

In-Year Admission to Primary Schools 2023/2024

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What is an In-Year Admission?

An In-Year admission is when you apply for a school place in an existing year group (outside of the normal admissions round) and at a time when your child should already be attending school.

Research Schools

You will find information on types of school and how to apply within this prospectus. Further information on schools and in-year admissions is available on our [website](#)

APPLY ONLINE

Once you've decided what primary schools you want to apply to, you will need to [Create an account and apply using our Parent Portal](#) unless the school(s) require a direct application.

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Overview

The information in this prospectus only applies if you require an in-year admission into a school in Croydon.

You will need to contact the local authority or admission authority regarding In-Year applications for any school located outside of Croydon.

An In-Year admission is when you apply for a school place in an existing year group (outside of the normal admissions round) and at a time when your child should already be attending school.

In-year admissions generally arise when a parent wants their child to transfer between schools or when a child moves into the area.

More information about individual schools is available on the [School Admissions Pages](#) on Croydon Council's website.

If you are considering changing schools because you are not happy with how your child is getting on at their current school, we would strongly encourage you to discuss your reasons for the move with the current school to explore if any issues or concerns can be resolved.

When you can apply

You can apply for an in-year admission at any time of the year.

It is important to note that there is no guarantee a place will be available at one of your preferred schools

You cannot apply for an in-year admission if your child is:

- Starting Reception class in September - you need to apply for a primary school place in the normal admission round.
- Moving to Year 3 at junior school in September - you need to apply for a transfer from infant to junior school place in the normal admission round.
- Moving to Year 7 at secondary school in the coming September - you need to apply for a secondary school place in the normal admission round.

Before you apply

Research the [schools](#) you wish to apply to.

Each school has a published admission policy which is used to allocate places where there are more applicants than places available. Admission arrangements for each school are available on the school's website or [School Information Pages](#) on our website.

Check the location of schools.

Making an application

If you are applying for an in-year admission for a school place in Croydon, the application process depends on the school you are applying to, as some schools manage their own admissions.












Croydon School Admissions manage the in-year admissions for the majority of primary schools in Croydon either because they are a community school or on behalf of the governing body of an academy, Voluntary Aided, Foundation or Free school.

Some schools require the completion of a supplementary information form (SIF) as well as an application form, please ensure this is also completed where applicable. SIF's can be obtained either on the school's website or requesting one directly from the school.

Below are tables of schools categorized by the application process:

Applications to Community, Foundation, Free Schools and Academies where Croydon Admissions coordinate the in-year process:

To apply for any of the schools in the table below, please use our online [Parent Portal](#) to complete your application.

| School | Head Teacher | Website | Type of School | How to apply |
|---|------------------------|--|-----------------|---------------|
| Aerodrome School | Zoe Foulsham |  www.aerodromeprimary.co.uk | Academy | Parent Portal |
| All Saints CofE Primary School | Mrs Josephine Copeland |  www.allsaintsschoolcroydon.co.uk | Voluntary Aided | Parent Portal |
| Applegarth Academy | Gerard Brown |  www.applegarthacademy.org | Academy | Parent Portal |
| Ark Oval Primary Academy | Mr Shiraz Khan |  www.arkovalprimary.org | Academy | Parent Portal |
| Atwood Primary Academy | Robert Veale |  www.atwoodprimary.academy | Academy | Parent Portal |
| Beaumont Primary School | Mrs Anne Morell |  www.beaumont.croydon.sch.uk | Community | Parent Portal |
| Beulah Nursery and Infant School | Mrs Debbie Butler |  www.pegasusacademytrust.org | Academy | Parent Portal |
| Beulah Junior School | Vivienne Luniak |  www.beulahjuniors.co.uk | Community | Parent Portal |
| Broadmead Primary School | Mrs Sarah Hunter |  www.thepioneeracademy.co.uk/croydon/primary/broadmead | Academy | Parent Portal |
| Chestnut Park Primary Academy | Mrs Sarah Rumbol |  www.chestnutparkschool.org | Academy | Parent Portal |
| Chipstead Valley Primary School | Clare Rackham |  www.chipsteadvalley.com | Academy | Parent Portal |
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|--|---|--|-----------|---------------|
| Courtwood Primary School | Mrs Natasha Grant |  www.courtwood.org.uk | Academy | Parent Portal |
| Cypress Primary Academy | Jo Sorensen (Lower School) Mrs Nicola Carpenter (Upper School) |  www.pegasusacademytrust.org | Academy | Parent Portal |
| David Livingstone Academy | Phoebe Greer |  www.davidlivingstone-academy.org | Academy | Parent Portal |
| Downsview Primary and Nursery School | Ms Meghan Pugh |  www.downsview.croydon.sch.uk | Community | Parent Portal |
| Ecclesbourne Primary School - Pegasus Trust | Mr Paul Robins |  http://www.pegasusacademytrust.org | Academy | Parent Portal |
| Elmwood Infant School | Mr Wayne Cooper |  www.elmwood-inf.croydon.sch.uk | Community | Parent Portal |
| Elmwood Junior School | Mr C Marston |  www.elmwood-jun.croydon.sch.uk | Community | Parent Portal |
| Fairchildes Primary School | Miss Joanna Hussey |  www.factrust.org/fairchildes | Academy | Parent Portal |
| Forest Academy | Mrs S Lloyd |  www.forestacademy.org.uk | Academy | Parent Portal |
| Forestdale Primary School | Ms Vivienne Esparon |  www.forestdale.croydon.sch.uk | Community | Parent Portal |
| Gonville Academy - STEP Academy Trust | Mrs Harriet Mukhtar |  www.gonvilleacademy.org | Academy | Parent Portal |
| Greenvale Primary School | Mr Daniel Bowden |  www.greenvale.croydon.sch.uk | Community | Parent Portal |
| Gresham Primary School | Ms Karen Steele |  www.gresham.croydon.sch.uk | Community | Parent Portal |
| Heathfield Academy | Miss Sarah Mackay |  www.heathfieldacademy.org | Academy | Parent Portal |
| Heavers Farm Primary School | Mr Robert Askey |  www.heaversfarm.com | Community | Parent Portal |
| Howard Primary School | Miss Jackie De Saulles |  www.howard.croydon.sch.uk | Community | Parent Portal |
| John Wood School & Nursery | Miss Julie Davis |  www.johnwoodschool.com | Academy | Parent Portal |
| Kenley Primary School | Denise Dixon |  www.kenleyprimary.org.uk | Academy | Parent Portal |
| Kensington Avenue | Clare Cranham |  www.kensingtonavenueprimary.co.uk | Academy | Parent Portal |
| Keston Primary School | Mrs Helen Green |  www.kestonprimary.org.uk | Academy | Parent Portal |
| Krishna Avanti Primary School | Mrs Bijal Pandya |  www.avanti.org.uk/kapsroydon | Free | Parent Portal |
| Monks Orchard Primary and Nursery School | Guy Fairbairn |  www.factrust.org/monksorchard | Academy | Parent Portal |

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|--|--|--|------------|---------------|
| New Valley Primary | Pete Steward |  www.newvalleyprimary.com | Academy | Parent Portal |
| Norbury Manor Primary School | Mrs Sonia Potter |  www.nmp.croydon.sch.uk | Community | Parent Portal |
| Oasis Academy Byron | Mrs Joanna Poplett |  www.oasisacademybyron.org | Academy | Parent Portal |
| Oasis Academy Ryelands | Mr Glenn Lillo |  www.oasisacademyryelands.org | Academy | Parent Portal |
| Oasis Academy Shirley Park Primary | Laura Evry |  www.oasisacademyshirleypark.org | Academy | Parent Portal |
| Orchard Way Primary School | Mrs Stacey Taylor |  www.orchardway.croydon.sch.uk | Academy | Parent Portal |
| Park Hill Infant School | Ms Jane Charman |  www.parkhillinfants.co.uk | Community | Parent Portal |
| Park Hill Junior School | Mrs Ann Pratt |  www.phjs.co.uk | Academy | Parent Portal |
| Paxton Academy Sports & Science | Theresa Moses |  www.paxtonacademy.org.uk | Free | Parent Portal |
| Purley Oaks Primary School | Mr Richard Griffin |  www.purleyoaks.croydon.sch.uk | Community | Parent Portal |
| Quest Primary School | Miss Joanne Stawman |  www.questprimary.org.uk | Academy | Parent Portal |
| Ridgeway Primary School | Mrs Rebecca Shelley and Miss Suzanne Kelly |  www.ridgewayprimaryschool.org.uk | Community | Parent Portal |
| Rockmount Primary School | Helen Carvall |  www.rockmountprimaryschool.co.uk | Community | Parent Portal |
| Rowdown Primary School | Caroline Johnson |  www.factrust.org/rowdown | Academy | Parent Portal |
| Selsdon Primary and Nursery School | Mr Hugo Feitor |  www.selsdonprimary.com | Foundation | Parent Portal |
| Smitham Primary School | Mrs Sarah Garner |  www.smitham.croydon.sch.uk | Community | Parent Portal |
| South Norwood Primary School | Mrs Melody Berthoud |  www.southnorwood.croydon.sch.uk | Academy | Parent Portal |
| St Mark's C of E Primary School | Miss Taiwo Labinjo |  www.stmarkscofeprimaryacademy.net | Academy | Parent Portal |
| St Peters Primary School | Mrs Caroline Barriball & Mrs Samantha Sandle |  www.st-petersprimary.co.uk | Academy | Parent Portal |
| The Crescent Primary School | Ms Verity Denman |  www.thecrescentprimaryschool.co.uk | Academy | Parent Portal |
| The Hayes Primary School | TBC |  www.thehayesprimaryschool.co.uk | Community | Parent Portal |
| The Minster Junior School | Hannah Farhan |  www.theminsterjuniorcroydon.co.uk | Academy | Parent Portal |
| The Minster Nursery | Mrs Stephanie Edmonds |  www.minsterinfants.co.uk | Academy | Parent |

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|---|--|--|-----------|---------------|
| and Infant School | | | | Portal |
| The Robert Fitzroy Academy | Hayley French |  www.robertfitzroyacademy.com | Academy | Parent Portal |
| Tudor Academy | Donna Rochford |  www.tudoracademy.org | Academy | Parent Portal |
| West Thornton Primary School | Mrs Donna Callaghan and Mr Jonathan Owen |  www.westthornton.croydon.sch.uk | Academy | Parent Portal |
| Whitehorse Manor Infant Academy | Nicola Hall |  www.pegasusacademytrust.org | Academy | Parent Portal |
| Whitehorse Manor Junior Academy | Ms Nina Achenbach |  www.pegasusacademytrust.org | Academy | Parent Portal |
| Winterbourne Boys' Academy | Ms Charmaine Henry |  www.winterbourneboysacademy.com | Academy | Parent Portal |
| Winterbourne Junior Girls' School | Mrs Mary Berkeley-Agyepong |  www.winterbournegirlsschool.co.uk | Community | Parent Portal |
| Winterbourne Nursery and Infant School | Ms Petra Wigzell |  www.winterbournenurseryandinfants.co.uk | Community | Parent Portal |
| Woodcote Primary School | Mrs Claire Baldock |  www.woodcoteprimary.croydon.sch.uk | Academy | Parent Portal |
| Woodside Primary School | Mrs Claudia Fleary-Tayabali |  www.woodside.croydon.sch.uk | Academy | Parent Portal |

Receiving an outcome to your application

For applications made to schools where Croydon school admissions will be sending the outcome, we will aim to notify you in 10 school days but no later than 15 school days. The exception to this will be if the information required has not been provided or there are complex factors which may affect the process in securing a school place.

Children not on roll at a school

If your child does not have a school to attend and you have been unsuccessful in securing a school place at one of your preferred schools, we will make an alternative offer at the nearest school with an available place.

Right of Appeal

Applicants refused a place at a school for their child will be given the right to appeal.

Information on how to lodge an appeal should be provided in the outcome of your application.

For more information on appeals to schools which are managed by the Croydon Independent Appeals Service, please visit the [School Admission Appeals](#) page.

Waiting lists

If your child is not offered a school place

If we're unable to offer your child a preferred school place, they will be placed on the waiting list until 19 July 2024 or until one of your school preferences is offered.

In order to view your child's current waiting list position, please click on this [Link](#) and enter your

reference number found on your outcome letter.

Waiting lists close near the end of the academic year and for this year they will close on 19 July 2024, you will need to complete a new application on or after 20 July 2024 to go back onto a waiting list for the next academic year. Waiting lists will re-open on 6 August 2024. Applications received on or before 19 July will not be placed on the waiting list for the next academic year.

If your child is offered one of your preferred schools

If you're offered one of your school preferences, your child will automatically be removed from the waiting list(s) for all other schools listed on your application.

To be added to the waiting list, you must re-apply using the online application portal. Your child will then remain on the waiting list until 19 July 2024.

When you submit a new application, all previous preference schools will be removed. You must list all schools again in order of preference for each new application.

At the end of the academic year

If you still want your child to remain on the waiting list after the academic year has ended, you must re-apply by submitting an in-year application using the online application portal.

✉ School.admissions@croydon.gov.uk 🌐 www.croydon.gov.uk ☎ 020 8726 6400

Applications to Voluntary Aided Schools and Academies where Croydon Admissions co-ordinate the application form:

To apply for any of the schools in the table below, please use our online [Parent Portal](#) to complete your application.

Once you have submitted your application through the parent portal, you will also be required to complete a supplementary information form (SIF) for any of the schools listed below. This form can be found on the school's website. Once completed, the SIF would need to be submitted to the school directly in order for your application to be considered.

| School | Head Teacher | Email/Website | Type of School | How to apply |
|---|---------------------------------------|--|-----------------|---------------------|
| Christ Church C of E Primary School | Mrs Joanne Richardson | ✉ office1@christchurch.croydon.sch.uk 🌐 www.christchurch.croydon.sch.uk | Voluntary Aided | Parent Portal & SIF |
| Coulsdon C of E Primary School | Mr Paul Garratty | ✉ office@ccofoe.uk 🌐 www.coulsdoncofoe.co.uk | Voluntary Aided | Parent Portal & SIF |
| Good Shepherd RC Primary School | Mrs Jane Day | ✉ office@goodshepherd.croydon.sch.uk 🌐 www.goodshepherdprimaryschool.co.uk | Academy | Parent Portal & SIF |
| Margaret Roper RC Primary School | Mr Dermot Mooney | ✉ office@margaretroper.croydon.sch.uk 🌐 www.margaretroper.croydon.sch.uk | Voluntary Aided | Parent Portal & SIF |
| Regina Coeli Catholic Primary School | Mrs Tessa Christoforou | ✉ office@reginacoelischool.co.uk 🌐 www.reginacoelischool.co.uk | Voluntary Aided | Parent Portal & SIF |
| St Aidan's Catholic Primary School | Mrs Anne Harper (Acting Head teacher) | ✉ admin@st-aidans.croydon.sch.uk 🌐 www.staidensschool.co.uk | Academy | Parent Portal & SIF |

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|---|---|--|-----------------|---------------------|
| St Chad's Catholic Primary School | Mrs Jennifer Mooney and Mrs Paula Mitchener | ✉ office@stchadsprimaryschool.com 🌐 www.stchadsprimaryschool.com | Academy | Parent Portal & SIF |
| St Cyprian's Primary Academy | Angelina Adrien | ✉ office@st-cyprians.croydon.sch.uk 🌐 www.stcypriansprimaryacademy.co.uk | Academy | Parent Portal & SIF |
| St James The Great Catholic Primary School | Mr Christopher Andrew | ✉ office@stjamesthegreat.org 🌐 www.stjamesthegreat.org | Academy | Parent Portal & SIF |
| St John's C of E Primary School | Mrs Martina Martin | ✉ office@st-johns.croydon.sch.uk 🌐 www.st-johns.croydon.sch.uk | Voluntary Aided | Parent Portal & SIF |
| St Joseph's Catholic Infant School | Mrs Danielle Ashley | ✉ office@st-josephs-inf.croydon.sch.uk 🌐 www.stjosephsfederation.co.uk | Voluntary Aided | Parent Portal & SIF |
| St Joseph's Catholic Junior School | Mrs Danielle Ashley | ✉ office@st-josephs-jun.croydon.sch.uk 🌐 www.stjosephsfederation.co.uk | Voluntary Aided | Parent Portal & SIF |
| St Mary's RC Infant School | Victoria Mitchell | ✉ admin@st-marys-inf.croydon.sch.uk 🌐 www.stmaryscatholicprimaryschoolstrust.co.uk | Academy | Parent Portal & SIF |
| St Mary's RC Junior School | Mr Andrew J McDonald | ✉ office@st-mary-jun.croydon.sch.uk 🌐 www.stmaryscatholicprimaryschoolstrust.co.uk | Academy | Parent Portal & SIF |
| St Thomas Becket Catholic Primary School | Diarmuid Skehan | ✉ admin@thomasbecket.croydon.sch.uk 🌐 www.thomasbecket.croydon.sch.uk | Academy | Parent Portal & SIF |

Receiving an outcome to your application

For applications made to these schools, the outcome of your application will be sent to you by the school. Schools are required to provide an outcome within 15 school days. Any queries relating to the outcome must be discussed with the school directly.

Children not on roll at a school

If your child is not in receipt of education and you have been unsuccessful in securing a school place, please contact school admissions to discuss the available options.

Right of Appeal

Applicants refused a place at a school for their child will be given the right to appeal.

Information on how to lodge an appeal should be provided in the outcome of your application.

For schools who do not have an appeals form available, appeals can be lodged by writing to the appeals clerk of the school, detailing the reasons you are submitting an appeal.

Find out more about [school admission appeals](#).

Waiting lists

Please contact the school directly for information relating to the waiting list.

Applications to Academies who manage their own in-year Admissions:

To apply for any of the following schools, applications must be made direct to the school:

| School | Head Teacher | Email/Website | Type of School | How to apply |
|------------------------------------|-----------------------------|--|----------------|------------------|
| Harris Primary Academy Benson | Ms Ayla Arli and Mrs Forbes | ✉ info@harrisprimarybenson.org.uk 🌐 www.harrisprimarybenson.org.uk | Academy | Direct to School |
| Harris Primary Academy Croydon | Verity Lambert-Dale | ✉ info@harrisprimarycroydon.org.uk 🌐 www.harrisprimarycroydon.org.uk | Academy | Direct to School |
| Harris Primary Academy Haling Park | Mr Rob Hyneman | ✉ info@harrisprimaryhalingpark.org.uk 🌐 www.harrisprimaryhalingpark.org.uk | Academy | Direct to School |
| Harris Primary Academy Kenley | Miss Alice Bryson | ✉ info@harrisprimarykenley.org.uk 🌐 www.harrisprimarykenley.org.uk | Academy | Direct to School |
| Harris Primary Academy Purley Way | Oscar Sanders | ✉ info@harrisprimarypurleyway.org.uk 🌐 www.harrisprimarypurleyway.org.uk | Academy | Direct to School |
| Castle Hill Academy | Dr Chun Lok | ✉ office@castlehill.croydon.sch.uk 🌐 www.castlehillacademy.co.uk | Academy | Direct to School |

Receiving an outcome to your application

For applications made to these schools, the outcome of your application will be sent to you by the school. Schools are required to provide an outcome within 15 school days. Any queries relating to the outcome must be taken up with the school directly.

Children not on roll at a school

If your child does not have a school to attend and you have been unsuccessful in securing a school place at any school who require applications direct to the school, you should complete an application on Croydon School Admissions [Parent Portal](#).

Right of Appeal

Applicants refused a place at a school for their child will be given the right to appeal.

Information on how to lodge an appeal should be provided in the outcome of your application.

For schools who do not have an appeals form available, appeals can be lodged by writing to the appeals clerk of the school, detailing the reasons you are submitting an appeal.

Find out more about [school admission appeals](#).

Waiting lists

Please contact the school directly for information relating to the waiting list.

Looked-after children and previously looked-after children

Looked-after children are defined as 'children in public care at the date on which the application is made'. Previously looked-after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately after being looked-after. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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

If an application is made under the 'looked-after' criterion, it must be supported by:

- a letter from the relevant local authority children's services department and/or relevant documents or
- evidence which demonstrates that a child was in state care outside of England and left that care as a result of being adopted.

Applications from overseas or new arrivals to the UK

It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school. Applicants must check that they have a right of abode or the conditions of their visas otherwise permit them to access a state-funded school.

Foreign nationals cannot use the 6 month visitor visa or a 6 month short-term study visa to enter the UK to enrol as a pupil at a school.

Parents who are moving/returning to the UK should provide evidence of the address they intend to return to in order for the distance criteria to be applied, failure to provide evidence will result in the application being considered from the place of residence from which the application is made. If this is in another country, it would give the child a lower priority for admission to most schools.

You must complete an application online using our [Parent Portal](#) if you are eligible to apply for a school place.

Children with special educational needs or disability (SEND)

SEN Support in Mainstream Schools

All mainstream primary schools have a statutory duty to make additional provision for children who have been identified as having SEND.

If you want to find out more about the support and arrangements in place you should contact the school's Special Educational Needs Coordinator (SENCO).

The SENCO has day-to-day responsibility for the operation of SEN policy and co-ordination of specific provision made to support children with SEND.

The name and contact details of each school's SENCO should be on the school website.

On the school website you will also be able to look at their SEND policy and SEND information report which will give more details of the arrangements in place to identify and give additional help for children with SEND.

For children whose needs are met through SEND Support in school, application for a school placement is made through the regular admissions process.

Children with Education, Health and Care Plans (EHCP's)

For children with an Education, Health and Care Plan, admission to school is managed by the Council's SEN service to ensure that the school that you and the Council have chosen, can meet your child's special needs.

Depending on their needs, your child may have his/her special education provided in a mainstream primary school, a special school or a mainstream school with an Enhanced Learning Provision which provides specialised education alongside and in a mainstream school.

The Croydon 0-25 SEN Service will work with you to secure a suitable school place for your child.

For more information about school admission for children with an EHC Plan, please contact the SEN Service (0208 604 7263), your child's EHC Co-ordinator will be happy to help.

For further advice and information:

Contact Croydon SEND Service

❖ 020 8604 7263

❖ SENenquiries@croydon.gov.uk

Independent advice is available from KIDS SENDIASS

❖ 020 8663 5630

The Croydon SEND Local Offer has details of other services and information to support a move to primary school for children with SEN.

www.croydon.gov.uk/education/special-educational-needs

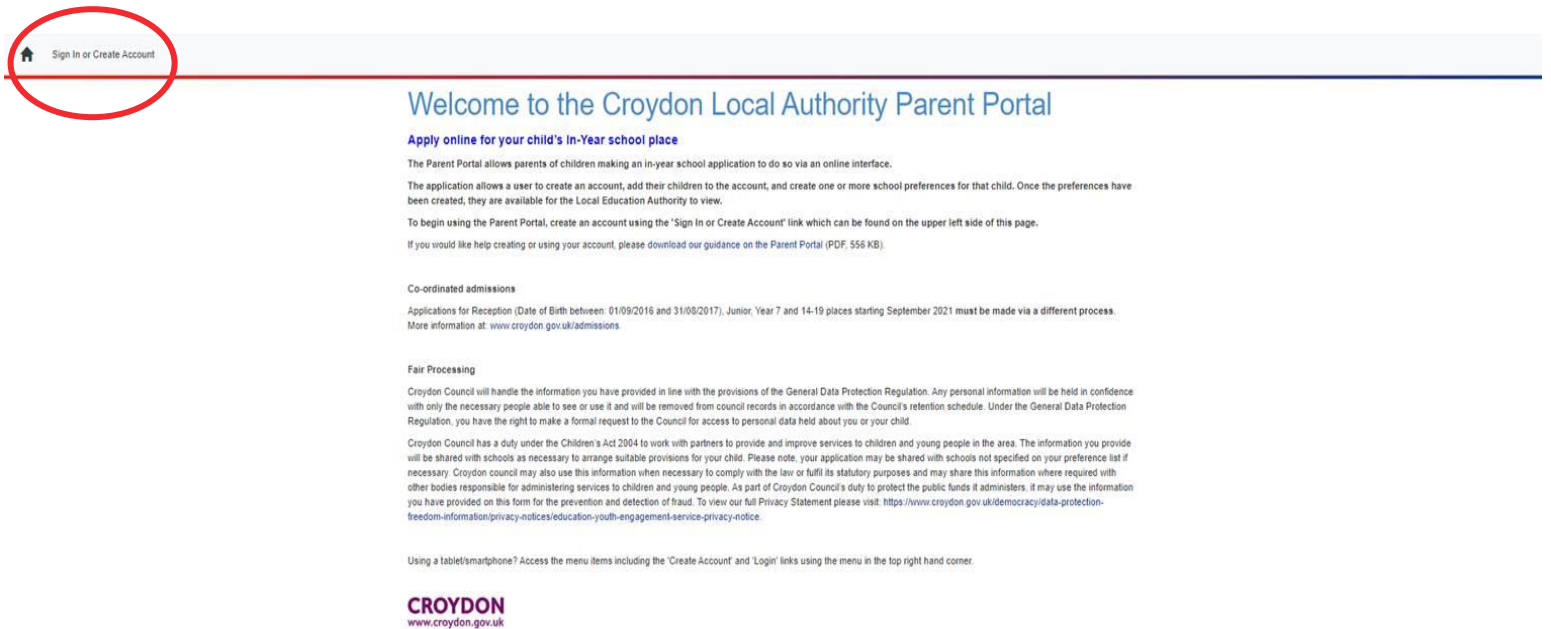
How to apply for an In Year school place online

BEFORE YOU START

- Decide your order of preference schools before you start the online application. It is important you list your schools in order of preference as your application will be considered for the highest preference school first and only considered for the subsequent schools if it is not possible to offer a place.
- You will need an email address – This is necessary to apply online.

LOGIN OR REGISTER

1. Go to <https://croydon.cloud.servelec-synergy.com/Synergy/Parents/default.aspx> and select 'Sign In or Create Account' on the top left corner of the page.



Home Sign In or Create Account

Welcome to the Croydon Local Authority Parent Portal

Apply online for your child's In-Year school place

The Parent Portal allows parents of children making an in-year school application to do so via an online interface.

The application allows a user to create an account, add their children to the account, and create one or more school preferences for that child. Once the preferences have been created, they are available for the Local Education Authority to view.

To begin using the Parent Portal, create an account using the 'Sign In or Create Account' link which can be found on the upper left side of this page.

If you would like help creating or using your account, please download our guidance on the Parent Portal (PDF, 556 KB).

Co-ordinated admissions

Applications for Reception (Date of Birth between: 01/09/2016 and 31/08/2017), Junior, Year 7 and 14-19 places starting September 2021 must be made via a different process. More information at: www.croydon.gov.uk/admissions.

Fair Processing

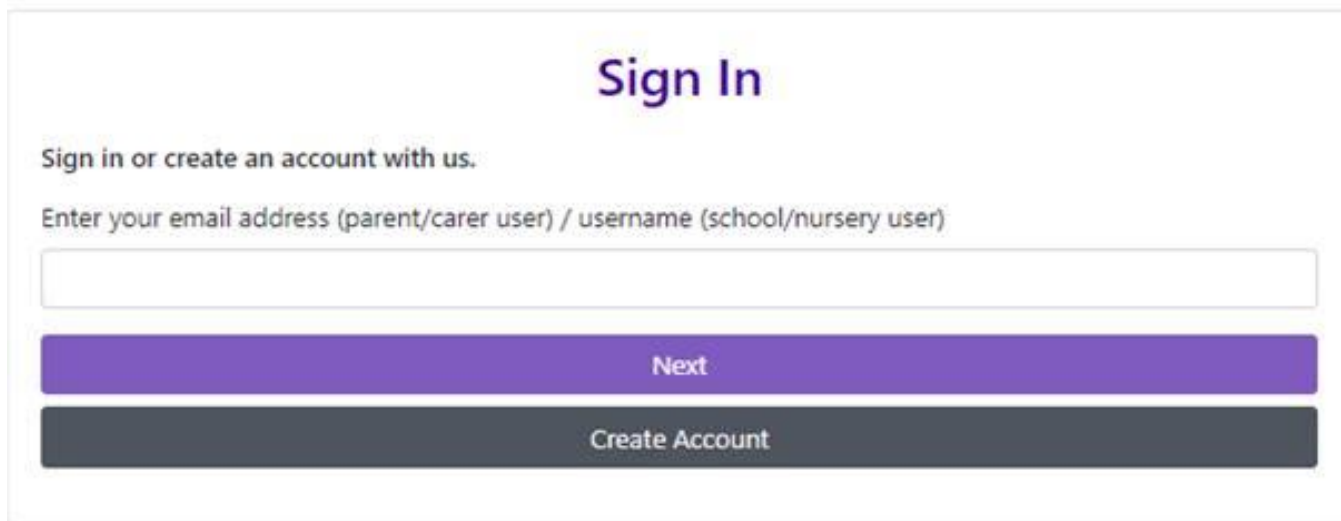
Croydon Council will handle the information you have provided in line with the provisions of the General Data Protection Regulation. Any personal information will be held in confidence with only the necessary people able to see or use it and will be removed from council records in accordance with the Council's retention schedule. Under the General Data Protection Regulation, you have the right to make a formal request to the Council for access to personal data held about you or your child.

Croydon Council has a duty under the Children's Act 2004 to work with partners to provide and improve services to children and young people in the area. The information you provide will be shared with schools as necessary to arrange suitable provisions for your child. Please note, your application may be shared with schools not specified on your preference list if necessary. Croydon council may also use this information when necessary to comply with the law or fulfill its statutory purposes and may share this information where required with other bodies responsible for administering services to children and young people. As part of Croydon Council's duty to protect the public funds it administers, it may use the information you have provided on this form for the prevention and detection of fraud. To view our full Privacy Statement please visit: <https://www.croydon.gov.uk/DEMOCRACY/data-protection-freedom-information/privacy-notices/education-youth-engagement-service-privacy-notice>.

Using a table/smartphone? Access the menu items including the 'Create Account' and 'Login' links using the menu in the top right hand corner.

CROYDON
www.croydon.gov.uk

2. If you have applied before, please log in with your email address and password from your previous application. If you have forgotten your password, enter your email address and select 'next'. On the next screen, select 'forgot password' and follow the steps.
3. If this is the first time you have applied you must register your details and email address. Click 'Create Account'.



The image shows a 'Sign In' form. At the top, the text 'Sign In' is displayed in a large, bold, purple font. Below this, the instruction 'Sign in or create an account with us.' is written in a smaller, grey font. Underneath, there is a prompt: 'Enter your email address (parent/carer user) / username (school/nursery user)'. This is followed by a white rectangular input field with a thin grey border. Below the input field are two buttons: a purple button labeled 'Next' and a dark grey button labeled 'Create Account'.

4. Follow the website prompts and enter your details.
5. You will be sent a confirmation email. Open the email and click the link to validate your email address.
6. Enter your email and password, then click 'Sign In'.

CHILD DETAILS AND PREFERRED SCHOOLS

7. Once you have signed in, select 'Add Child' and enter your child's details.

NB: If you wish to attach any documents to your application, you can use this page to upload them. If you do not attach any documents here, you will have the opportunity to do so when selecting your school preferences. **Please note - documents must be attached to each school selected to be considered for those schools** (refer to step 10). Once your child's details have been input, click 'Next' and then click 'Confirm'.

** indicates a required field*

Forename*

Middlename

Surname*

DOB* (DD/MM/YYYY)

Gender* Male Female


Child address same as Applicant?

Child due to change address in the near future?

Home Local Authority of current school


Current School (Select "Out of School" if not attending School)

- Once your child’s details have been confirmed, you will be returned to the home page and you can start on your application. On this page, click ‘New School Admissions Application’ and enter the information requested on each page.

 John Smith 01/01/2012

[Edit Child](#)
[Delete Child](#)

School Admissions


New School Admissions Application

Available Year Groups:
I Y 21 Ncy5

- Once you reach the page titled “School Admission Details Confirmation” please review that the information you have provided so far is correct and then click ‘Confirm’.

School admission details confirmation

The information below is a confirmation of the school admission details you have supplied for the child. If the information you have supplied is correct click the Confirm button to continue. To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

| | |
|--|---|
| Year Group / Edit Year Group section Year Group: In Year Applications For Year 5 In 2021/22 School Year | Fair Access Questions / Edit Fair Access Questions section Fair Access Questions: Is your child or has your child previously attended an alternative education provision? : No Does your child or has your child previously had any involvement with Behaviour Support services?: No Does your child or has your child previously had any involvement with Child and Adolescent Mental Health Service (CAMHS)?: No Does your child have any involvement with Children's Social Care?: No Does your child or has your child previously had any involvement with a Counselling service?: No Does your child or has your child previously had any involvement with a Drug Action Team?: No Does your child or has your child previously had any involvement with Early Help services?: No Does your child or has your child previously had any involvement with Education Psychology services?: No Does your child or has your child previously had any involvement with Learning Support services?: No Does your child have any involvement with Social and Communication support?: No Does your child or has your child previously had any involvement with Speech and language services?: No Does your child previously had any involvement with the Youth Offending services?: No Has your child been permanently excluded: No |
| Further Details / Edit Further Details section Relationship to Child: Father Is the child currently in care or has the child previously been in care? If so by which local authority? (For Looked After children or previously Looked After children a letter from your child's social worker must be attached to this form).: Child not in care Does your child have a current Education, Health and Care plan (EHCP)? (If yes, do not continue with this form, instead contact your home local authority's SEND team for assistance in changing schools).: No Child's Parent/Guardian is a Crown Servant?: No Child is a Multiple Birth (e.g. Twin)?: No Is the Child living with you due to a court agreement?: No Application Reason: Arrived/arriving from overseas | New Arrivals / Edit New Arrivals section Is the Child a New Arrival to the UK?: No |

10. You can now select the schools that you wish to apply to.

Please bear in mind that a maximum of six schools can be selected on your application.

In order to add a preference school, first click 'Add School' and search for the name of the school in the search bar.

Once you have selected a school, please ensure to select the criterion that you will be applying under (e.g. Distance, Sibling) and then click 'Next'.

If you wish to add documents for individual schools, please ensure they are attached to each relevant school at this stage when prompted to do so under the 'Supporting Evidence Details' page.

School Search

This page allows you to add your preferred schools. You can narrow your search by using the name and distance options below.

Further information for each school is available by clicking on the name of any school in the search results. To select a school click on the Select link beside the school.

This is preference 4 of a possible 6.

Hide Search Options

Name

Distance Radius (miles) Any Distance Other

Postcode

LA

Gender Mix

<< Back Search

11. If you wish to select more than one preference school, repeat step 10 until you have added all of the schools that you wish to apply for.

FINAL CHECK AND SUBMIT

12. Once you have selected your school preferences, you will then need to click 'Review and Submit'.

Check your application carefully at this point. To make changes click 'Return to Preferred School(s) Summary' at the top of the page and then click 'Edit Admission Details'. When you are ready to submit, read and agree to the declaration by clicking in the box and then click 'Submit Application'.

13. Once you have successfully submitted your application, you will receive a confirmation email. Please keep this email for future reference.

PARENT PORTAL FREQUENTLY ASKED QUESTIONS

Should you have any problems when completing your application, please refer to the following link for more information and guidance: [Parent Portal FAQ](#)

Community Schools Admission Arrangements 2023/24

The criteria outlined below apply only to Croydon community schools. Admission arrangements for non-community schools can be viewed on each school's website or by visiting [this page](#) of Croydon Council's website and searching for a school.

Should any community school convert to academy status prior to September 2023, the admission arrangements will apply as published below unless stated otherwise in their funding agreement.

Where the number of applications for a community school is higher than the published admission number, the following criteria will be applied in the order set out below to decide the allocation of places:

Children with an Education, Health & Care Plan (EHCP) that names a school will be admitted to the school before the admissions criteria are applied to all other applicants. (See note 7)

1. **Looked-after children and previously looked-after children** (see Note 1).
2. **Linked schools**
Children who are on the roll of their linked infant school at the time of application. (see Note 2).
3. **Siblings:**
Children with a brother or sister who will be in attendance at the school or the linked infant/junior school at the time of enrolment of the new pupil (see Note 3).
4. **Exceptional medical need:**
Pupils with a serious medical need for attending a particular school. (See Note 4)

Supporting professional evidence must provide specific reasons why a particular school is the only school that can meet your child's needs and the detriment that would be caused if your child had to attend another school. Your application must be supported by a GP or consultant.

For primary age children, their need to attend a particular school because of a parent's serious and continuing medical condition may also be relevant.

Supporting evidence should be set out on the [In-Year Medical Application Form](#).

Both the completed medical form and the supporting evidence from the GP or consultant must be submitted with the application (see Note 4).

By submitting your evidence to the local authority you consent to this information being shared with the local authority's medical advisor.

5. **Distance:**
Priority will be given to pupils living nearest to the school as measured in a straight line (see Notes 5 and 6).

Tiebreaker

In the event that the number of applications for places exceeds the number of places available, after application of the admissions criteria, distance will be used to decide between applications. Where distance is the same for two or more applications the authority will use random allocation.

Note 1: Looked-after children are defined as 'children in public care at the date on which the application is made'. Previously looked-after children are children who were looked after, but ceased to be so because they

were adopted or became subject to child arrangements order or special guardianship order, immediately after being looked-after. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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

If an application is made under the ‘looked-after’ criterion, it must be supported by:

- a letter from the relevant local authority children’s services department and/or relevant documents or
- evidence which demonstrates that a child was in state care outside of England and left that care as a result of being adopted.

Note 2: This criterion does not include siblings on the roll of the infant school’s nursery class, if it has one.

A list of all infant and junior schools is provided in the table below. The shaded schools are their own admission authority, therefore, please refer to the individual school’s admissions policy.

| Linked Infant School | Linked Junior School |
|---|-----------------------------|
| Beulah Infant | Beulah Junior |
| Elmwood Infant | Elmwood Junior |
| The Minster Nursery and Infant | The Minster Junior |
| Park Hill Infant | Park Hill Junior |
| St Joseph’s Catholic Infant and Nursery | St Joseph’s Catholic Junior |
| St Mary’s Catholic Infant | St Mary’s RC Junior |
| Whitehorse Manor Infant and Nursery | Whitehorse Manor Junior |
| Winterbourne Infant | Winterbourne Junior Girls |
| Winterbourne Infant | Winterbourne Junior Boys |

Note 3: A sibling is defined as a brother or sister, half-brother or sister, step brother or sister, foster-brother or sister or adopted brother or sister whose main residence is the same address as the child for whom the school place application is being made.

Children with siblings allocated a place in the Reception or Year 3 class at a linked junior school to start in September will be eligible for priority under the sibling criterion between 1 to 5 August each year when this local authority opens waiting lists for the new academic year.

In the case of in-year admissions, eligibility for sibling priority will apply at the time of an offer.

This criterion does not include siblings on the roll of the school’s nursery class, if it has one.

Note 4: All schools have experience in dealing with children with a range of medical needs and all schools are required to make reasonable adjustments in order to do this.

In a very few exceptional cases, however, there may be reasons why a child needs to attend a specific school

and this could be due to the child's medical need or the medical condition of the parent or the main carer with responsibility for the child. Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

If you feel there are exceptional reasons for your child to be considered for a priority placement at a particular school, you must indicate this in the section provided in your application, and complete the [In-Year Medical Application Form](#) setting out the reasons to support your case.

All requests for priority consideration on medical grounds must be supported in writing by a doctor or consultant, and this must make clear which school you are making a special case for, the reason why it is necessary for your child to attend this school in particular, and the difficulties it will cause for your child to attend another school.

It is for you to decide how to support your case and what documents to provide but these must be submitted, together with the completed medical form and supporting statement by the GP/consultant. The admissions team is not responsible for chasing you to submit medical evidence or for contacting professionals for information about your case.

The local authority, using guidance received from Croydon's admissions panel (this is comprised of professionals from health and education), will decide whether an application for a school is to be prioritised on medical grounds, in light of the medical evidence submitted by the parent for their child to attend this particular school. Claims for priority of admission on medical grounds submitted after a decision on the original application has been made will only be considered if the documents submitted were not readily available at the time of application or if they relate to a new medical condition. Any submission made after the initial application must be supported by details of how the circumstances have changed since the original application and by further professional evidence.

Note 5: '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/carers 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/carers 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/carers 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.

Note 6: 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.

Note 7: Education, Health and Care Plan

An Education, Health and Care plan (EHCP) is an integrated support plan for children and young people with complex special needs and disabilities. The plan gives a detailed description of the range of difficulties a child is facing and the level and type of provision required to help the child make progress and achieve positive outcomes.

Child minding arrangements:

Child-minding cannot be taken into account when allocating places at oversubscribed community schools.

Children attending a nursery class attached to an infant or primary school

Parents of children attending the nursery class at an infant or primary school must apply for a reception class place in the usual way. These children are not guaranteed a reception place at the school where they are attending the nursery class.

All applications are considered strictly in accordance with a school's admission criteria. Unless otherwise stated, children on the roll of a school's nursery class are not given priority admission into a reception class.

Twins/triplets or other multiple births for admission into an infant class

If you are applying for twins, or children from a multiple birth, and there is only one place available at the school, legislation allows us to admit them all i.e. all siblings from a multiple birth.

Waiting lists

If you are offered a place at one of the schools on your application through the in-year admissions process and you have also expressed a higher preference for another school or other schools, you will not be placed on the waiting list for your higher preference school/schools. You may request for your child to be added to the waiting list by submitting a new application on the [Parent Portal](#).

In-year waiting lists are maintained for one academic year and applicants who have been unsuccessful for their preferred school(s) and who wish to remain on the waiting list are required to re-apply the following academic year.

Waiting lists for community schools for applicants who applied as part of the main admissions rounds are held for the first term of the reception year and thereafter, applicants are required to complete the local authority's in-year common application form (ICAF) if they wish to remain on the waiting list.

Admission of children below compulsory school age and deferred entry to school

Parents can defer the date their child is admitted to 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 for which the application was made. Parents can also take up a part-time place until later in the school year but not beyond the point at which they reach compulsory school age.

A child reaches compulsory school age the term after their fifth birthday. Therefore, if you are offered a reception class place at a school, you can opt to defer your child's start date, but they MUST start full time school following their fifth birthday by the dates given below:

- Children born on or between 1 September and the end of December must start full time school by the beginning of the spring term in January
- Children born from 1 January to the end of March must start full time school on 1 April
- Children born from 1 April to the end of August must start school at the beginning of the autumn term in September.

The local authority's expectation is that a child born between 1 April and 31 August should start the reception class at the beginning of the summer term at the latest. However, parents may choose that their child does not start school until the September (beginning of the autumn term) following their fifth birthday. Parents must note the place cannot be held open beyond the summer term, this will mean that as their child will be a year one pupil when they join, parents will need to apply for a year one school place, using the in-year application form.

Admission of children outside their normal age group

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

It is the expectation of Croydon Council that a child is educated alongside his/her age equivalent peers, in almost all cases. We would strongly advise that all children enter into their normal year group. The responsibility for addressing individual educational needs lies with the school through an appropriately differentiated and enriched curriculum.

Parents must submit their request for their child to be educated outside their normal year group by completing the local authority online form at: <https://www.croydon.gov.uk/education/schools-new/school-admissions/admission-outside-of-normal-year-group/admission-outside-normal-year-group-request>

Parents should include evidence from a relevant professional detailing their child's needs and circumstances which make education outside the normal age group necessary. This could include:

- Evidence from a health or social care professional who is involved in the care or treatment of the child e.g. speech and language therapist, social worker and/or paediatrician.
- The view of any nursery or other early years setting the child attends and any records of the child's development.
- The progress the child has made in an early years setting, including the rate of progress.
- Whether the child's premature birth has caused health problems or developmental delays that mean the child would benefit from a delayed school start.

Decisions are made on the basis of the circumstances of each case and in the best interest of the child. This will require the admission authority to take account of the child's individual needs and abilities and to consider whether these can best be met in reception or year one. It will also involve taking account of the potential impact on the child of being admitted to year one without first having completed the reception year. The admission authority will consider:

- Parents' 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 a child being educated outside of their normal age group.
- If a child was born prematurely, the age group the child would have fallen if the child had been born on time.
- Views of the head teacher of the school(s) concerned.

Privacy Statement

Croydon Council will handle the information you have provided in line with the provisions of the General Data Protection Regulations (GDPR). Any personal information will be held in confidence with only the necessary people able to see or use it. For the purpose of processing your application for a school place we may share information you provide to deal with your requests, administer departmental functions and meet our statutory obligations; this may include sharing your information with schools, other local authorities, children's services and London Grid for Learning (LGfL) who process data on our behalf. Where we are unable to secure a school place through the normal admission procedures, we may also share the information you provide with the Fair Access panel. Under the General Data Protection Regulations, you have the right to make a formal request in writing for access to personal data held about you or your child.

The School Admissions Team's main method of communication with you will be via email and where the information sent to you contains personal data it will be sent using secure email. It is your responsibility to provide the School Admissions Service up-to-date contact details and to keep them informed of any change of circumstances. Croydon Council has a duty under the Children's Act 2004 to work with partners to provide and improve services to children and young people in the area. Therefore, Croydon council may also use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people.

Croydon Council also has a duty to protect the public funds it administers, and to this end, it may use the information you have provided on this form for the prevention and detection of fraud. It should be noted that where fraudulent information is submitted this may lead to prosecution. For a full copy of the Education and Youth Engagement Division's Privacy Notice please see: www.croydon.gov.uk/democracy/data-protection-freedom-information/privacy-notices/education-youth-engagement-service-privacy-notice

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