



ADMISSIONS POLICY

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To be reviewed by June 2027

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 backgrounds. Our limited places are principally intended for children who are working below age-related expectations and who are likely to benefit from our particular form of supplementary teaching.

1.3 Applications and admissions decisions will be considered fairly and without unlawful discrimination. We will make reasonable adjustments for disabled children during the application, assessment, and admission process where it is reasonable for us to do so. Parents should tell us about any disability, special educational need, medical condition, or other relevant support need so that appropriate arrangements can be considered.

1.4 We aim, where reasonably possible, to offer children a place at the Civitas School most convenient for their family. However, places are limited and no applicant has an automatic entitlement to a place or to a particular Civitas School.

1.5 The number of admissions is limited by the places and staffing available. If the number of children applying for a place 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 Personal information provided during the admissions process will be handled in accordance with our Privacy Notice and applicable data-protection law. Information may be shared where necessary to safeguard a child, comply with the law or arrange appropriate provision.

2.2 Parents must complete an online registration form which is available on the Parents' page of our website www.civitaschools.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 can be registered in advance and 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 Parent must tell us if their child receives any other out of school tuition or supplementary educational provision, so we are aware of additional support they are receiving.

3. Waiting list

3.1 Once you have completed the online registration form if there are no spaces currently available at your nearest school (by postcode), 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.

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

3.4 As many of our schools are oversubscribed waiting times for a place vary and may exceed twelve months from application to offer of a place.

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

3.6 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 a disability (this does not affect our duty to consider reasonable adjustments or the support a child may require), 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 often exceeds capacity.

3.7 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 waiting list, or your child has become too old for us to accept (Year 7 onwards from the next pending school year).

3.8 It is parents' responsibility to ensure we always have up to date contact details, especially correct email, and mobile phone numbers, as these are the principal ways we will contact you with an offer of a school place. Although we do not post placement 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.

3.9 We may periodically ask parents to confirm that they still require a place. Where no response is received after reasonable reminders, the application may be removed from the waiting list.

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 at the directors discretion will be exercised fairly and consistently.

4.2 When places at our schools become available (primarily over the course of and by the end of the summer term) children of the appropriate school year groups (see 2.4) and who are at the top of the waiting list (see 3.2) are emailed a provisional offer of a place.

4.3 Provisional offers must be accepted by the deadline stated in the offer email. If no response is received, and reasonable attempts to contact the parent have been unsuccessful, the offer may be withdrawn and made to the next eligible child. The application will be returned to the waiting list for the following year.

4.4 Applications will be removed from the waiting list if two consecutive yearly offers have been ignored or refused.

4.5 Places are normally allocated based on a child's home address. We may offer a place at another reasonably accessible Civitas School where appropriate, but parents are not required to accept an alternative location. Declining an offer will not affect your child's position on the waiting list.

4.6 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 they allow us to ensure we can place children in the correct school and can meet their educational needs. Parents must provide accurate information about any factors that may affect the assessment and any reasonable adjustments their child may require.

4.7 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 of help; or we may withdraw the offer of a place where assessment indicates a child is working at or above age-related expectations in all areas assessed and is therefore unlikely to require or benefit sufficiently from our provision.

4.8 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 a one-half-term trial period during which teachers will assess the child's needs and whether Civitas Schools is the right place for them.

4.9 Every child's first half-term is treated as an initial review period. During that period, we will consider whether we can reasonably meet the child's educational, behavioural, medical, and safeguarding needs and whether the placement is appropriate to the purposes and provision of Civitas Schools. Where significant concerns arise, we will normally discuss them with parents and consider whether reasonable support or adjustments can be made before ending the placement. A placement may be ended where it is not reasonably possible to provide a safe, suitable, or beneficial placement, or in accordance with our Behaviour, Attendance, Safeguarding or Supporting Pupils with Medical Conditions policies.

4.10 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 place the child back on the waiting list or to remove them from it if this is the second consecutive year you have not attended an assessment date.

4.11 Once a place has been confirmed 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.

5. Challenging admission decisions

5.1 A parent who believes that this policy has not been applied correctly may submit a written complaint under the Civitas Schools Complaints Policy. The complaints process will not consider any professional assessment of a child's educational needs or displace another child from the waiting list.