



**WEMBLEY PRIMARY SCHOOL**

**Like the Phoenix we  
Rise to our challenges  
Strengthen our Learning and Shine in  
Our Community**

## **Admissions Policy**

The school is four form entry. Each year group from Reception onwards holds 120 pupils with 30 pupils per class, unless the Local Authority has to place children in the school because of the lack of school places. Application forms are available on line, to secure a Reception place for the approaching school year must apply to the London Borough of Brent Admissions Team between January and April of that year.

For Reception starters to the school, initial offers will be made to those pupils whose parents applied before the 'closing date' for applications. Late applications will be considered once initial offers have been made. Initial offers can be declined or vacancies can become available, so all applications whether in time or late, will be considered for these places.

The school maintains a waiting list. A child's position on the waiting list does not depend upon the time they have been on the list but will be determined by how they meet the oversubscription criteria: This means that a child's position on the list can go down as well as up, depending upon the circumstances and those of other applicants.

The oversubscription criteria is as follows in order of priority:

- Children in Public Care
- Children with special circumstances based on medical, social or special educational needs
- Brothers or sisters of a child who attends the school and will continue to do so on the date of admission
- Children living within the catchment area
- Children living outside the school catchment area.

Nursery place applications are to be made at the school. The children will be admitted from the age of three in the autumn term. Parents will be offered morning or afternoon sessions. The oversubscription criteria illustrated above is applied if necessary.

Appeals against a decision must be made with the Brent Admissions Team:  
**Tel 020 8937 3000 Email: [school.admissions@brent.gov.uk](mailto:school.admissions@brent.gov.uk)**

