

WESTFIELD PRIMARY SCHOOL

# Admissions Policy For 2021-2022

Version 2

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This Policy was written by K. Hing



engage enrich excel academies

## Westfield Primary School Admissions Policy for 2021-2022

### 1. Admission from 1st September 2021 – 31st August 2022

- 1.1 Westfield Primary School is a large primary school in Woking. The school participates in the Local Authority co-ordinated admissions scheme where an equal preference system operates (for details see [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)). At Westfield Primary the published admission number is 60 at 4yrs+ from Year R – Year 6. (In September 2014, 2015 and 2016 we took a bulge year group with a temporary uplift of the Pupil Admission Number (PAN) to 90 for Year R).
- 1.2 All children applying for a school place in Reception starting in September 2021 who have an Education, Health and Care Plan (EHCP) and name Westfield Primary School in the EHCP, will be admitted to the school. These children will count towards the school's Published Admissions Number.
- 1.3 All children whose date of birth falls between 1 September 2016 and 31 August 2017 will be eligible to apply for a full time place in Reception for September 2021. 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.

### 2. Priority for admission arrangements from 2021 will be as follows:

- (1) Looked After Children and Previously Looked After Children (see Clause 3 below).
- (2) Children of Staff at the school (see Clause 4 below).
- (3) Children who will have a sibling at the school (see Clause 5 below).
- (4) Children for whom the school is the nearest to their home address (see Clause 6 below).
- (5) All other applicants (see Clause 7 below).

### 3. Looked After Children and Previously Looked After Children

- 3.1 Looked after and previously looked after children will be considered to be:
- 3.1.1 children who are registered as being 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(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
- 3.1.2 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).

- 3.2 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

#### **4 Children of Staff at the school**

- 4.1 For admission purposes "Staff at the school" will mean:

- 4.1.1 any employee that has been employed at Westfield Primary School for two or more years at the time at which the application for admission to the school is made. For normal round admissions the date that will be used to assess the length of service will be the closing date for applications in January 2021. For in year applications the date that will initially be used is the date the application is made;

and/or

- 4.1.2 a member of staff recruited to fill a vacant post for which there is demonstrable skill shortage and this has been identified in their letter of appointment.

- 4.2 This excludes all temporary or sub-contracted staff

- 4.3 Any staff application form needs to be submitted together with a completed Supplementary Information Form and any relevant supporting evidence.

#### **5 Siblings**

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

- 5.2 If within this category there are more applicants than places available, any remaining places will be offered to applicants who meet this criterion on the basis of proximity of the child's home address to the school (please see criterion in clause 8 below).

#### **6. Children for whom the school is the nearest to their home address.**

The nearest school within the admission arrangements is defined as the school closest to the home address with a published admission number for pupils of the appropriate age-range, as measured by 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) and which admits local

children. The nearest school may be inside or outside the county boundary. Under this criterion all Surrey Community and Voluntary Controlled schools are considered to admit local children as will most academies and foundation, free, trust and voluntary aided schools.

## **7. Any other applicant**

Remaining places will be offered on the basis of nearness to the school measured in a straight line from the address point of the pupil's home; 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 Admission and Transport team's Geographical Information System.

## **8. Home address**

- 8.1 Within the admission arrangements the child's home address excludes any business or child-minder'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.
- 8.2 Where the child is subject to a child arrangements 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.
- 8.3 In other cases, where the child spends an equal time between their parents/carers, it will be up to the parents/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, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school or nursery
- 8.4 We 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 we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.
- 8.5 All distances will be measured by the computerised Geographical Information System maintained by Surrey's Admissions and Transport team.
- 8.6 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. Parents have a responsibility to notify Surrey County Council of any change of address.

## **9. Tie breaks & Multiple births**

- 9.1 Where two or more children share a priority for a place, e.g. where two children live equidistant from a school, random allocation will be used to determine which child should be given priority.
- 9.2 In the case of multiple births, where children are ranked consecutively in their order of priority for a place, each child will be offered a place.

## **10. Children of UK Service personnel and other Crown Servants**

UK Service personnel or other Crown servants moving into the area will be considered in advance of the move. If the parents know the address at which they will be living at the time of admission, that address will be used should it be necessary to consider the distance from home to school; if they are awaiting accommodation, the unit posting address to which the parent is posted will be used for this purpose.

## **11. Chronological Year Group**

- 11.1 Applicants may choose to seek places outside of their child's chronological 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.
- 11.2 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, 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.
- 11.3 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, should initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the headteacher, 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.
- 11.4 Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide any available evidence 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)

## **12. Waiting Lists**

- 12.1 Children of full-time members of staff who do not initially fulfil the two year requirement will have their position on the waiting list updated according to eligibility on the date in question.
- 12.2 Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria for the school without regard to the date the application was received or when a child's name was added to the waiting list.
- 12.3 Waiting lists for the initial intake will be maintained until the last day of the Autumn term when they will be cancelled.

The New Round Waiting list will be cancelled at the end of December 2021. If parents wish their child to remain on the waiting list after that date they must write to the school requesting to be placed on the waiting list.

After 31 December 2021 , parents whose children are not already on the waiting list but who wish them to be so must apply for in-year admission. Waiting lists for all year groups will be cancelled at the end of each academic year.

## **13. Late applications**

Late applications for the initial intake to Reception will be considered in accordance with Surrey's Primary Coordinated Admissions Scheme.

## **14. Appeals**

In accordance with the 1998 Education Act, parents whose children are refused admission to the school may appeal against the decision of the Board of Directors. The appeal should be made in writing within 21 days of the receipt of the letter of refusal. Information on the Appeal Procedure together with an Appeal Form is available from the School's Admissions Officer.

The completed Appeal Form should be sent to:  
Surrey Schools Appeals Service  
Room 122  
County Hall  
Penrhyn Road  
Kingston upon Thames  
KT1 2DN  
who will arrange an independent Appeal Hearing.

For information about appeals please follow the link below:

[www.surreycc.gov.uk/schoolappeals](http://www.surreycc.gov.uk/schoolappeals)

## **15. In Year Applications**

- 15.1 From 1 September 2021 in-year admissions for Years R - 6 will be administered using the criteria referred to above.
- 15.2 The allocation of any places which may become available during the year will be made by Surrey County Council. A Surrey County Council Application Form should be completed and returned with the relevant evidence required. Where there are more applications than places available, each application will be ranked in accordance with the school's published oversubscription criteria.
- 15.3 There are no deadline dates for in year applications.