

Talent Education Trust

Admissions Policy 2027-2028

Policy reviewed by Trust Board	16/7/2026
Last reviewed	9/7/2026
Next review	16/7/2026

Changes to the policy: March 2023

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Part of Talent Education Trust. Registered office address:
25 Courthouse Way London SW18 4QG. Company number: 10036154.

• Temporary reduction of PAN due to building renovations • Oversubscription criteria updated with new LAC guidance and explanation of distance.
Changes to the policy: March 2024
• No further changes as circumstances of the school and the building works remain. • The temporary PAN adjustment of 30 will be reconsidered by February 2026 should the building works be completed.
Changes to policy: July 2025
Updated the introductory statement • No further changes as circumstances of the school and the building works remain. • The temporary PAN adjustment of 30 will be reconsidered by February 2027 if there are sufficient admissions for a 2-form intake and the building works have been fully completed.
Changes to policy: July 2026
Amendment to introductory statement to reflect 2 significant changes: Change introductory statement to reflect on DFE approved significant change: 1 form (PAN 30) from 2026 and 1 nursery class from September 2027 Applications process: Add a breakdown of key dates about Reception admissions Addition of nursery class application process and form In-year admissions application process and form Information about waiting list management / procedures Update information about out-of-year-group requests Add contact details and links to the policy Notes section with definitions Further information section and contact details

Anglo-Portuguese School of London admission arrangements for 2027/28

Introductory statement

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Anglo Portuguese School of London is a one-form entry Primary School for pupils providing a bilingual curriculum in English and in Portuguese to all pupils. Therefore, the school delivers a broad and balanced curriculum in the context of pupils learning to communicate fluently in two languages. The school prepares pupils to live in multicultural and multilingual settings and raises their awareness of diversity and the need for respect and cooperation.

As part of our commitment to ensuring the highest quality of education, and wellbeing for all pupils, APSoL has set its Published Admission Number (PAN) at **30 pupils** for entry into Reception for the academic year 2027.

From **September 2027**, the school will also open a **Nursery class**, extending its provision to 3-4 year olds providing strong foundations from the early years. The Nursery Class will have 26 spaces.

As part of our commitment to ensuring the highest quality of education and wellbeing for all pupils, APSoL has set its Published Admission Number (PAN) at **30 pupils** for entry into Reception for the academic year 2027.

For further information, please contact the school office or refer to the Local Authority's admissions guidance.

Admissions numbers

The school has an admission number of 30 for entry in year Reception (Primary).

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Application process for Primary (Reception)

The school participates in the coordinated admission arrangements administered by Wandsworth Borough Council. Parents/carers must apply on Common Application Form of the local authority where they live. This can be completed online via www.wandsworth.gov.uk/admissions or on a paper form available from the school or their local council's School Admissions Team. The closing date for reception class applications will be 15th January 2027. Notification letters will be sent out on 17th April 2027 by the London Borough of Wandsworth. Applications received after the set closing date will be accepted but will not normally be considered for a place at the school until after the initial offer date. For families applying from another Borough, you will need to complete the primary school admissions form from your local authority.

Autumn term 2026: The school provides opportunities for prospective pupils and their parents/carers to visit the school.

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15 January 2027: National closing date for Primary applications. Deadline for the Common Application Form to be completed and submitted to the relevant Local Authority.

January-March 2027: The school and Local Authority coordinate to process all applications. If more applications are received than places available, they will be ranked according to the oversubscription criteria published in this policy, see below. PLEASE NOTE: schools are not able to provide any information regarding specific applications during this process.

28 February 2027: Deadline for the school to publish its appeals timetable on their website.

16 April 2027: Offers made to parents/carers by the Local Authority.

Application process for the Primary Nursery (directly via the school)

From September 2027, the school will have a nursery class with a maximum capacity of 26 pupils. For Nursery places, you apply directly to the school by completing an admissions form. Places are offered according to the school's admissions criteria as per this policy.

Children start Nursery in the academic year (September to August) that they have their 4th birthday. You should apply for a Nursery place by February 2027 of the year that your child starts Nursery in September. The closing date for September 2027 places will be early February 2027. However, you can submit an application at any time, we will support you with start date or add your child to the waiting list if there are available spaces.

All children are eligible for 15 hours of nursery education. We offer 15 and 30 hours placements. We also offer 30 hours free childcare places at our Nursery for eligible parents. To check your eligibility visit www.childcarechoices.gov.uk.

If you are not eligible for the additional 15 hours, you can pay a top up fee of **£150** per week.

[Click here to access the Nursery class application form](#)

If you need any help filling out the form or have any questions, please contact the School Office on **02034170905** or email info@angloportugueseschool.org and they will be happy to help.

Please note: Children who attend APSOL's Nursery are not automatically offered a place in Reception. Parents/Carers of Nursery pupils should follow the application process for Reception, stated above.

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Application process for in-year admissions: (all year groups)

- i. The 'In-Year' application process is relevant to applications for places in any year group. Applications to join existing Reception will be treated as in-year applications if they are received on or after the first day of the autumn term.
- ii. The Local Authority holds information on which schools in their area have spaces for each year group. Contact Wandsworth Council via the email address below for further information.
admissions@wandsworth.gov.uk
- iii. In-year applications to Anglo-Portuguese School of London can be submitted at any time and are made directly with the school. Parents can also complete an in-year transfer form from the Local Authority. Parents will be notified of the outcome of any in-year application within 15 school days. Further details and an in-year application form can be accessed through the link below:
<https://angloportugueseschool.org/in-year-admissions-transfers/>
- iv. If an in-year application is refused the child will be added to the waiting list for that year group. A child's position on the waiting list will be determined solely according to the oversubscription criteria in this policy. See below for the oversubscription criteria.
- v. If an In-Year application has been refused, the parent/carer has the right to appeal the decision to an Independent Appeals Panel.

For detailed information about the appeals process see the appeals section of this policy.

- vi. Fair Access Protocol: The school and the local authority are required to have Fair Access Protocols in order to make sure that unplaced, vulnerable children are offered a place at a suitable school as quickly as possible.

The school complies with Wandsworth Council's Fair Access Protocol. Admissions under Fair Access Protocol are discussed between the school and Local Authority on a case-by-case basis. This may mean admitting children above the PAN.

Oversubscription criteria

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. This includes those children who appear to the Governing Board to have been in state care outside of England and ceased to be in state care because of being adopted.

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2. Priority will next be given to children based on their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the school with the application, a child's medical or social needs cannot be considered.
3. Priority will next be given to the siblings of pupils attending the school at the time the application is received. Where an older sibling is in year 6 siblings will not be prioritised under this criterion.
4. Priority will next be given to the children of staff who have been recruited to fill a skill shortage area.
5. Half of the remaining places will be given to other children living within school's priority area. The priority area is defined as a radius circle of 3km from the centre of the school site. Priority will given to those living nearest the school in order of a straight line distance from home to school as measured by Wandsworth Council's Geographical Information System.
6. The remaining places will be given to children living outside of the school's priority area. Priority will given to those living nearest the school in order of a straight line distance from home to school as measured by Wandsworth Council's Geographical Information System.

In the event that the school is undersubscribed under criterion 5, the remaining places will be allocated under criterion 6 and vice versa.

Tie-break

Where there is a tie for admissions criterion 2- 5 the tie break will be the random drawing of lots by an independent person of good standing (as specified for the distance criterion above). Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the academy is equidistant in any individual case. However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

Late applications

All applications received by the school after the deadlines will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

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Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admissions of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

- i. Parents/carers may choose to seek a place for their child outside of their chronological age group for a variety of reasons (e.g. the child is summer born, is considered gifted and talented or has experienced problems such as ill health).
- ii. The decision to admit a child out-of-year group is uncommon and will always be made on the basis of the unique circumstances for each specific case and what is best for that individual child. The decision will be made by the Principal of the school and will take into account parents'/carers' views, expert advice from relevant social, educational and medical professionals, whether the child has previously been educated out of their normal age group, any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely and the long-term impact of the decision on the child.
- iii. Applications for a child to be admitted to a year group outside of their chronological age group should be made through the same process set out in this policy for both 'admissions to primary' and 'in-year admissions' applications. However, in addition to the standard application form further documentation should be provided to support the request for a place out of chronological year group. This applies regardless of whether it is for a higher or lower year group.
- iv. The Principal may request additional information after the submission of an application for an out-of-year group place, if necessary.
- v. Each application will be considered on the individual circumstances of each case. Applicants will be notified in writing of the decision, including the reasons for it.
- vi. Unsuccessful applicants have the right to appeal if they are refused a place at the school. However, this right does not apply if they are offered a place at the school but it is not in their preferred age group.

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Waiting lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the end of the academic year. This will be maintained by the Academy Trust and, following an unsuccessful application, all unsuccessful applicants will be added to the waiting list unless otherwise requested.

Any child refused a place at the school will automatically be put on a waiting list (unless a higher preference school has been offered.)

- i. A waiting list will be maintained until the end of the academic year after which it will be cleared.
- ii. The waiting list is maintained in the order of the oversubscription criteria only (not application date). This means that names can move down the list if, e.g. someone moves into the area and is higher placed under the oversubscription criteria.
- iii. Parents/carers have the right to request their child is removed from the waiting list at any time. Once removed, the child cannot be reinstated on the waiting list without submitting a new application.
- iv. If a place becomes available it will be allocated to the first child on the waiting list, in accordance with the oversubscription criteria. If that offer is declined the place will be offered to the next child on the waiting list.

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the Wandsworth Independent Appeal Service (Wandsworth Town Hall, Wandsworth High Street, London SW18 2PU). The form should be sent to reach the Clerk to the Appeal Panel, c/o the Wandsworth Independent Appeal Service, within 20 school days of the date of the letter confirming the Trust's decision not to offer a place. The school will publish an appeals timetable annually on its website showing the relevant deadlines.

Notes

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Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

Medical and Social Need:

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school. 'Medical need' does not include mild medical conditions.

Further Information and Contact Details

i. For queries regarding this policy, admissions arrangements for the school and the waiting lists and appeals process, please contact:

Susan Spinola School Administrator Email: inf@angloportugueseschool.org

Telephone: 0203 417 0905

Address: Anglo-Portuguese School of London 25 Courthouse Way London SW18 4QG

ii. Further information and links to all relevant forms for admissions and appeals are available on the school website via the link below.

Anglo-Portuguese School website –

www.angloportugueseschool.org

info@angloportugueseschool.org

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Wandsworth Council admissions website –

iii. Further information on Wandsworth Council's Fair Access Protocol contact
admissions@wandsworth.gov.uk

iv. The Department for Education website on school admissions – <https://www.gov.uk/schools-admissions>

v. The Department for Education School Admissions Code 2021
https://assets.publishing.service.gov.uk/media/60ebfeb08fa8f50c76838685/School_admissions_code_2021.pdf

vi. The Department for Education School Admissions Appeals Code 2022
https://assets.publishing.service.gov.uk/media/6335a0c88fa8f506931f6d44/School_Admission_Appeals_Code_2022.pdf

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