WESTBROOK PRIMARY SCHOOL

ADMISSION POLICY FOR THE SEPTEMBER 2026-2027 INTAKE

Our Motto: Aim High, Learn Together, Feel Proud!

1 Introduction

Westbrook Primary School is an academy. As such, the Governing Body is the admission authority for the school and has responsibility for determining its admission arrangements every year.

Admission to schools is governed by the School Admissions Code 2014 and the School Admission Appeals Code 2012, which can be accessed online.

The term "parent" includes the natural or adoptive parents of the child, as well as a person who is not the natural or adoptive parent of the child but who has parental responsibility for the child, or care of the child.

2 Aims and Objectives

The Governing Body applies its admission arrangements fairly and equally to all children for whom an application for admission is made, in accordance with admissions law, equality law and all other relevant legislation.

Westbrook Primary School seeks to be an inclusive school, welcoming children of all backgrounds and abilities. A child's level of ability and any special educational or additional needs the child may have will not be a relevant factor as to whether the child is offered a place.

3 Children with a Statement of Special Educational Needs or an Education Health and Care Plan

Children with a statement of special educational needs or an education health and care plan which names Westbrook Primary School are dealt with under separate legislation, and fall outside of the scope of this policy. These children will be admitted to the school without reference to the number of places available or to the oversubscription criteria set out in Annex 1.

4 Nursery

The school has a separate nursery which admits children in the September following their third birthday. Children will attend the nursery for one academic year before reaching the age at which they are entitled to start school.

Although on the same premises as the school, the nursery is separate from the school and children who attend the nursery **do not** receive any higher priority for admission in Reception Year than children who do not attend the nursery.

The number of children that will be admitted to the Nursery each year is **78.**

Where the number of applications nursery places exceeds the number of places available, places will be allocated by applying the oversubscription criteria set out in Annex 1 of this policy.

5 Published Admission Number ("PAN")

The number of children that will be admitted to Reception Year is **90.**

Under the School Admissions (Infant Class Sizes) (England) Regulations 2012, the maximum class size in Reception Year, Year 1 and Year 2 is 30 pupils, subject to limited exceptions set out in those regulations and paragraph 2.15 of the School Admissions Code 2014.

Where the number of applications for a place in Reception Year exceeds the number of places available, places will be allocated by applying the oversubscription criteria set out in Annex 1 of this policy.

6 Age of Entry to Reception Year

Parents of summer born children (born between 1 April and 31 August) may not want their child to start school until the September following their fifth birthday. However, these applications will be considered for Year 1 not Reception. If a parent wants their application to be considered for Reception, they may request that they are admitted outside of their normal age group – to reception rather than year 1.

The request must be made at the same time as making the online application for the child's actual age group and supporting documentation uploaded using the document type – out of cohort. If the request is not made at the same time as the online application, we may not be able to consider this at a later date.

Parents are encouraged to discuss how their child's needs can be met in the Reception class at age 4 with the Headteacher.

Children can access their reception year in any setting that is registered with Ofsted and meets the Early Years Foundation Stage Framework statutory requirements. This can be a childminder, pre-school, Day Nursery, or school reception class.

The admission authority for each school will decide based on the circumstances of the case and in the best interests of the child. The request must set out the reasons why the request is being made and must be accompanied with relevant evidence which may include;

- the parents' views
- recent information about the child's academic, social and emotional development
- recent medical history and the views of a medical professional
- 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, and

The views of the head teacher will be an important part of this consideration. We will also gather information from any professionals involved with the child e.g. nursery education provider, educational psychologists, to consider whether any of the following apply;

- whether the child shows significant delay in intellectual development/education skills, across all subject area, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable
- whether the child's physical maturity places them in a position of being developmentally different from their peer group
- whether the child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group

The application will be processed and a school place will be secured. This place can later be withdrawn if the request for delayed admission is approved. If it is agreed that the child can delay entry, a new application will need to be made for the following September and this will be considered along with all the applicants for admission in that year. It is not possible to reserve a place for the following year. Therefore, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. The decision will be reviewed once the child has started school at intervals agreed by the family and the school.

If the request is not agreed, parents must decide whether to accept the place offered in the child's normal age group or refuse it and make an in-year application for the September following the child's 5th birthday.

Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right does not apply if the child is offered a place at the school but it is not in the preferred age group.

7 Deferred Admissions

Parents can choose to defer their child's start for a term or two (until they are of compulsory school age.) Applications must be made online as usual by the closing date. Once a school place has been allocated, parents will need to write to the Headteacher to arrange the deferred admission.

The table below shows you the options available

Children with their fifth birthday between 1 September and 31 December (autumn born)	Compulsory school age from the following January: A school place will be available from September but can be deferred until January – the school place will be held once parents have agreed this with the school.
Children with their fifth birthday between 1 January and 31 March (spring born)	Compulsory school age from the following April: A school place will be available from the September before this but can be deferred until January or April — the school place will be held once parents have agreed this with the school.
Children with their fifth birthday between 1 April and 31 August (summer born)	Compulsory school age from the following September (which is then year 1 not reception): A school place will be available from the September before this but can be deferred until January or April — the school place will be held once parents have agreed this with the school.

The child must take up the school place that has been allocated within this year group. If they do not take up the place, they will need to reapply again and the child will be allocated a place in Year 1 (not Reception.)

8 Part-Time admissions

Reception class places are allocated as full time from the September after the child's fourth birthday. However, they can choose to send their child to school on a part time basis. This may be preferable to deferring the child's entry until later in the school year as this will give them the opportunity to settle in gradually and start to make friends at the same time as other children in the class. Parents will need to discuss this with the Headteacher so that the child's experiences, readiness for school and individual needs can be understood and the Headteacher can plan how they can fit part-time admission into the organisation of the school.

Applications must be online as usual by the closing date.

9 Application for Admission Outside Normal Age Group

It is usual practice for children to be educated in school year groups as determined by their date of birth, however there is no statutory barrier to children being admitted outside their normal age group. Parents/carers do not have the right to insist that their child is admitted to a particular age group but may make a request for this to happen.

Before making your request, you are encouraged to discuss this with the class teacher and the Headteacher of your current school.

You must make a separate written request at the same time as making your online application for your child's actual age group. You can upload supporting documentation if you wish to do so.

The admission authority for each school will decide based on the circumstances of your case and in the best interests of your child. Your request must set out the reasons why you are making the request and any relevant evidence you want us to consider which may include:

- the parents' views
- recent information about your child's academic, social and emotional development
- recent medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group

The views of the Headteacher will be an important part of this consideration. We may also gather information from any professionals involved with your child to consider whether any of the following apply:

- Whether your child shows significant delay in intellectual development/education skills, across all subject areas, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable.
- Whether your child's physical maturity places them in a position of being developmentally different from their peer group.

Whether your child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group

10 Oversubscription Criteria

Where the number of applications for admission to Nursery, Reception Year or Years 1 to 6 exceeds the places available, the school will apply the oversubscription criteria set out in Annex 1 of this policy.

11 Home Address

The address used in an application must be that where an adult or adults with legal responsibility for the child live, as described in the admissions policy. However, we may not use this if we consider it to be an address of convenience.

All school admission applications are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks may be made using council systems, agencies, fraud departments, other education settings, or other resources available to us. Applicants may also be asked to provide additional evidence to support their application.

We will not accept possible future addresses as a basis for allocating school places. If you move after submitting your application you must inform the School Admissions Team within two weeks of your move so that your application is considered using the correct address for school admission purposes.

It is for the home Local Authority to determine if, on the balance of probability, the address given on an application is a child's normal place of residence or is considered to be an address of convenience. Some examples of circumstances which may be considered an address of convenience are:

- using the address of a relative, friend, childminder or business
- using the address of a parent with whom the child spends the minority of the week * see shared or joint residence
- purchasing a new property or renting accommodation and using this address in order to gain a school place, whilst continuing to own or rent an alternative property
- owning a property which is or has previously been used as your home address and applying from another address in order to gain a school place, but still retaining ownership of the initial property
- use of a local address whilst the child lives overseas * see applications from abroad

In making a decision, the following factors will be taken into account alongside any evidence seen during the address checking process:

- the preference schools and if they are oversubscribed
- if the address being used gains an advantage in the admissions process the distance of the properties to the preference schools
- the length of time the arrangement has been in place
- current education providers and services working with the family
- any state benefits in payment

If an address of convenience is found to have been used, the home Local Authority will determine the address to be used based on the evidence found in their investigations. Where this address or preference schools fall within another Local Authority, they may be consulted in the decision.

If a fraudulent address or address of convenience is found to have been used after the allocation of places, any offer made will also be withdrawn, and this may be the case even if your child has started at the school.

If you are not registered to pay council tax, either because you are not liable or have recently moved, you will be asked to provide:

- A mortgage statement/tenancy agreement (and two of the following)
- Recent utility bill – gas/electricity/water/ TV licence
- Credit card statement
- Driving licence
- Entitlement to benefits letter e.g. Child Benefit (pages 1&2)/Child tax credit/Housing benefit/Income support/ Jobseekers allowance
- Inland Revenue document
- Pay slip/P45/P60 (not more than 1 of these)
- Car/House Insurance certificate
- NHS medical card/GP registration
- Electoral register
- A letter confirming placement at your address from Social Services/National Asylum Support Service/United Kingdom Border Agency/Housing Department.

Any proof of address provided must show the full name and match the details provided at the time of application.

Any supporting information not in the English language must be accompanied by a certified translation.

If we are not satisfied with the documentation provided, we reserve the right to ask for additional evidence of the address used for your application.

12 Joint/Shared residency

The Local Authority will only accept one application per child and only one offer of a school place will be made.

We ask that parents work together to agree on the address to be used and the school preferences to be applied for. Any disagreements should be resolved before submitting an application. If parents are unable to reach an amicable agreement, then both parents should seek their own legal advice or recourse through the Family Courts. The Local Authority will not mediate between parents.

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. The declaration (including the addresses of both parents) must be submitted at the time of making the original application.

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 and the residence is split equally by the closing date for applications, Hounslow will consider the address of the parent who is in receipt of Child Benefit or if Child Benefit is not being received, the address at which the child is registered with a doctor (GP.) You must send us a copy of your latest benefit entitlement notice or your child's medical card. We may also ask for further evidence if required.

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. It is for the home Local Authority to determine the address to be used for the allocation of a school place.

13 Measuring Distance

The Westbrook School Governing Body has a policy to use the LA's measuring system.

In order to be fair to all applicants, Hounslow has a standard method of measuring the home to school distance. For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body or Academy Trust) has a policy to use the LA's measuring system, the walking route is measured by using a geographical information system.

It starts from a "seed point" which is a point of measurement in the footprint of the home address. The seed point is provided by the Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority or from the National Land Property Gazetteer (NLPG) for addresses outside our borough.

From the seed point, the route firstly connects to the nearest node of the digitised network. It will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system. The digitised network is constructed from road data supplied by Ordnance Survey called OS Mastermap Highways Network. OS Mastermap Highways Network has been accurately digitised to measure along the centre of the road. The LA has no control over how OS digitises the road and footpath network.

The network starts from the seed point in the property provided as the child's address and continues by the walking route to the nearest of the school gates which is used by pupils to enter the school grounds. Where there are multiple applications with equal distances, the LA's database will randomly order these.

The walking route is established using an algorithm within the software used by the LA. This programme integrates with the LA's database (Synergy/School Admissions Management) which is supplied by Access UK Ltd www.theaccessgroup.com

Other measuring systems may give a different measurement, but the Local Authority cannot take a measurement from another measuring system.

14 Tie Breaker

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the LA's database will randomly order these.

15 Twins and Children of Multiple Births

Where one twin or one child of a multiple birth achieves a place in the normal way, but there are no further places left for their twin or siblings of a multiple birth, places will nevertheless be offered to the child's twin or sibling.

In Reception Year, Year 1 and Year 2, the twin or siblings of a multiple birth who are admitted over the PAN will be regarded as "excepted pupils" and will not count towards the class size for the purpose of calculating whether the statutory maximum infant class size has been exceeded.

16 Children of UK Armed Forces Personnel or Crown Servants

Where an application for admission is made for a child of a parent who is in the UK Armed Forces who has been posted to live in area of the school, or for a child of a parent who is a Crown servant returning to live from overseas who will be living in the area of the school, the application will be considered as if the child is already living at the family's new address.

In order for this exception to apply, the application for admission must be accompanied by an official letter which confirms the relocation date and a unit postal address or quartering area address for the family.

This exception is aimed at removing disadvantages suffered by the children of UK Armed Forces personnel and Crown servants. It does not, however, give such children any priority over other children, and the oversubscription criteria in Annex 1 will be applied in the usual way.

17 Applying for Admission

London Borough of Hounslow coordinates the admission of all children to Reception Year for all schools and academies in its area. A copy of the local authority's prospectus for all schools and academies in its area can be found on their website, together with the common application form which must be completed and submitted online in accordance with the published timetable.

Parents have a right to express their preference for a particular school or academy, but this will not guarantee a place at that school or academy.

18 Applications for Admission In-Year or to Other Years

Applications for admission during the course of the academic year, or to year groups other than to Reception Year, should be made to the LA. Applications should be submitted via their online in-year portal. Parents can also contact the school office and ask for the school's Admission Manager who will be able to provide further information and help with this process.

19 Admission Appeal

Where an application for admission is unsuccessful, parents have a statutory right of appeal against the refusal of a place. This appeal must be made in writing to the School. Full details of how to lodge an appeal, including the deadline for submitting the appeal and the grounds upon which an appeal can be lodged, will be included in the letter notifying parents of the refusal.

20 Waiting Lists

Local Authority Reception Applications - Hounslow keeps a waiting list for each school which is oversubscribed. To ensure that Hounslow meets its duty to continue to coordinate admissions beyond the offer date and comply with the parents' highest possible preference, Hounslow will ensure that waiting lists do not contain lower ranked preferences.

Waiting lists for Hounslow Community Schools will include those who have moved to the area and were unable to make an 'on time' application. Waiting lists are held in the order of oversubscription criteria, not in order of when an application is received. This means a child's position can move down as well as up following the addition of any applications that may have a higher priority.

The waiting lists will be in operation until 31 August 2026. Hounslow will contact parents/carers in August 2026 to advise that they will need to complete an in-year application to continue on the waiting list from 1 September 2026.

21 Monitoring and Review

The school's admission arrangements will be reviewed and formally determined by the Governing Body every year.

Where the Governing Body wishes to make any amendments to the school's admission arrangements, these will be subject to full consultation with interested parties, as set out in the School Admissions Code 2014.

Where no amendments have been made to the school's admission arrangements, the Governing Body will nevertheless consult upon the admission arrangements every seven years.

Date lasted consulted upon: **December 2024**

Date of determination by the Governing Body: **March 2025**

ANNEX 1 - OVERSUBSCRIPTION CRITERIA

When the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs/Education, Health and Care Plan where the school is named in the Statement/Plan, priority for admission will be given to those children who meet the criteria set out below:

1. Looked After and Previously Looked After Children

A Looked after child (as defined in the Children Act 1989) or a child who was previously looked after and has left care under a Child arrangements order, special guardianship order or who was adopted.

A looked after child, as defined by Section 22(1) of the Children Act 1989, is a child who is (a) in the care of a local authority, or (b) being provided accommodation by a local authority in the exercise of their social services functions for England and Wales. Priority is also given under this criterion for looked after children who ceased to be so because they:

I. Were adopted under Section 46 of the Adoption and Children Act 2002
II. Became subject to a child arrangements order under Section 8 of the Children Act 1989, as amended by s12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22nd April 2014 is deemed to be a child arrangements order, which settles the arrangements to be made as to the person with whom the child is to live.
III. Became subject to a special guardianship order under Section 14A of the Children Act 1989, which is an order appointing one or more individuals to be a child's special guardian(s).

Please note that adopted children must be looked after by an English or Welsh Local Authority.

Places will be allocated under this criterion when places are first offered.

2. Children with an Exceptional Medical or Social Need

Children with an exceptional medical or social need, or with a parent with an exceptional medical or social need, which requires them to attend Westbrook Primary School only, rather than any other school, will be allocated places in this category with reference to the proximity of their home address to the school, with those living closer receiving higher priority.

In order to be included under this category, a completed, signed and stamped Oversubscription Category 2 Form – Report from G.P., Hospital Consultant or Social Worker form (available for download on the school's website or from the school's office) must be submitted at the same time as the application. A parent must complete Part 1 of the form, and a medical professional or social worker must complete Part 2 of the form, which must be signed, dated and stamped by that medical professional or social worker.

Applications under this category will be considered by the Governing Body who will ensure that the decisions they make under this category are consistent and fair. Where the application does

not succeed under this category, the application will be placed into the next category which applies to be considered with all other children falling within that category.

Failure to submit a satisfactorily completed Oversubscription Category 2 Form – Report from G.P., Hospital Consultant or Social Worker form at the same time as the common application form will result in the application being placed into the next category which applies to the child, rather than this category.

3. Children with a Sibling at Westbrook Primary School

Children with a sibling who will be a pupil at Westbrook Primary School at the time of the applicant child's admission in September will be allocated places in this category with reference to the proximity of their home address to the school, with those living closer receiving higher priority.

A "sibling" includes a natural or adopted brother or sister sharing one or both parents, a step brother or sister who each have a parent married to the other, a foster brother or sister in the care of the child's parents, and a child of their parent's partner. In all cases, the sibling must live with the child to whom the application relates at the same address and be brought up as siblings. For the avoidance of doubt, children of extended family members (for example, cousins) living at the same address will not be regarded as a "sibling" under this category.

4. Children of Members of Staff

Children of members of staff who have been employed by Westbrook Primary School for two or more years at the date of the application for admission or, if employed by Westbrook Primary School for less than two years, were recruited to fill a vacant post for which there was a demonstrable skill shortage, will be allocated places in this category with reference to the proximity of their home address to the school, with those living closer receiving higher priority.

5. Distance

Where there are more applications that meet this criterion than there are places in the school, priority will be given to those children who live nearest the school, with the distance from home to school being measured using a computerised mapping system.