DETERMINED ADMISSIONS ARRANGEMENTS
FOR THE ACADEMIC YEAR 2026 - 2027

FOREST ACADEMY
BRIDLE ROAD
CROYDON
SURREY CR0 8HQ

THE PRIMARY ADMISSIONS INDICATIVE TIMETABLE

Monday 1st September 2025 at 9am	Application window opens
Thursday 15th January 2026 at 5pm	Closing date for applications
Thursday 16th April 2026	National offer day
Thursday 14th May 2026	Deadline for appeals (indicative date)

The Inspire Partnership Academy Trust board, which is the admissions authority for Forest Academy has set the number of children to be admitted to the Reception year in the school year which begins in September 2026 as 30.

The trust participates in the Local Authority co-ordinated arrangements. This means that all applications for places in the Reception Year in September 2026 must be made to the Local Authority in which the child lives. School preferences are passed to the Local Authority where the school is sited who are responsible for the allocation of places. Where there are more applications than there are places available, the Local Authority will allocate places according to the rank order of oversubscription criteria detailed in this document.

Pupils with an Education Health and Care Plan: The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other children.

OVERSUBSCRIPTION CRITERIA

1. **Looked after children and previously looked after children including those who appear to the trust to have been in state care outside England.**

A looked after child is a child who is in the care of an English or Welsh Local Authority in accordance with section 22 (a) of the Children Act 1989.

Those children who have been adopted or become subject to child arrangements or a special guardianship order immediately after having been looked after.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

2. Children with a chronic medical or social care need for a particular school.

This may also apply to an immediate family member. The application must be supported by a letter written by a professional such as a qualified medical practitioner, setting out the reasons why the school is the only one that can meet the child's needs and the implications for the child if they are not offered a place at the school.

NB. Work commitments and childcare arrangements are not considered as being a chronic medical or social care need.

3. Children with a sibling living at the same address who is already attending the school at the time of the child's admission.

Sibling means a full, half, step, adopted or foster brother or sister. This does not include siblings who attend a school's nursery provision.

4. Children of staff at the school

Priority will be given to pupils of staff employed by the school 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 at the school for which there is a demonstrable skill shortage.

5. Distance

Priority will be given to pupils living nearest to the school as measured in a straight line using Croydon Council's distance criteria (please see notes at the end of these arrangements for details)

Tiebreaker
Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for two or more applicants, random allocation will be used, which will be independently verified.

APPLICATION PROCESS

All applications for places must be made on the Common Application Form (CAF) to the Local Authority in which the child lives Thursday, 15th January 2026. The form is available on the relevant Local Authority website.

Schools within the Inspire Partnership Academy Trust do not require a supplementary information form.

LATE APPLICATIONS

Parents and carers are encouraged to ensure that their application is received on time. Any late applications will be dealt with in accordance with the Local Authority's Co-ordinated Admissions Scheme for late applications

ADMISSION OF CHILDREN ATTENDING THE SCHOOL'S NURSERY PROVISION

There is no automatic admission into Reception year for children attending any school's nursery provision. Parents and carers must apply separately for a place in Reception year.

ADMISSION OF CHILDREN BELOW COMPULSORY SCHOOL AGE AND DEFERRED ENTRY

Schools are required to provide for the admission of all children in the September following their fourth birthday. Parents/carers have the following options where a place has been offered to a child at the school.

The parent/carer can decide either:

a) That the child starts school full-time in the September following their fourth birthday with their natural academic cohort; or
b) To defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year; or
c) That the child starts school on a part-time basis until later in the school year but not beyond the point at which they reach compulsory school age.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP INCLUDING REQUESTING A DELAYED RECEPTION YEAR START FOR SUMMER BORN CHILDREN

Parents may request that their child is exceptionally admitted outside their normal age group. The school's headteacher will decide whether or not the individual child's circumstances make this appropriate on educational grounds.

All requests to educate a child outside their normal year group should include written explanation of why this is necessary and, where applicable, evidence of the child's circumstances from a relevant professional, detailing the child's educational need which makes education outside the normal age group necessary. Decisions, made in the best interest of the child, will take account of the following:

- Parent/carer views
- Information relating to the child's academic, social and emotional development, where relevant.
- Medical history and the views of a medical professional.
- Any previous history of being educated outside of their normal age group.
- If a child may have naturally fallen into a lower age if the child has not been born prematurely.
- Views of the head teacher.

Applications for admittance outside age range should be made in the year in which children of that age would normally start in Reception year.

Parents/carers are encouraged to speak to the school about their request prior to submitting a formal application for a place. Application should then be made in the usual way via the home Local Authority with the request for out of age group admission included.

Parents/carers have a right to an independent appeal if they are refused a place at the school but do not have that right of appeal if the place is not in their preferred year group. Parents/carers may however appeal through the school's complaint procedure if they so wish.

WAITING LISTS

If a place is not offered because the school is oversubscribed, the child's name will be placed on a waiting list. The list will be in the descending hierarchical order of the categories in the oversubscription criteria. The list for the year group will be held until 31st December.

If a place is offered and declined the child's name will be removed from the waiting list. Parents/carers who wish their child's name to remain on a waiting list beyond this time are requested to contact the school in writing by the end of December.

It should be noted that no matter how long a child's name has been on the waiting list, his or her position on the list may change if the school adds a child's name to the list, which has a higher priority according to the oversubscription criteria. The school is also under a duty to admit children who are presented for admission under the Local Authority's 'Fair Access Protocol'. These children must take precedence over any children already on the waiting list.

MULTIPLE BIRTHS

The statutory maximum number of pupils in a class in Reception Year to Year 2 is 30. However, regulations set out categories of children who will be regarded as "excepted pupils" not counting towards the class size and can therefore be admitted. Twins and siblings of a higher multiple birth will be "excepted pupils" where one or more of them achieves a place under the oversubscription criteria set out above, but their twin or sibling(s) of a higher multiple birth does not. In these cases, the twin, or sibling(s) of a higher multiple birth, will be admitted over the PAN.

IN YEAR ADMISSIONS

In-year applications are those applications made at any point other than the normal September point of entry to Reception year, for example because a child is new to the area, has not previously been in school, or a transfer from another school is sought.

Changing schools can be disruptive and may not be in a child's best interests. We would always recommend that before requesting a transfer, parents/carers discuss their reasons with senior staff at their child's current school. They will usually be happy to discuss any concerns and help to resolve any issues.

All applications for in year admission should be made to Croydon Local Authority who will coordinate in-year admissions on the school's behalf.

FAIR ACCESS PROTOCOL

The School is committed to taking a fair and reasonable proportion of children who are vulnerable and/or hard to place, as identified in the locally agreed Fair Access Protocol. Accordingly, outside the normal admissions round, the Trust Board will admit a child for whom a place is requested under the Fair Access Protocol agreed for that school year, even where this

will result in the PAN being exceeded. It should be noted that these children take precedence over any children already or the waiting list or with pending appeals.

RIGHT OF APPEAL

Other than where a place has been offered at the school but not in the preferred year group, parents have a statutory right of appeal against the refusal of a place for which they have applied. Any appeal must be made in writing stating the reason for the appeal. Information about the deadline for appeals will be published on the school website no later than 27th February 2026.

Distance

'Home' is defined as the address where the child normally resides Monday to Friday as their only or principal residence.

Addresses involving child-minding (professional or relatives) are excluded. There have been occasions when parents/carers have tried to use false addresses to obtain a place at a school. To prevent this happening, Croydon Council undertakes checks using an address verification tool called Datatank. If after these checks have taken place we cannot be satisfied that the address is the parent and child's normal place of residence, the parent/carer will be asked to provide further proof of their home address. In this instance two forms of address verification will be required: a solicitor's letter confirming completion of contract or a tenancy agreement along with a recent utility bill in the applicant's name.

If the parent/carer is found to have used a false address or deliberately provided misleading information to obtain a school place, the offer will be withdrawn

Should there be doubts about the address to be used, parents/carers may be asked to provide evidence concerning the child's normal place of residence. This could include a court order stating where the child should live during the course of the week. The local authority would expect that the parent/carer with whom the child is normally resident receives the child benefit for the child. If the residence is split equally between both parents, the home address may be determined to be the address where the child is registered with the doctor.This may be used to determine the normal place of residence for the purpose of measuring the home to school distance.

If parents/carers have more than one property they may be required to provide proof of the normal place of residence for the child.

The processing of applications outside England for admission to school within the normal admissions rounds (excluding Crown servants)

Applications with an address outside England can only be accepted for processing when this local authority is satisfied that there is evidence of a link to an address in its area and that the child will be resident at that address on or before the date of admission (i.e.start of September). Such evidence must include:

Booked travel tickets and
End of lease/notice to tenants in Croydon property or
Start of employment contract in the Croydon area or

End of employment contract abroad

The address outside England will apply until such time as there is evidence of a child's return to the linked address. In the event that a family does not return to the linked address provided by the start of September, this local authority will withdraw the application submitted and any offer made.

The distance will be measured in a straight line from the child's home address to the designated entrance(s) of the school using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority.

If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.

Distance measurements can be obtained using various internet sources however these do not replicate the system used by Croydon Council. Additionally, the distance measurement which can be obtained from the Croydon website using the 'Find It' link on the home page will not always be identical to that of the measurement obtained using the Croydon school admissions measuring tool (known as GIS) as the 'Find It' link is set up to measure to a range of council facilities and is not set up to measure for school admission purposes. It also does not give measurements to three decimal points.