

WESTFIELD PRIMARY SCHOOL

# Admissions Policy For 2025-26



engage enrich excel academies

## **ADMISSION ARRANGEMENTS WESTFIELD PRIMARY SCHOOL 2025/26**

This document sets out the admission arrangements for Westfield Primary School for 2025/26.

The Published Admission Number for initial entry to Westfield Primary School in September 2025 is 60.

The primary school has a single intake into Reception.

All children whose date of birth falls between 1 September 2020 and 31 August 2021 will be eligible to apply for a full-time place in Reception at a school for September 2025.

Westfield Primary School participates in the local authority co-ordinated admissions scheme and applications for admission at the normal intake for Reception will be managed in accordance with Surrey's coordinated scheme for primary admission (for details see [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)). Applications for admission to Reception must be made by 15 January 2025.

Children with an education, health and care plan (EHCP) that names the school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with an EHCP that has named the school.

### **1. Over-subscription criteria**

When the school is over-subscribed, applications for entry in 2025/26 will be ranked in the following order

**First criterion: Looked after and previously looked after children.** See section 2 for information relating to looked after and previously looked after children.

**Second criterion: Children of a member of staff.** See section 3 for information relating to children of a member of staff. A supplementary information form (Appendix A) must be completed and returned by the application closing date for all applicants wishing to apply under this criterion.

**Third criterion: Children who will have a sibling at the school.** See section 4 for information relating to siblings.

**Fourth criterion: Any other children.** Remaining places will be offered on the basis of nearness to the school measured in a straight line from the address point of the child's home address, as set by Ordnance Survey to the school's official school entrance in Bonsey Lane (the pedestrian gate that leads to the school office). See section 5 for information on the definition of home address. See section 6 for information on tie breakers.

### **2. Looked after and previously looked after children**

Looked after and previously looked after children will be considered to be:

- children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, e.g., fostered or living in a children's home, at the time an application for a school is made; and

- children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989); and
- Children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion.

### **3. Children of a member of staff**

Priority will be given to a child if their parent is a permanent member of staff at the school and meets either or both of the following circumstances:

- a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

This excludes all temporary or sub-contracted staff.

A person will be considered to be a child's parent for the purpose of this criterion if they are living in the same family unit as the child at the same address and are:

- their mother or father:
- any other person who has parental responsibility, such as an adoptive parent, stepparent, a special guardian or person named in a child arrangements order
- any other person who does not have parental responsibility but otherwise has the care of the child, such as a foster carer.

For applications made as part of a normal intake, the length of employment will be considered as of the closing date for applications. For in year applications and for the purpose of maintaining a waiting list, the length of employment will be considered as of the date the application is received or the date a place becomes available, if a place is considered from the waiting list.

A supplementary information form (Appendix A) must be completed and returned by the application closing date for all applicants wishing to apply under this criterion.

### **4. Siblings**

A sibling will be considered to be a brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-

sister or an adoptive or foster sibling, ordinarily living as part of the same family unit at the same address.

A child will be given sibling priority if they have a sibling on roll at the school concerned and that sibling is still expected to be on roll at that school at the time of the child's admission.

#### 5. Home address

The child's home address excludes any business or childminder's address and must be the child's normal place of residence. It also excludes any relative's address unless the child lives at that address as their normal place of residence.

Where the child is subject to a child arrangement order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time.

For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use.

Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, the school will accept an application from the parent/carer who is registered for child benefit. If neither parent/carer is registered for child benefit the school will accept the application from the parent/carer whose address is registered with the child's current school or nursery.

The school will not generally accept a temporary address if the main carer of the child still possesses or rents a property that has previously been used as a home address, nor will the school accept a temporary address if it believes it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.

All distances will be measured by the computerised Geographical Information System maintained by Surrey's admissions team.

The address to be used for the initial allocation of places to Reception will be the child's address at the closing date for application. Changes of address may be considered in accordance with Surrey's coordinated scheme if there are exceptional reasons behind the change, such as if a family has just moved to the area.

The address to be used for waiting lists, after the initial allocation, will be the child's current address.

Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify Surrey County Council of any change of address.

#### 6. Tie breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year

If within any criterion there are more children than places available, any remaining places will be offered to children who meet the criterion on the basis of proximity of the child's home address to the school, with children living nearest receiving the greater priority.

Distance will be measured in a straight line from the address point of the child's home address, as set by Ordnance Survey, to the school's official school entrance in Bonsey Lane (the pedestrian gate

that leads to the school office). This is calculated using the admissions team's Geographical Information System.

Where two or more children share priority for a place, e.g., where two children live equidistant from a school, the school will use random allocation to determine which child should be given priority.

In the case of multiple births, where children have equal priority for a place, each child will be offered a place.

### **7. Waiting lists**

Waiting lists for each year group will be maintained until the last day of the summer term 2026 when they will be cancelled. Applicants who wish a child to remain on the waiting list for the 2026/27 academic year must complete a Continuing Interest form through Surrey County Council between 1 July and 31 August 2026. Fully completed forms received during July 2026 will be used to reform the waiting list during August 2026.

Applications received between 1 August and 31 August will be added to the waiting list as soon as they have been processed. If a Continuing Interest form is not received by 31 August 2026, the applicant will be required to submit a new in year application.

### **8. In-year admissions**

The following applications will be treated as in-year admissions during 2025/26:

- applications for admission to Reception which are received after 1 September 2025;
- all other applications for admission to Years 1 to 6.

Applications for the school must be made to the local authority on Surrey's common application form.

Where there are more applications than places available, each application will be ranked in accordance with the published oversubscription criteria for the school.

### **9. Starting school**

Applicants can defer their child's entry to Reception until later in the school year, but this will not be agreed beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the academic year for which the offer was made. Applicants may also arrange for their child to start part time until their child reaches statutory school age.

### **10. The admission of children outside of their chronological year group**

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

- Applicants who are applying for their child to have a decelerated entry to school, i.e., to start later than other children in their chronological age group, should initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the headteacher, the governors agree for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort

- Applicants who are applying for their child to have an accelerated entry to school, i.e., to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the headteacher, the governors agree for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

#### **11. Providing false or misleading information**

If an applicant is found to have supplied false or deliberately misleading information or to have withheld any relevant information, the school reserves the right to withdraw any offer of a place, even if the child has already started at the school.

#### **12. Home to school transport**

Surrey County Council has a Home to School Transport policy that sets out the circumstances in which children might qualify for free home to school transport. A full copy of Surrey's Home to School Transport policy is available on Surrey's website at [www.surreycc.gov.uk](http://www.surreycc.gov.uk) or from the Surrey Schools and Childcare Service on 0300 200 1004.

#### **13. Appeals**

In accordance with the 1998 Education Act, parents whose children are refused admission to the school may appeal against the decision. The appeal should be made in writing. Information on the Appeal Procedure together with an Appeal Form is available from either the School's Admissions Officer or by following the link [www.surreycc.gov.uk/appeals](http://www.surreycc.gov.uk/appeals).

Appendix A

**Westfield Primary School**  
Bonsey Lane  
Woking  
Surrey GU22 9PR

**Supplementary Information Form**  
**To be completed for applicants under criterion No.2**  
**(Children of Staff)**

Applications for entry on a staff basis must be supported by submission of this form which may be obtained from the school's Admissions Officer. Once completed it must be returned to the school's Admissions Officer by the closing date to be considered for normal round of admission or as soon as practicable in all other cases.

Name of Child: Surname: .....

Forename(s): .....

Date of Birth: .....

Name of member of Staff: .....

Address: .....  
.....

Telephone number: .....

Email: .....

I am a member of staff in accordance with the school's admissions policy.

\* I have been working at the school for at least two years;

and/or

\* I meet a skills shortage.

\*(delete as applicable)

Signature of Parent..... Date.....