

Greenford High School

Policy Document



Admissions Policy

2026-27

Last Updated	February 2025
Policy Type	Statutory
Review Frequency	Annually
Staff Responsible	Mrs M Pye, Headteacher
Governing Committee	Students
Next Review Date	February 2026
Approved by	Headteacher
Update	
• GHS Shared Drive	March 2025
• Website	March 2025

ADMISSIONS POLICY

The Governing Body will set up an Admissions Committee, comprising at least three members, to consider applications for places in the School.

The Admissions Committee will ensure that the number of pupils admitted in each year group will not prejudice the provision of efficient education or the efficient use of resources at the School, nor adversely affect the health, safety and security of pupils and staff.

The Admissions Committee will have regard to the School's intake number as discussed with the Local Education Authority. For 2026-2027 intake, this will be a Planned Admission Number (PAN) of 270.

All applications should be submitted on the Common Application Form for high school transfer.

The closing date in any year for receipt of applications will be the same as that agreed by the Local Education Authority.

Pupils will be admitted to the School according to the order of priority in the Oversubscription Criteria detailed below.

Independent verification will be required of the residential address of a child's parents or legal guardians.

The Governing Body will give consideration to applications received from the parents/legal guardians of children Special Educational Needs and Disabilities (SEND) and will meet the wishes of parents/legal guardians of a child with a Statement of Special Educational Need who name Greenford High School as the preferred school.

Oversubscription criteria

Applicants will be admitted to the School in the following order of priority:

1. Looked After Children (LAC), including those that have ceased to be so because they were adopted, became subject to adoption, a child arrangements order, or special guardianship order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children who, at the time of their proposed admission to the School, will have a sibling (that is a brother, sister, half brother or sister, step or adopted brother or sister or the child of the parent/carer's partner) attending Greenford High School. In every case, the child should be living within the same family unit at the same address. Independent verification may be required to prove that a sibling relationship exists, for example birth certificates.
3. Children of Greenford High School staff who are working at the school, at the time of application. Members of staff who are eligible for this would have had to have been employed by the school for a minimum of two years at the time at which the application for admission is made.
4. All other applications.

In the event of there being insufficient vacancies to admit all applicants in all of the categories detailed above, priority will be given to children whose parents'/legal guardians' residential address is the shortest distance from the centre of the school site, as measured by a straight line. In those instances, where applicants have the same priority on distance, the tie-breaker shall be random allocation. Please note: distance will be measured from a point in the property of the child's home address (including flats). The child's home address will be taken as the address supported by the independent verification to which reference is made above.

IN YEAR ADMISSIONS

The Admissions Committee will consider applications for admissions at a time other than at the start of the School Year in accordance with the School's Admissions Policy.

Oversubscription Criteria for In Year Admissions

Applicants will be admitted to the School in the following order of priority:

1. Looked After Children (LAC), including those that have ceased to be so because they were adopted, became subject to a residence order or special guardianship order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who, at the time of their proposed admission to the School, will have a sibling (that is a brother, sister, step or adopted brother or sister or the child of the parent/carer's partner) attending Greenford High School. In every case, the child should be living within the same family unit at the same address. Independent verification may be required to prove that a sibling relationship exists, for example birth certificates.

3. Children of Greenford High School staff who are working at the school, at the time of application. Members of staff who are eligible for this would have had to have been employed by the school for a minimum of two years at the time at which the application for admission is made.
4. All other applications.

In the event of there being insufficient vacancies to admit all applicants in all of the categories detailed above, priority will be given to children whose parents' /legal guardians' residential address is the shortest distance from the centre of the school site, as measured by a straight line. In those instances where applicants have the same priority on distance, the tie-breaker shall be random allocation. Please note: distance will be measured from a point in the property of the child's home address (including flats). The child's home address will be taken as the address supported by the independent verification to which reference is made above.

ADMISSIONS WAITING LIST

The Admissions Committee will maintain a waiting list of applicants seeking places at Greenford High School. Places on this waiting list will be allocated in accordance with the School's Admissions Policy and Oversubscription Criteria. No priority will be given in regard to the length of time that an applicant has been on the waiting list.