

# Westvale Park Primary Academy

## Admissions Policy 2021/22



<b>Policy Editor</b>	Head of School Susan Kelly	<b>Review Period</b>	Annual
<b>Responsible for review</b>	Local Academy Board	<b>Term Approved</b>	May 2020
<b>Status</b>	Statutory	<b>Term Review Date</b>	<b>May 2021</b>

## Admission arrangements for 2021/22

### Introductory statement

Westvale Park Primary Academy is a brand new, two-form entry primary school and nursery which opened in September 2020. There is a separate nursery admissions policy.

### Admission number

The school has an admission number of 60 for entry in reception.

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

### Application process

If your child was born between **1 September 2016** and **31 August 2017**, they will be due to start school at either an infant or primary school in September 2021.

To apply for a place at Westvale Park Primary Academy you will need to apply through the local authority process for co-ordinating school offers. This means you will need to complete your LA common application form online. Details of Surrey admissions can be found here: <https://www.surreycc.gov.uk/schools-and-learning/schools/admissions>

### 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.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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 children of staff who have been continuously employed for at least 2 years.

4. Priority will next be given to the siblings of pupils attending the school at the time the application is received.

5. Priority will next be given to children living within 1 mile of the school.

6. Other children.

### **Tie-break**

If in categories 2-6 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line

Random allocation undertaken by the local authority or another body unconnected with the school will be used as a tie-break in categories 2-6 above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. The school will admit them all, as permitted by the infant class size rules, and exceed its PAN.

### **Late applications**

All applications received by the school after the deadline will 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.

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

### **Admission 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 school 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 head of school and any supporting evidence provided by the parent.

### **Waiting lists**

The school will operate a waiting list. 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 school and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the Surrey Admission Appeals Code.

### **In-year admissions**

In year applications must be made directly to the school.

### **Notes**

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.

### **Children of staff**

Children of all staff are defined as follows:

All full-time teaching staff

All full-time support staff – defined as those on 37 weeks and above contracts

All part time teaching staff with a 45% and above timetable

All part time support staff who work at least 15 hours per week for 37 weeks or more

The definition does not include contract staff. The definition does not include peripatetic staff.

The continuously employed for two-year qualification period may be waived if a post is hard to fill and has remained vacant for one term or longer (skills shortage). It may also be waived if the school hasn't been open for 2 years at the time of application by a member of the senior leadership team (SLT).

### **Supplementary Information Forms**

Supplementary information forms (SIF) are required to be completed by those who wish to apply under criteria 3, staff of children.

SIFs are available from the school, may be downloaded from the school website, and can also be obtained via the Local Authority. The SIF must be returned to the school by the agreed deadline. This form is in addition to any common application form, or similar information, that is required by the Local Authority.

### **Further Information**

In the first instance please contact the admissions administration team Westvale Park Primary Academy.