

# Admissions Policy

The Eden School



**Approved by:**

The Board of  
Governors

**Date:** 31<sup>st</sup> of August 2025

**Last reviewed on:**

1<sup>st</sup> September 2025

**Next review due by:**

1<sup>st</sup> August 2026

## Contents

1. Aims .....	2
2. Legislation and statutory requirements.....	2
3. Definitions .....	2
4. How to apply .....	3
5. Requests for admission outside the normal age group .....	3
6. Allocation of places.....	4
7. In-year admissions.....	6
8. Appeals .....	6
Appeals Timetable: .....	7
9. Monitoring arrangements.....	7

---

### 1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

### 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

### 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked-after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked-after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or

- › Became subject to a child arrangements order, or
- › Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## 4. How to apply

For applications in the normal admissions round, parents or carers should use the application form provided directly by the school. This form can be obtained from the school's admissions office or downloaded from our website. Completed forms must be submitted to the school by the deadline specified on the form.

You can express a preference for The Eden SDA School, and we welcome applications from all backgrounds and abilities. Please note that submitting an application does not guarantee a place, as spaces may be limited.

### Supplementary Information Form (SIF)

If applicable, a Supplementary Information Form (SIF) must be filled out in addition to the main application form. This may be necessary if you are applying for priority consideration based on religious affiliation, special educational needs, or social/medical criteria. The SIF is available from the school office or online, and should be submitted with your application.

### Nursery to Main School Transition

Please note, children who are already attending our nursery are not automatically transferred to the main school. A separate application must be made for a place in reception.

### Junior School Applications

For those applying for a place in the junior school (if applicable), children attending an associated infant school are not automatically transferred. Parents or carers must submit a new application for admission to the junior school.

Once your application has been reviewed, you will be notified of the outcome directly by The Eden SDA School.

## 5. Requests for admission outside the normal age group

### 5. Requests for Admission Outside the Normal Age Group

Parents or carers may request that their child is admitted to a year group other than the one associated with their age, either to start school earlier or later than the usual admission date.

#### Process for Requesting Admission Outside Normal Age Group

1. **Written Request:**

Parents or carers must submit a formal written request to the school's admissions office, explaining the reasons for seeking admission outside the child's normal age group. This request should include any supporting evidence, such as reports from medical professionals, previous educational settings, or other relevant experts.

2. **Factors Considered:**

The school's admissions committee will carefully consider each request based on the best interests of the child. Factors that will be taken into account include:

- The parent's or carer's views on the request.
- Information regarding the child's academic, social, and emotional development.
- Medical history or advice provided by health professionals (if applicable).

- Previous educational experience, including whether the child has already been educated outside their normal age group.
  - Whether the child may have fallen into a different age group due to premature birth.
  - The headteacher's views and professional judgement.
3. **Decision Making:**  
Each request will be considered on a case-by-case basis. The admissions committee will decide based on the available evidence and the child's overall needs. The school will aim to make a decision as part of the main admissions process, where possible, to allow for a smooth transition.
4. **Outcome Notification:**  
Parents or carers will be informed in writing of the school's decision. If the request is approved, the child will be allocated a place in the agreed year group if space is available. If the request is not approved, parents will be given the reasons for the decision.
5. **Right to Appeal:**  
Parents or carers do not have the right to appeal if the request for admission outside the normal age group is declined but the child is offered a place in their correct year group.

## 6. Allocation of places

### 6.1 Admission number

The school has an agreed admission number of 100 pupils for entry in reception, KS1-KS5.

### 6.2 Selection and banding

The Eden School is a non-selective school and welcomes children with differing needs and faiths. However the school has Adventist ethos.

### 6.3 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place. In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

Highest priority will be given to EHCP children, active Seventh Day Adventists, looked-after children and all previously looked-after children who apply for a place at the school.

Children from Seventh Day Adventist background

#### ➤ Children with special educational needs (SEN) or a disability

1. Priority will next be given to children on the basis of social or medical need. The school defines social and medical need as:

**Priority Based on Social or Medical Need** will be given to children with social or medical needs, where such needs make it essential that they attend The Eden SDA School. The school defines these needs as follows:

#### **Social Need:**

A child with social needs is one whose welfare or development would be significantly impacted if they were not admitted to The Eden SDA School. This could include:

- A child facing severe challenges in their current environment, such as bullying or lack of support for their emotional well-being.
- A child in a vulnerable position, including those in care or at risk of harm due to their home circumstances.

**Medical Need:**

A child with medical needs is one whose physical or mental health requires specialised educational or environmental arrangements that The Eden SDA School is uniquely positioned to provide. This could include:

- A child with a long-term or chronic health condition requiring specific facilities, resources, or support that are available at the school.
- A child with specific psychological needs, where expert advice indicates that attending The Eden SDA School would be in their best interests.

**Evidence Required:**

For an application to be considered based on social or medical need, the following evidence is required:

- For social need: A written statement from a relevant professional (e.g. social worker, counsellor) that outlines the child's circumstances and explains why the child would benefit from attending The Eden SDA School.
- For medical need: A letter from a medical professional (e.g. GP, consultant, or psychologist) detailing the child's condition and why The Eden SDA School is best suited to meet the child's needs.

All supporting evidence must be submitted at the time of application and will be reviewed by the school's admissions committee. The decision will be based on the documentation provided and whether the school can reasonably accommodate the child's needs.

2. The school requires supporting evidence if you are making an application on the basis of social or medical need.
3. Priority will next be given to children of staff at the school, in either of the following circumstances:
  - a) The member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made, or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
4. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

## 6.4 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants. This process will be independently verified.

Or:

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a time taken to travel to school from the child's home address to the school. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

## 6.5 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

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.

## **6.6 Challenging behaviour**

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

## **6.7 Fair Access Protocol**

We participate in Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## **7. In-year admissions**

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

**headteacher@theedenschool.com**

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

## **8. Appeals**

If your child's application for a place at The Eden SDA School is unsuccessful, you will be informed in writing of the reasons why admission was refused. You will also receive information about the process for appealing this decision.

### **How to Appeal:**

If you wish to appeal the decision, you must submit your appeal in writing. This appeal should include the grounds for your appeal, clearly outlining why you believe your child should be offered a place at the school.

Appeals should be sent to the following address:

### **Appeals Address:**

The Admissions Office

The Eden SDA School

[Insert Postal Address]

Email: [Info@theedenschool.com](mailto:Info@theedenschool.com)

### **Appeals Process:**

Once your appeal is received, it will be reviewed by an independent appeals panel. The panel will consider your appeal based on the reasons provided and the school's admissions criteria. You will be notified of the outcome of your appeal in writing.

### **Appeals Timetable:**

You can find full details of the school's appeals timetable, including key dates and deadlines, on our website at:

#### **The Eden SDA School – Appeals Timetable**

If your child's application for a place at The Eden SDA School is unsuccessful, you have the right to appeal the decision. The appeal process will follow the timetable outlined below:

##### **1. Notification of Admission Decision**

- You will receive a decision on your child's application by:  
**[Insert Date]**

##### **2. Deadline for Submitting an Appeal**

- If you wish to appeal the decision, you must submit your written appeal by:  
**[Insert Date]** (within 20 school days of receiving the decision letter).

##### **3. Acknowledgment of Appeal Submission**

- You will receive an acknowledgment of your appeal within:  
**5 school days** of submitting your appeal.

##### **4. Appeal Hearing Date**

- Appeal hearings will be scheduled and held within:  
**30 school days** of the deadline for submitting appeals.

##### **5. Notice of Appeal Hearing**

- You will receive notice of the appeal hearing at least:  
**10 school days** before the hearing date.

##### **6. Submission of Evidence**

- Any additional evidence to support your appeal must be submitted at least:  
**5 school days** before the hearing.

##### **7. Decision Notification**

- You will receive written notification of the appeal panel's decision within:  
**5 school days** of the hearing.

## **9. Monitoring arrangements**

This policy will be reviewed and approved by the school governing board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.