



George Mitchell School

Admissions Policy 2026/27

Date of last review	March 2026
Date to be reviewed	March 2027
Produced by	Matt Farrow

GEORGE MITCHELL SCHOOL (GMS)

ALL-THROUGH ADMISSIONS POLICY

It must be noted that any statutory change will supersede any areas of this document.

Admission numbers and admissions policy

GMS Secondary phase will admit 120 pupils per year group.

GMS Primary phase will admit 60 pupils per year group.

GMS Nursery will admit 39 places in the morning and 39 places in the afternoon.

Nursery Admissions

Applications for a Nursery place can be made directly at the School Office. Places are allocated after the term that a child turns 3. Parents are asked to contact the school office and fill the application form. Your child's place at our Nursery is confirmed after an induction meeting with the Head of Early Years.

The sessions we offer at George Mitchell Nursery are:

AM Sessions - 8:40AM-11:40AM

PM Sessions - 12:00PM -3:15PM (Monday -Thursday) and 12:00PM-2:00PM on Friday.

Full-time Place - Monday to Thursday: 8:40AM-3:15PM (Monday to Thursday), 8:40AM-2:00PM on Friday.

All children aged 3 and 4 are entitled to 15 hours of free Nursery education per week. Some families are entitled to 30 free hours (a full-time place). You can check your eligibility for a 30 hours place using this link below: <https://www.childcarechoices.gov.uk/>

Alternatively, you can also make payments of £15 per session for a full-time Nursery place at George Mitchell School.

Primary and Secondary Admissions

We follow the Waltham Forest admissions procedures and they allocate places to the school.

Primary children in year 6 at George Mitchell School may if they wish automatically transfer to the secondary school to ensure continuity progress and achievement. The school will contact parents in year 5 to make arrangements.

Timeline for Parents

Nursery

Applications for a Nursery place can be made directly at the School Office. Places are allocated for the term after a child turns 3. Parents are asked to contact the school office and fill in the application form. Your child's place at our Nursery is confirmed after an induction session with the EYFS Lead.

The sessions offered at George Mitchell Nursery are:

- AM Sessions - 8:40am-11:40am.
- PM Sessions - 12:00pm-3:15pm (Monday-Thursday) and 12:00pm-2:00pm on Friday.

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- Full-time Place - 8:40am-3:15pm (Monday-Thursday) and 8:40am-2:00pm on Friday.

All children aged 3 and 4 are entitled to 15 hours of free Nursery education per week. Some families are entitled to 30 free hours (a full-time place). You can check your eligibility for a 30 hours place using this link below: <https://www.childcarechoices.gov.uk>

Alternatively, you can also make payments of £15 per session for a full-time Nursery place at George Mitchell School.

Reception

September - window opens for applications for Reception places in Waltham Forest primary schools

October - George Mitchell open mornings and tours

January - deadline for applications to be made for a place in Reception

April - LA writes to parents to confirm allocation of school places for Reception

From May - school contacts parents to arrange induction meetings and visits feeder nurseries

From June - stay and play sessions for new Reception pupils in school

September - home visits and staggered start for pupils

Secondary

September – The admissions policy will be available on the George Mitchell School website. Dates for open evening and other opportunities for prospective parents to visit the school will also be submitted to Waltham Forest LA.

September/October – School open evening

October – Parents complete the Waltham Forest admissions form Secondary, (deadline 31st October).

December – LA sends application details to GMS.

January – GMS responds and checks admissions criteria has been fairly applied.

March – LA writes to parents to make offers.

April/May – Parents fill out the online GMS admissions form via email

July – Open day, students visit GMS for transition day. There is an additional visit for SEND students.

Children with Special Educational Needs

Children who have a statement or an Education, Health and Care (EHC) Plan are placed in schools through the arrangements set out in the SEND Code of Practice and not through any admissions criteria. Governing bodies are required by section 324 of the Education Act 1996 and the Children and Families Act 2014 to admit a child with a statement or an EHC Plan that names that particular school and they will be allocated a place even if the school is full. Parents/carers of children with statements or EHC Plans should contact their child's casework officer for further information.

GMS's oversubscription criteria from is as follows:

Priority 1 Looked After Children or Children 'At Risk'

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Priority 2	Children attending GMS's Primary phase in year 6
Priority 3	Medical or social reasons
Priority 4	Siblings
Priority 5	School Staff Children
Priority 6	Distance

The definitions of each of these are:

Priority 1 Looked After Children or Children 'At Risk'

A looked after child is a child who is or was:

- In public care i.e. in the care of a Local Authority; or
- Being provided with accommodation by a Local Authority in accordance with Section 22 (1) of the Children Act 1989.

For admission purposes a looked after child is a child currently in care or a child who was in care but became subject to an adoption residence, or special guardianship order, immediately after leaving care.

A child is 'at risk' if they are currently on or subject to a Child Protection Plan

Priority 2 Children attending George Mitchell School's Primary phase in year 6 and nursery

Children in Year 6 in the Primary phase of the school at the October application deadline will have the right to automatically transfer on completion of the transfer form.

Priority 3 Medical or social reasons

Medical or social reasons can only be taken into account where information is provided by the closing date for Year 7 places. Failure to provide such information at that stage may affect whether or not the child is allocated a place at the preferred school.

Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker, psychologist or other relevant independent professional. The information must confirm the exceptional medical or social reason and demonstrate how the specified school is the only school that can meet the defined needs of the child.

In all cases the medical or social need must be permanent or long term.

For medical conditions affecting the mobility of the child or parent/carer, consideration will only be given to the school nearest to the home address.

Examples of possible exceptional medical or social reasons are:

- Any acute or chronic condition that would make it difficult for a child to attend any school other than the school closest to the child's address;

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- Any acute or chronic medical condition that requires regular, long-term attendance at a particular medical establishment which is closest to the school named;
- A child and their family who are considered 'at risk' due to circumstances beyond the family's control such as fleeing domestic violence (housed in a refuge in Waltham Forest). Consideration may then be given for the named child to be given a school away from the area of their previous home address for safeguarding purposes;
- An existing restraining order that may put a family 'at risk' if the school were to be outside the remit of distance agreed by the courts.

In the first instance, a check will be made to ensure the evidence submitted demonstrates that the exceptional medical or social reason confirms that the school is the only school that can meet the defined needs of the child. In most circumstances, submitted requests do not meet these criteria.

For requests which include sufficient information to enable a thorough assessment, these are viewed by an appropriate panel including senior officers and professionals (e.g. GP, social worker, education professional).

Priority 4 Siblings

This means:

- A full brother or sister;
- A half-brother or sister;
- A stepbrother or stepsister;
- Foster brother or sister;
- The child of a parent or carer's partner living at the same address.

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. This will be automatic for those already Year 6 moving into the Secondary phase.

Please ensure that you provide the name and date of birth of your child's sibling.

Priority 5 School Staff Children in years reception – year 5

Children of members of staff who have been employed at the school for two or more years at the time at which the application for admission is made, or who are recruited to fill a vacant post for which there is a demonstrable skill shortage.

Priority 6 Distance

Distance is measured from the child's permanent address to the main gate of the school.

- Distance is measured using a straight line (using the Local Land and Property Gazetteer);
- All distances will be measured in miles using a computerised mapping system called Route finder GIS;

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- If more than one applicant lives in a multi-occupancy building, for example flats, priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically;
- Where two or more applicants, who are not from multiple births, are found to live exactly the same distance from the school, a lottery tie-break draw will take place with the assistance of a third impartial party.

In-year admissions

All admissions to our school during the year and in different year groups are handled by Waltham Forest pupil admissions service, who hold the school waiting list and can be contacted on 0208 496 3000.

Information about starting school and the admissions process can be found on the Waltham Forest website (secondary.admissions@walthamforest.gov.uk).

Waiting Lists

The school will operate a waiting list for each year group. Children will be ranked in the same order as the published oversubscription criteria and will not be given priority based on the date either their application was received or their name added to the list.

The school is committed to the in-year Fair Access protocols held by the local authority. Should a vulnerable child according to these protocols require a place at the school, they will take precedent over any child on the waiting list.

Waiting lists will finish at the end of August for year 6 to 7 transfer. Parents/carers after this date will have to complete an iCAF application.

Appeals

All appeals will be co-ordinated by the Borough of Waltham Forest. Where the Governing Body is unable to offer a place because the school is oversubscribed, parents/carers have the right of appeal to an independent admission appeal panel. Parents/carers should notify the Borough of Waltham Forest as soon as possible after receiving the letter refusing a place, if they want to appeal. Parents/carers will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. Your appeal will normally be heard within 40 school days of your appeal being lodged.

There could also be policy regarding tie break, multiple births, out of year group applications, deferred entry and part time places. Please see the Waltham Forest determined admission arrangements for further detail.

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