



HOOK LANE PRIMARY
Encouraging Fearless Learners

Admissions Policy for 2025/26

<https://www.bexley.gov.uk/services/schools-and-education/primary-schools/how-bexley-decide-primary-school-places>

Hook Lane Primary School – Part of the Maritime Academy Trust

Faraday Road, Welling DA16 2ET

Tel 020 8303 3839

www.hooklaneprimary.co.uk

Head Teacher: Joy Sheekey

Age Range 4-11 with nursery

Admission number: 60

Hook Lane Primary School is an Academy and part of the Maritime Academy Trust. The Governing Body is the admission authority. The admission arrangements for the school are in Part 4 of this booklet.

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Admissions Policy 2025/26

After the admission of pupils with a statement of special educational needs or an education, health and care plan naming the school, if there are more applicants than places available priority will be given in the following order to:

- (1) Looked after children and previously looked after children who have been adopted or become subject to a child arrangements or special guardianship order, immediately following having been looked after.

'Looked after children' are (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989). 'Previously looked after children' are children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. These definitions are set nationally, by the Department for Education.

- (2) Children who have a sibling (brother or sister) living at the same address who will be attending the school at the time of the child's admission. This does not include siblings attending a school's nursery provision. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address. The sibling must be at the school at the point of proposed admission. Note – this definition is the one used by the Local Authority in relation to admissions to schools that they maintain – Maritime schools adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers.
- (3) Children or their immediate family member with an acute medical or social need for a particular school. The application must be supported by a letter written by a hospital consultant, GP or social worker, setting out the reasons why the school is the only one to meet the child's needs and the implications if the child did not obtain a place at the school.
- (4) Children of staff members who have been employed at the school for two or more years at the time at which the application for admission to the school is made, or, the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. Children of staff members who have been employed at the school for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. This option is only available for staff with a permanent contract to work at the school (and not employees in the Maritime central team); it will be subject to confirmation by a Maritime Trust Board non executive that on the evidence available, the post does indeed relate to a skills shortage in the area. This is compliant with the statutory School Admissions Code.
- (5) Other children based on home to school distance. Distance from home to school is measured as a straight line from the centre of the home address to the centre of the

school site. In the event that two or more applicants have equal right to a place under any of the above criteria, priority will be given to those who live nearest to the school.

Should two applicants live an equal distance from the school, the offer of a place will be decided by random allocation. If the last child to be offered a place is a twin or sibling from a multiple birth, the twin or multiple birth siblings will also be offered a place(s) as an excepted pupil.

The home address is considered to be where the child resides as their only or principal residence. Proof of liability for Council Tax will be required. If the child resides equally between both parents, the principal home address will be considered as being the address at which the child is registered whilst attending early years provision, with a GP and, if applicable, the address of the parent who is in receipt of Child Benefit or Child Tax Credits for the child. For children who reside with a relative or carer other than a parent, a court order will be required.

In establishing the principal home address we reserve the right to ask for further information (such as proof of the tenancy period) and to check records held within the Council and with external agencies. If a false address is given and an offer of a school place is made on the basis of that address, we reserve the right to withdraw the offer of a school place at any stage during the primary admissions process.

Point of Admission

All Maritime Academy Trust Schools have a single point of entry and admit children in September. Parents and carers may defer entry until the term following the child's fifth birthday. If the child's entry is deferred, the school must hold the reception place and not offer it to another child.

Co-ordinated Admissions

All Maritime Academy Trust Schools within Greater London will participate in the Pan-London Primary Co-ordinated Admissions Scheme.

Waiting Lists

Waiting lists are maintained by the Local Authority in the same order as the published admission criteria. Priority is not given on the basis of when a child's name was added to the list or whether an offer of an alternative school has been accepted. Waiting lists are maintained for the entire academic year.

Late Applications

All applications received by the Local Authority after the deadline will be considered to be late applications. These will be considered after those received on time. If all available places are allocated to children whose applications were received on time, parents or carers who have made a late application may request that their child is placed on the school's waiting list.

Deferred entry for Reception places

Parents/carers offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school age. Children reach compulsory school age on 31 August, 31 December or 31 March – whichever of those three dates follows (or falls on) the child's 5th birthday.

Places cannot be deferred beyond the beginning of the summer term of the school year for which the offer was made.

Admission of Children Outside their Normal Age Group, including for 'summer-born' children

Parents or carers may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request.

When such a request is made, the Headteacher will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents/carers.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Hook Lane Primary School for information on how to appeal.

The appeals process is run in accordance with the statutory processes and timescales set out in the School Admissions Appeals Code.

Nursery admissions

We also have a single point of entry for the school nursery and admit children in the September after the child's third birthday. Parents apply for places in the nursery in the same way as applying for places in reception, through Bexley's website. If the nursery is oversubscribed then places are allocated using the same oversubscription criteria as the reception criteria stated above.

Once places have been allocated, the school will then be in touch with parents to establish which children will have places all day, which mornings only and which afternoons only. This will be allocated according to parental preference. If a session becomes full then allocations will be first-come-first-served.