



# **ADMISSIONS POLICY**

Published June 2025  
To be reviewed by June 2026

## **1. Introduction**

1.1 We aim to broaden access to after school learning opportunities to help children who have fallen behind at school achieve their potential.

1.2 We welcome applications from children of all abilities and backgrounds.

1.3 It is our wish to allow parents the right to have a place at the Civitas school of their choice. However, this is not always possible due to excess demand on the places available.

1.4 We restrict entry based on number. If the number of children applying for a place with us exceeds the places available, we enforce the procedure below to determine whether to accept a child or not.

## **2. Applying for a place at Civitas Schools**

2.1 All applications will be treated in a confidential manner.

2.2 Parents must complete an online registration form which is available on the Parents' page of our website [www.civitasschools.org.uk](http://www.civitasschools.org.uk)

2.3 If any parent struggles with the online form they should call the Civitas schools office on 020 7799 6677 and help will be provided.

2.4 We take children in Years 3-6, but younger children are placed on the waiting list and will be offered a place when they reach Year 3 or above and the top of the waiting list.

2.5 We expect to be made aware if you child receives any other out of school tuition or supplementary educational support.

## **3. Waiting list**

3.1 Once you have completed the online registration form if there are no spaces currently available at your nearest school, or you apply outside of our new cohort admission periods (see 4.1), or your child is currently too young, then they will be added to our waiting list.

3.2 The application date and time are automatically recorded, and it is this which determines your child's position on the waiting list.

3.2 Our waiting lists are currently organised into three areas: King's Cross, Harlesden, and Kilburn.

3.3 In many schools we are oversubscribed, and in most there is a twelve to eighteen month wait from application to offer of a place.

3.4 Where a school has available places, we may be able to offer your child a place with us straight away.

3.5 There are no circumstances under which your child will be able to be placed ahead of those on the same waiting list; we do not prioritise for siblings, special educational needs or your child being in Year 6 and needing help in their final year of primary school (the three reasons most often cited by parents for expediting their child's application). We believe the waiting list system, where children at the top are offered places first, is the fairest approach for all families given that the demand for our school places.

3.5 Your child will remain on the waiting list until we offer you a place, or until you advise us that you no longer require a place and wish them to be removed from the register, or your child has become too old for us to accept (Year 7 onwards from the next pending school year).

3.6 It is parents' responsibility to ensure we always have up to date contact details, especially correct email, and mobile phone numbers, as those are two ways we will contact you with an offer of a school place. Although we do not post place offers it is still important your address with us is accurate and up to date so we can try and place you in the school nearest to your home address.

#### **4. Offer of a place at a Civitas School**

4.1 We have two new cohort intake periods: the start of the new school year each September and the start of the spring term in January. To ensure stability of classes we will not place children in our schools outside of these periods, except in exceptional circumstances as decided by the project director.

4.2 When places at our schools become available (primarily over the summer term) children of the appropriate school year groups (see 2.4) are emailed a provisional offer of a place.

4.3 All place offers are provisional until assessment testing is conducted over the summer/autumn period to assess a child's needs; the assessments are not about passing or failing, but rather they allow us to ensure we can place children in the correct school and can meet their educational needs.

4.4 There are three outcomes from assessment testing: we will confirm your child's original placement offer; we will talk to you about their needing extra help in one of our two 'all support' schools for those requiring the greatest level help; we will withdraw the offer of a place if they are working well in all areas we test at or above their expected age attainment level.

4.5 At the project director's discretion, we may sometimes make an offer of a school place outside of the standard new cohort intake periods (see 4.1); in these cases, in the absence of assessment testing before placement, all such offers should be understood to be one half-term trial periods during which teachers will assess the child's needs and whether Civitas Schools is the right place for them.

4.6 All children's first half-terms with us are treated as trial periods and we reserve the right to withdraw a child from the register, after discussion with parents about the reasons and need to do so.

4.6 If you are invited to an assessment date and do not attend, without informing us in advance, we reserve the right to rescind the provisional offer of a school place and remove the child from our waiting list.

4.7 After admission to one of our schools please see our Parents' Handbook for guidance on your child's schooling with us: our teaching aims; our responsibilities to your child; and our expectations of children and parents.