



Argyle
Primary
School

Admissions Policy

Review Date: Spring 2026
Agreed by: FGB 26.03.2026
Review Date: Spring 2027

Admissions

Argyle is a non-denominational primary school and teaches pupils between the ages of 3 and 11.

The school aims to serve its local communities and welcomes all enquiries about admission procedures and availability of places.

In this document 'parents' includes carers and legal guardians.

Admissions Policy

The governing body accepts Camden Council's policy and criteria for admissions to nursery and reception classes. In the event of limited availability of places in other primary age year groups, Camden primary school admission criteria are applied strictly.

For details, please refer to Camden's LA 'Starting School' document.

Admissions Procedure

When an enquiry for an admission is received, the following procedures apply:

- Administrative staff enquire about the home borough of the parent and the date of birth of the child to be admitted. If the parent of the applicant does not reside in Camden Council then they need to complete the In-Year form for their local borough.
- The admission process for Nursery and Years 1-6 is done in school and any parent interested in a place can apply via the school website or via admin@argyle.camden.sch.uk.

Admission of Nursery Children

Our nursery offers places to 3 and 4-year-olds. In Camden all 3 and 4-year-olds are entitled to 15 hours of free nursery education. If you require a Nursery place for your child, we ask that you complete our school application form available on the school website. We usually inform parents if their child has a place in May in order to start the following September or in the term prior to entry in January or April should places arise.

Funding is available to enable children to attend full-time. We do ask that eligible parents apply for one of the following before a place is confirmed:

Funding for Additional Hours

1. Government scheme for working parents

If you work, you should apply for additional funding on the following Government gateway site: <https://childcare-support.tax.service.gov.uk/>

Eligible parents will be given an 11-digit code which they need to provide to school along with their National Insurance Number.

2. Camden Enhanced Offer.

Camden also operate an enhanced scheme for 30 hours of early education and childcare that applies to some families.

To be eligible for the **Camden Enhanced Offer** you must:

- Be a resident in Camden
- Not be eligible for the Government 30 hours for working parents

You must meet one of the following criteria:

- Your family receives Universal Credit and your household income is £15,400 a year or less after tax, not including benefit payments.
- Income Support; Income based Jobseeker's Allowance; Income related Employment and Support Allowance.
- Tax credit, and your household income is £16,190 a year or less before tax.
- The Working Tax Credit 4 week run on (the payment you get when you stop qualifying for Working Tax Credit)
- Your child is being 'looked after' by the local authority or is a child who has 'left care'
- Your child has a statement of special educational needs (SEN) or an education, health and care plan*
- You receive disability living allowance for your child*
- You receive support from the National Asylum Support Service (NASS) through part 6 of the Immigration and Asylum Act
- In receipt of Universal Credit and have an annual net earned income equivalent to and not exceeding £15,400.
- The link of applications for the enhanced scheme is here: [Click here to apply for Camden Enhanced Offer](#)

**Evidence must be provided with application

3. In circumstances there may be the possibility of paying for the additional 15 hours. Please contact the School Office if you wish to discuss the matter.

Admission of Reception Children

Admission of Reception children for the start of the academic year is through Camden Council who allocates places using the local authority criteria. From the second half of the Autumn Term the school becomes responsible for the admission of Reception children as places occur. Parents of prospective pupils will need to complete a Common Application Form online at. <https://www.eadmissions.org.uk/>. Camden then allocates places in April and send the school a list of successful applicants. Should

you need any help, you can ring the Admissions Department for help and information about applications. Their phone number is 020 7974 1625.

In brief the criteria are:

- Children who are in public care
- Children with a Statement or EHC Plan relating to special educational needs
- Siblings of those already in our school - this refers to 'older and/or twin' siblings (those already in Reception to Y6 Classes)
- The distance a child lives from the school

Every parent has a right to a written response to an application for Reception children, either:

- (a) at the published date for decisions if the application is made before the child is old enough to be admitted, or
- (b) within 15 working days if the child is old enough to be admitted.

When a place is refused for Reception the written response will set out clearly, and in terms of the published policy why that refusal has been made.

Prior to starting an appointment is made for the child and parents to meet a senior member of staff. They will also be able to meet the class teacher and view the setting.

Admissions Years 1 - 6

- If a place is available, the Administrative Officer will consult with the Headteacher in allocating the child to a class. Specific staff strengths, existing make-up of the class population, gender balance and any available vacancies are some of the things considered in arriving at this decision.
- The Administrative Officer arranges an appointment for the child and parents to meet with the senior member of staff before the child starts school.
- Information is gathered and recorded at this meeting about family background, previous schooling (where relevant), academic strengths/weaknesses, the child's particular interests as well as any specific medical or academic needs.
- School rules, expectations and priorities are also discussed at this meeting. This includes the provision of uniform, P.E. kit, book bag and

water bottle. Dropping and pick-up arrangements are also discussed with an emphasis on punctuality and regular attendance. Information is given on lunchtime and after-school activities for children and available classes for parents, some with their children. The Home-School Agreement is discussed and signed.

- The senior member of staff introduces the child and the parents to the class teacher and the pupils. If other siblings are admitted at the same time, they are all shown each other's classes and teachers.
- Each class teacher arranges for the appointment of a child as a buddy for the new arrival. The buddy gives them a guided tour of the school. The child is introduced to the senior midday supervisor and is supported by the buddy throughout the first few days.

Special Educational Needs (SEND)

If your child has special educational needs and has a valid Educational Health Care Plan (EHCP) there is a different process for school admissions. Camden residents, please contact the SEND team by emailing sen.enquiries@camden.gov.uk or call 020 7974 6500.

Admissions Practice

The school welcomes the LA's Code of Practice on Admissions and has adopted this for implementation. The main features of this are as follows:

- When parents approach a school about admissions they will be treated in a polite and helpful manner, with the school willing to assist them in making a written application, whatever the chances of its success.
- Admission decisions to Camden nursery centres and nursery, infant, junior and primary schools are never made on the basis of race, gender, intellectual ability or ability to speak English. Schools will not make assumptions about the religious or cultural background of applicants.
- Every parent has a right to enter a written application for a place for their child at this school or centre.
- The school will provide the parent with the application form immediately on request, and a copy of the admissions policy under which the application will be considered.
- Where the application is for a place and a place is unavailable the parent has a right of appeal. The school will issue an appeal form.

- The school will make every effort to communicate with and assist parents with limited English.
- The school has a right to expect parents to communicate in a polite and helpful way.

Waiting List

Should a place not be available for a child in the requested year group, at the parents' request the child's name will be put on a waiting list. If, or when, a place becomes available, the school will contact a parent to see if they still wish to take up a place.

A list of available places is sent to the Local Authority on a regular basis.

Revised date	Agreed by FGB	Next review date
Spring 2026	26.03.2026	Spring 2027