first term (see note 2).

(iv) Children of staff at the school
James Dixon Primary School may give priority to children of staff in either or both of the following circumstances:

a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or

b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

(v) Proximity – proximity as measured in a straight line from the home address to the main entrance of the school (see note 3 and 4).

Notes

1. A “child looked after ' (CLA) definition:

   a) A child looked after child is a child who is (a) in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions. These children must still be “looked after” when the child starts school unless (b) applies.

   b) or a child who was previously looked after and immediately after being looked after became subject to an adoption, residence, or special guardianship order.

2. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case, the child must be registered as living in the same family unit at the same address. The elder sibling must still be on roll at the school when the younger child starts school.

3. “Home" being where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) will not be considered. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. It is expected that the applicant and pupil will still be resident at the same address when the child starts school unless exceptional circumstances apply. Places may be withdrawn if the family moves out of the proximity area covered by the school.

4. Distance will be measured (in a straight line) from the child’s home address (including flats) to the main entrance of the school building, using the Local Authority’s computerised measuring system that identifies the unique national grid reference (Easting and Northing) for the property. Those living closer to the school receive the higher priority. The furthest distance reached is checked to confirm it is unique. Where the next applicant measures the same, the system will go to further decimal places within a measurement to qualify who is nearer. Where applications are received from flats that have the same “easting and northing” measurements, places will be allocated by door number; the lower the number the higher the priority. If there are two identical distance measurements for different addresses of separate applicants, the tiebreak will be done by drawing lots.

Offer of Reception Places

Places will be offered in line with the agreed scheme to coordinate admissions to primary schools in Bromley. Please see the Primary Co-ordinated Admission Arrangements 2028 late Reception Applications.

Late applications will be dealt with in accordance with the procedures laid down in the co-ordinated admissions scheme.

Reception Waiting Lists

Waiting lists will be maintained and kept in the order of the published admissions criteria until 31st December 2028. Lists will be disbanded on this date and applicants wishing to remain on waiting lists will be required to re-apply.

In year Applications

Places will be offered in line with the agreed In year Scheme.

Fair Access Protocol

All schools in Bromley, including Academies (Free Schools); Voluntary Aided and Foundation, will admit pupils referred under the Fair Access Protocol. A 'Hard to Place' pupil will be given priority for admission over any others who are seeking or applying for a school place and the school can admit over their published admission number.

Appeals

All applicants have a statutory right of appeal in the event that their preferred school is unable to offer them a place. Unsuccessful applicants must be advised of their right of appeal to an independent admission appeals panel, under the School Standards and Framework Act 1998.

Appeals for Key stage 1 (reception, year 1 and year 2) places will be considered in light of the class size regulations that require infant class sizes to not exceed 30. The legislation will only permit class sizes above 30 in limited, specified, circumstances.

Children with an Education, Health and Care Plan (EHCP) are dealt with under a separate process by the Special Educational Needs team. The published admission number of all Bromley schools is inclusive of students with a statement of special educational needs or Education, Health and Care Plan (EHC) that are admitted to the school pursuant to the school being named in their statement or EHC plan.

Appeals for Children with an Educational Health and Care Plan (EHCP) are dealt with by a SEN Tribunal.