

Elsley Primary School



Admissions Policy

Approved by:	Full Governing Board	Written: March 2026
Last reviewed on:	25 th March 2026	
Next review due by:	March 2027	

1. Overview

Elsley Primary School is a community school. The admission authority for statutory school admissions (Reception to Year 6) is Brent Council.

This policy sets out:

- how to apply for statutory school places via the local authority; and
- the arrangements for admissions to the school's Nursery provision, which are managed directly by the school.

2. Admissions to Reception – Year 6 (Statutory School Admissions)

Admissions to Reception through to Year 6 are administered by Brent Council, in accordance with their published admissions arrangements.

Full details of the application process, oversubscription criteria and appeals procedures can be found on the local authority's website: www.brent.gov.uk/admissions

Applications for school places, including in-year admissions, must be made directly to the local authority.

If a place is refused, parents have the right to appeal. Details of the appeals process and timetable are available via the link above.

3. Nursery Admissions (School-managed)

Admissions to the Nursery at Elsley Primary School are managed directly by the school.

The school offers:

- 26 part-time Nursery places
- 15 hours per week (morning sessions, Monday to Friday)
- Funded through the Government's Early Years Entitlement scheme

There are currently no additional charges for this provision.

Children are eligible to apply for a Nursery place for the academic year in which they turn 4.

Application Process

Applications for Nursery places must be made directly to the school using the Nursery application form, available from the School Office.

The usual closing date for applications is in line with the school's published admissions timeline (typically mid-January for a September start). Late applications will be considered where places remain available.

Oversubscription Criteria

Where the number of applications exceeds the number of places available, places will be allocated according to the following criteria, in priority order:

1. Children in public care (looked after children) or previously looked after children

2. Children with a sibling attending Elsley Primary School at the time of admission
3. Children with exceptional social, medical or educational needs that make this school particularly suitable (supported by professional evidence)
4. Children living closest to the school (measured by straight-line distance)

Tie-breaker

In the event of more applications than places within any category, priority will be given to children living closest to the school.

Where two or more applicants live the same distance from the school, a random allocation process will be used.

Waiting List

A waiting list will be maintained where necessary. This will be ranked in accordance with the oversubscription criteria above and not on a first-come, first-served basis.

Non-Statutory Provision

Nursery education is non-statutory. There is no right of appeal against the school's decision regarding Nursery admissions.

Transition to Reception

Admission to the Nursery does not guarantee a place in Reception.

Applications for Reception must be made separately through Brent Council in accordance with their published admissions arrangements.

4. Equality and Inclusion

The school is committed to inclusive practice and will comply with all relevant equalities legislation. Admission arrangements will be applied fairly and consistently.

5. Review of Policy

This policy will be reviewed annually by the governing board.