



Cranford Primary School
Berkeley Avenue
Hounslow
TW4 6LB

Admissions Policy

Date: Autumn 2023
Review Date: Autumn 2024
(or sooner if changes to the law or practice)
Approval Level: GB

Cranford Primary School

Admissions Policy

Cranford Primary School manages admissions to the Nursery classes (morning, afternoon and full-time nursery). All other admissions including Reception admissions and in-year admissions are managed by the [London Borough of Hounslow](#).

Admissions at the Beginning of the School Year

There are three Nursery Classes at Cranford Primary School – morning, afternoon and full-time. Children can take up a funded (free) 15 hour place in the school nursery in the September after their third birthday. 30 hours a week funded early education is also available to working parents of 3 and 4 year olds, with a valid code. Further information on 30 hours funding is available by clicking the link below <https://www.gov.uk/apply-30-hours-free-childcare>

Additionally, there are spaces available for parents who would like to pay for a space at £5.50per/hr. For a nursery place, you will need to apply directly to the school and speak to the school Admissions Officer. The form is available from the [school website](#) or from the School Office.

Reception Children are admitted to our full time Reception classes at the beginning of the school year in which they become five following the offer of a place by the Local Authority guidelines. The London Borough of Hounslow co-ordinate the admission of all Reception children.

Please note that the school year begins on 1st September and ends on 31st August.

Cranford Primary school is a 3 form entry school which has 90 spaces in each Year Group. The school operates 'staggered' admission arrangements for both Nursery and Reception children. Children from Year 1 to Year 6 enter at the beginning of the school year and would start on the first day of the academic term.

Admissions throughout the Year

Children, who have recently moved into the borough and are looking for a school place for their child, will need to complete the online in-year common application form which can be downloaded from the [London Borough of Hounslow School Admissions site](#). *Please note that there are no longer any paper forms for applications/ admissions and all parents/ guardians will need to use the website link to access the application.*

Transfer from the Nursery to Reception is not automatic and places will be allocated according to criteria published by the London Borough of Hounslow. The school will notify parents of upcoming dates and deadlines related to admissions for Nursery, Reception and Secondary School.

School Transfers

Changing schools within the school year is disruptive and not usually in the child's best interests unless you have moved to a different area. Before parents ask for a transfer, it would be advisable to arrange a meeting with senior staff at the school to discuss if there

are any concerns regarding the move. After the meeting, if parents still want to move their child to another school they would need to complete the in-year common application form and send it to the Local Authority. Parents will also need to complete a leaving form to share information about the move with the school prior to the child being moved. The leaving form is available from the School Office.

In all other matters we adhere to the Local Authority's admission policy which can be found at www.hounslow.gov.uk/admissions.

Oversubscription criteria

The London Borough of Hounslow manages the oversubscription criteria for Cranford Primary School.

Fair Access Protocol

Cranford Primary School follows the Fair Access Protocol as outlined by The London Borough of Hounslow