

Larchfield Primary & Nursery School



Our Vision

Our children are central to all that we do:
Nurturing, caring and preparing them to add value to an ever-changing world.

Admissions Policy

Approved by:	Full Governing Body	Date: May 2025
Next review due by:	May 2026	

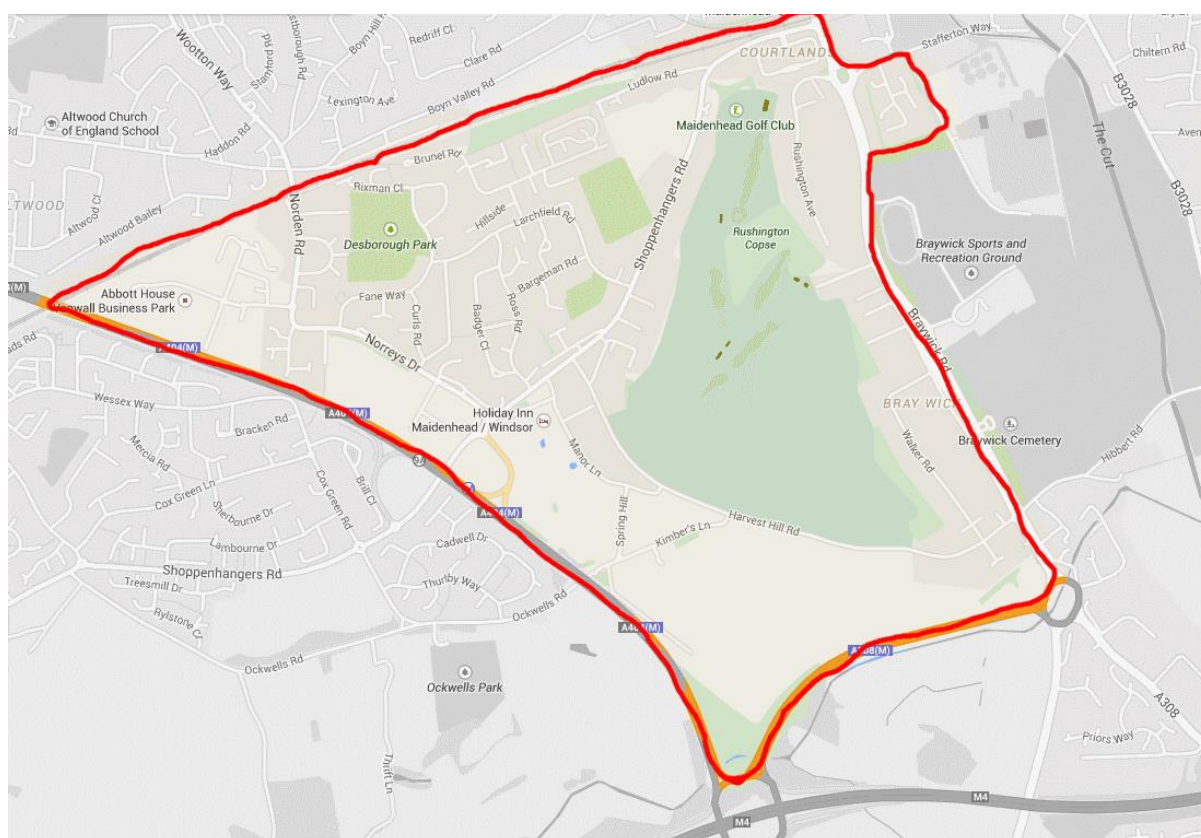
Our aim

At Larchfield Primary and Nursery School, we aim to provide school places for those living within the School's community. We will always welcome all those who are offered places into our School Family.

General Admission into Reception/KS1/KS2

Applications for children to attend a Royal Borough of Windsor and Maidenhead mainstream school are co-ordinated by the RBWM. Details of the application process can be obtained from the school office or the RBWM website.

Map of the school catchment area.



Admission to Larchfield Nursery

Parents/Carers should complete the nursery application form, available from the School Office, and return it to the School. Children on the School's waiting list for the Nursery will be admitted according to the criteria below and not the length of time they have been on the waiting list.

The number of admissions into the Nursery will vary from term to term but will not exceed the Nursery capacity of 18 places per session.

Should the demand for places exceed the number available the following criteria will be applied in the priority order set out below:

1. Child/children of a teacher at the school.
2. Children who live in the catchment area who have turned 3 years old in the previous term, or earlier.
3. Children who live in the catchment area, with a sibling who attends Larchfield School.
4. Children who live in the catchment area.
5. Children who have a sibling who attends Larchfield School- outside catchment area.
6. Children not in the above categories.

A request by Social Care, looked after child, child with special educational needs or exceptional medical or social need will be considered on an individual basis by the Headteacher. See note 2.

In the event that there are more applicants than places available, a higher priority will be given to children living closest to the School. All distances will be measured as the crow flies.

The catchment area is shown above. Further information can be sought from the school.

The School requires verification of the child's home address (for example council tax/utility bills) and their birth certificate.

If, at the end of any term, we have been able to admit all applications received and we still have places available, the School will consider any applications received after the new term has begun, using the same prioritisation process set out above.

The table below shows the entry term in relation to the child's date of birth.

Date of Birth	Term of Entry
1 st May – 31 st August	Term 1 Autumn Term
1 st September – 31 st December	Term 3 Spring Term
1 st January – 30 th April	Term 5 Summer Term

Admission Appeals

If a Nursery place is not offered, it will be on the basis that the Nursery has reached the maximum number of children or, that the provision cannot meet the needs of the child. Children can remain on the waiting list until a place becomes available.

If the School is unable to admit a child, the parent/carer may discuss the matter further with the school.

If parents/carers wish to appeal against a decision to refuse entry, they can do so by contacting the Clerk to the Governors in writing. They must explain in their letter the basis on which they are appealing. Details of how to contact the Clerk can be found at the School Office:

01628 622522

larchfield@larchfieldschool.co.uk

Admission Notes

Note 1:

The child's home address is the child's permanent address at the time the application is made. The school regards a child's home address to be where he or she spends the majority of time for the school week (Monday to Friday, including nights). The school may ask to see official documentation such as a medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, the school needs to be informed on application. If this is not declared, or a relative's address is used on the application, the school may consider that a false declaration has been made and reject the application forthwith. Childcare arrangements are not sufficient reason for listing another address. The School reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the Electoral Roll, or a recent utility bill confirming name and address.

For parents/carers moving to the area the school requires confirmation of the move e.g. solicitors letter confirming that you have a legally binding agreement to buy the house or a formal lease arrangement.

Note 2: Applications on the basis of exceptional medical or social needs must be made in writing in the form of a letter accompanying the application form where appropriate. The letter must state clearly why Larchfield Nursery is the most suitable provision for the child and what incremental complications would be caused by attending an alternative provider. All such applications must also be supported by a letter giving evidence of the exceptional social or medical need from an appropriate professional. The Governing Body reserves the right to seek further information.

Mrs Jacqui Kearney
Head Teacher