West Road Primary Academy

Title of Policy: **Admissions Policy**

Date Reviewed:	Person Responsible:
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The Admissions Authority for Brighter Futures Learning Partnership Schools is Brighter Futures Learning Partnership Trust who has determined all admissions will be co-ordinated through the local authority co-ordinated admissions arrangements. Following due consultation in accordance with the national Schools Admissions Code, Brighter Futures Learning Partnership Trust has agreed the following admissions policy for West Road Primary Academy for the academic year 2025-26.

It should be noted that this policy relates only to the academic year 2025-26. There is no guarantee this policy will not change in future years.

1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and framework Act 1998

If the school becomes an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act

We also comply fully with Doncaster Metropolitan Borough Council's admission policies and procedures,available at School admissions - Doncaster Council

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your local authority (regardless of which local authority the schools are in).

This can be found at School admissions - Doncaster Council

You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.You will receive an offer for a school place directly from your local authority. Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the SchoolAdmissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional D Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 50 pupils for entry in year, e.g. reception/year 6

6.2 Selection and banding (optional)

NIA

6.3 Oversubscription criteria

All children whose statement of special educational needs SEN or education, health and care EHC plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place. In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school
2. The school requires EHCP as supporting evidence if you are making an application on the basis of social or medical need.
3. Priority will next be given to children of staff at the school, in either of the following circumstances:
   a) The member of staff has been employed at the school for two or more years at the time at whichthe application for admission to the school is made, or
   b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skillshortage
4. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants. This process willbe independently verified.

Or,

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on West Road. A child'shome address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be usedto decide between them. This process will be independently verified.

6.4 Children below compulsory school age (optional).

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

6.5 Nursery admissions

Parents can apply for a free place for their 2-year-old child if they are in receipt of one or more benefits. -See 2-year-old Rising 3's- policy.

A child is usually allocated a nursery place (if places are available), to be admitted the term after their third birthday (fifteen hours funded) and are admitted according to DMBC stipulated criteria and date of birth order. Applications are made online at Nursery admissions - Doncaster Council

A child born between:

1 September and 31 December - is eligible from the start of the Spring Term in January
1 January and 31 March - is eligible from the start of the Summer Term in April
1 April and 31 August - is eligible from the start of the Autumn Term in September

If **places are available,** however, and **parents/carers have completed the DMBC online application process,** a child may be admitted on their third birthday to allow for ease of transition and improve school-readiness. This is up to 15 hours (non-funded), to **take up the 15 hour funded place the term after their third birthday. Final decisions around non-funded three-year-old admissions are made by the headteacher and depend upon place availability/capacity.**

A home visit: The purpose of this visit is to introduce the child to their key worker and for us to begin to get to know the parent and child. This process is set in place to facilitate a smooth transition for the child and to ensure that we will be prepared to meet his/her needs. There will be forms to complete and we will need to see the child's birth certificate.

We also offer working parents (depending on eligibility) the option of a 30 hour funded nursery place. Please visit 30 Hours Childcare / Tax-Free Childcare - Information for Professionals - Doncaster Council for more information. Places are allocated according to place availability/capacity and **final decisions about allocation of 30 hour funded places are made by the headteacher.**

Attending West Road Primary Nursery does not guarantee a place in West Road Primary reception classes. Parents must apply to DMBC for a reception place (see above) and places are granted in line with DMBC admissions policies.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following email address:
admin@westrd.doncaster.sch.uk

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address: **admin@westrd.doncaster.sch.uk**

9. Monitoring arrangements

This policy will be reviewed and approved by the Trust every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Trust will publicly consult on these changes.