

WESTBROOK PRIMARY SCHOOL

ADMISSION POLICY FOR THE SEPTEMBER 2020-2021 INTAKE

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

1 Introduction

- 1.1 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.
- 1.2 Admission to schools is governed by the School Admissions Code 2014 and the School Admission Appeals Code 2012, which can be accessed online.
- 1.3 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

- 2.1 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.
- 2.2 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 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

- 3.1 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

- 4.1 The school has a separate nursery which admits children in the September following their third birthday. Children will attend the nursery for one year academic year before reaching the age at which they are entitled to start school.
- 4.2 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.

- 4.3 The number of children that will be admitted to the Nursery each year is **78**.
- 4.4 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”)

- 5.1 The number of children that will be admitted to Reception Year is **90**.
- 5.2 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.
- 5.3 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

- 6.1 Children are entitled to a full-time place at school in the September following their fourth birthday. Children do not, however, reach compulsory school age until the first of three prescribed dates following their fifth birthday (See table below).

7 Parental Options

- 7.1 Parents can opt for their child to defer starting school, attend school part-time or a combination of both, depending upon the date on which their child was born during the academic year. A summary of these options is set out in the table below:

Child’s Date of Birth	Date Child will Reach Compulsory School Age	Parents’ Options	Place Retained?
1 September to 31 December	31 December	Defer starting school until up to 1 January	Yes
		Attend school part-time until up to 1 January	Yes
1 January to 31 March	31 March	Defer starting school until up to 1 April	Yes
		Attend school part-time until up to 1 April	Yes
		Defer starting school for an agreed period and then attend school part-	Yes

		time until up to 1 April	
1 April to 31 August	31 August	Defer starting school until up to 1 April	Yes
		Attend school part-time until up to 1 September	Yes
		Defer starting school for an agreed period up to 1 April and then attend school part-time until up to 1 September	Yes
		Delay starting school until 1 September and re-apply for admission to Year 1 with normal age group	No
		Delay starting school until 1 September and immediately apply for admission outside normal age group to Reception Year one year late, then re-apply for admission to Reception Year if agreed	No

8 Deferred Entry to Reception Year and Attending Part-Time

- 8.1 Parents who have achieved a place in Reception Year for their child following their fourth birthday are entitled to decide that their child will not start school until they reach compulsory school age.
- 8.2 Parents cannot, however, defer their child taking up their place beyond 1 April even if their child has not reached compulsory school age by that date. Parents of children born after 31 March can, however, decide to refuse their child's place and delay them starting school for one year (see below).
- 8.2 Parents may also decide that their child will attend school part-time until their child reaches compulsory school age. This right can be combined with the right to defer starting school, which means that a child can attend part-time until they reach compulsory school age, and then full-time after that.
- 8.3 In the case of deferred or part-time entry, the place achieved for the child will be held for them until they start school full-time.

9 Delayed Entry for an Whole Year (Summer Born Children Only)

- 9.1 Parents of children who are born between 1 April and 31 August (known as "summer born children") may decide that do not want their child to start school to start school until the academic year after they are entitled to a place. This will, however, result in any place that the child achieved in Reception Year with their normal age group being lost.
- 9.2 Parents who decide to exercise this option will need to decide if they want their child to be

admitted to Year 1, with their normal age group, or Reception Year, a year below their normal age group, the following year. In both cases, a new application for admission will need to be made for entry the following year, which will be considered with all other applications received that year.

- 9.3 Parents should understand that there is no guarantee that a place will be available in Year 1 the following year – in fact this is very unlikely. They will also need to take into account that their child will have missed a whole year of school and may therefore be behind other children in their normal age group.
- 9.4 Parents who want their child to be admitted to Reception Year, one year below their normal age group, will need to make an application to the Governing Body for admission outside normal age group in accordance with the procedure below. This application should be submitted as soon as possible (i.e. at the time that an application for admission with normal age group would be submitted) so keep as many options open as possible.

10 Application for Admission Outside Normal Age Group

- 10.1 Parents who want their child to be admitted to a year other than with their child's normal age group must apply to the Governing Body for their child to be admitted to a year outside of their normal age group, usually one year above or one year below.
- 10.2 Applications may be made for a number of reasons, for example where the child is considered to be gifted or talented and the child's parents want their child to be admitted to the year above, or where the child has experienced problems such as ill health or family issues and the parents want their child to be admitted to the year below. A request may also be made for a summer born child to be admitted to Reception Year rather than Year 1, following a decision to delay entry to school for a whole year.
- 10.3 Parents must complete an Application for Admission of a Child Outside Normal Age Group (available for download from the school's website and from the school's office) and submit it to the school for consideration by the Governing Body, together with supporting evidence from a G.P., hospital consultant, social worker or other professional, where appropriate.
- 10.4 Applications should be submitted to the Governing Body as early as possible. In the case of summer born children, the application should be submitted at the same time as an application for admission into Reception Year with the child's normal age group, so that all options remain open in the event that the application is not successful.
- 10.5 Determination of applications for admission outside normal age group is **at the sole discretion of the Governing Body**, and there is no statutory right of appeal against the application being refused. Parents may, however, submit a complaint under the school's Complaints Policy if they wish.
- 10.6 The Governing Body will consider **the circumstances of each case** and make a decision **in the best interests of the child**. The Governing Body will take into account:
- The parents' views;
 - The Headteacher's view;

- Information about the child's academic, social and emotional development;
- Where relevant, the child's medical history and the views of the child's medical professionals;
- Whether the child has previously been educated outside of their normal age group;
- Whether the child would have naturally have fallen into a lower age group were it not for having been born prematurely;

This is a non-exhaustive list, and there may be other factors that the Governing Body will consider. Parents should take these factors into account when completing their application.

- 10.7 Where the Governing Body agrees the application, it will write to the parents to confirm their decision. The application for admission into that year group will then be considered alongside all other applications, applying the oversubscription criteria as necessary. There is therefore no guarantee that a place will be achieved in the desired year group.
- 10.8 Where the application was for a summer born child to be admitted to Reception Year one year late, the parents should re-apply for admission at the appropriate time in the usual way, attaching the letter from the Governing Body. The application will then be considered alongside all other applications, applying the oversubscription criteria as necessary. There is therefore no guarantee that a place will be achieved in Reception Year.
- 10.9 Where the Governing Body refuses the application, it will write to the parents confirming the refusal, clearly setting out its reasons.
- 10.10 Children will not receive any higher or lower priority as a result of making an application for admission outside normal age group.

11 Oversubscription Criteria

- 11.1 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.

12 Child's Home Address

- 12.1 A child's home address will be taken to be the address at which the child lives and sleeps for 51% or more of the child's time from Monday to Friday at the date of the application. It will usually be the address used for claiming Child Benefit for the child or, if ineligible for Child Benefit, the address at which the child is registered with a G.P.
- 12.2 The Governing Body reserves the right to ask parents to provide documentary evidence where an issue has arisen in relation to the child's home address.
- 12.3 Applications cannot be made for children living overseas, even if it is intended that they will be living in the area of the school at the time of admission. The application can only be made once the child is living at an address in the United Kingdom.

13 Measuring Distance

- 13.1 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) has a policy to use the LA's measuring system, the route from home to school has been measured using the **"shortest designated route"** .

It starts from a point of measurement in the **"foot print"** or **"seed point"** of the home address. The foot print or "seed point" is provided by Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority.

From the "foot print" or "seed point" the route firstly connects to the nearest point of the digitised network namely the road on which the house is situated. 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 the Integrated Transport Network (ITN). The Integrated Transport Network has been accurately digitised to measure along the centre of road.

The network starts from a point in the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number.

The shortest designated route is established using an algorithm within the bespoke software used by the LA. This software is called RouteFinder and is produced by Higher Mapping Solutions (www.highermappingsolutions.com). This programme integrates with the LA's database (ONE) which is supplied by Capita Children's Services (www.capita-cs.co.uk).

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

Guidance Notes

The "shortest designated route" is not necessarily a driving route because it may use in whole or in part a non-driveable route (e.g. footpaths). The "shortest designated route" is also not necessarily a walking route for example, where roads are used, the measurement is along the centre of the road not along the edge (pavement or equivalent) of the road.

14 Tie Breaker

- 14.1 Where two applications cannot otherwise be separated because the distance from the children's respective home addresses and the school are equal, places will be allocated by the drawing of lots in the presence of an independent witness.

15 Twins and Children of Multiple Births

- 15.2 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.
- 15.3 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

- 16.1 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.
- 16.2 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.
- 16.3 This exception is aimed at removing disadvantage 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

- 17.1 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.
- 17.2 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

- 18.1 Applications for admission during the course of the academic year, or to year groups other than to Reception Year, should be made directly to the school. Parents should contact the school office and ask for the school's Admission Manager who will be able to provide further information and an application form.

19 Admission Appeal

- 19.1 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

- 20.1 The school will maintain a waiting list until at least 31 December in the year of admission for children who did not achieve a place.
- 20.2 Children on waiting lists are ranked strictly in accordance with the oversubscription criteria set out in Annex 1, and not by reference to the date on which the application for admission was received. This means that the child's place on the waiting list may go down as further applications are received.
- 20.3 Parents should notify the school if they do not want their child to be included on the waiting list, for example if they have achieved a place for their child elsewhere.

21 Monitoring and Review

- 21.1 The school's admission arrangements will be reviewed and formally determined by the Governing Body every year.
- 21.2 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.
- 21.3 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 last consulted upon:	9th November 2015
Date of determination by the Governing Body:	18th January 2016
Reviewed:	3rd October 2016
Reviewed:	2nd October 2017
Reviewed:	5th November 2018

ANNEX 1 - OVERSUBSCRIPTION CRITERIA

Where the number of applications for places exceeds the number of places available, the Governing Body will allocate places in the following order of priority:

1. Looked After and Previously Looked After Children

Looked after and previously looked after children 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.

Looked after children are children who are a) in the care of the local authority, or b) being provided with accommodation by a local authority in the exercise of its social services functions.

Previously looked after children are children who were looked after children but ceased to be so because they were adopted, made subject to a child arrangements order or made subject to a special guardianship order immediately following being looked after.

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 whose 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 being 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. Children living Within the Priority Admission Area

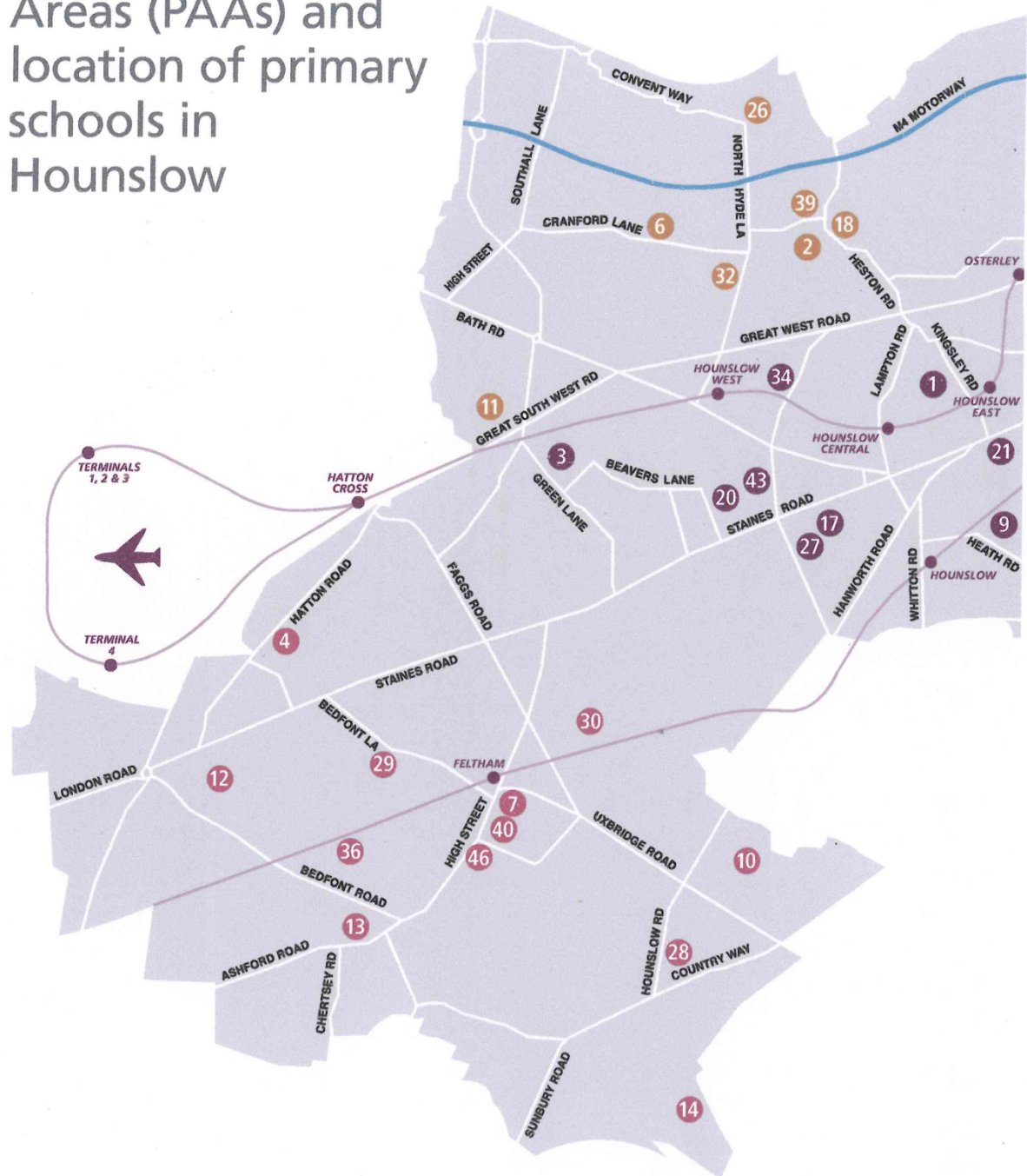
Children living within the Priority Admission Area as defined by London Borough of Hounslow and set out in Annex 2 of this policy will be allocated places in this category with reference to the proximity of their home address to the school, with those living closer receiving higher priority. From September 2017 The LA will be using different software to measure distances. The School will adopt the same distances/areas as the LA.

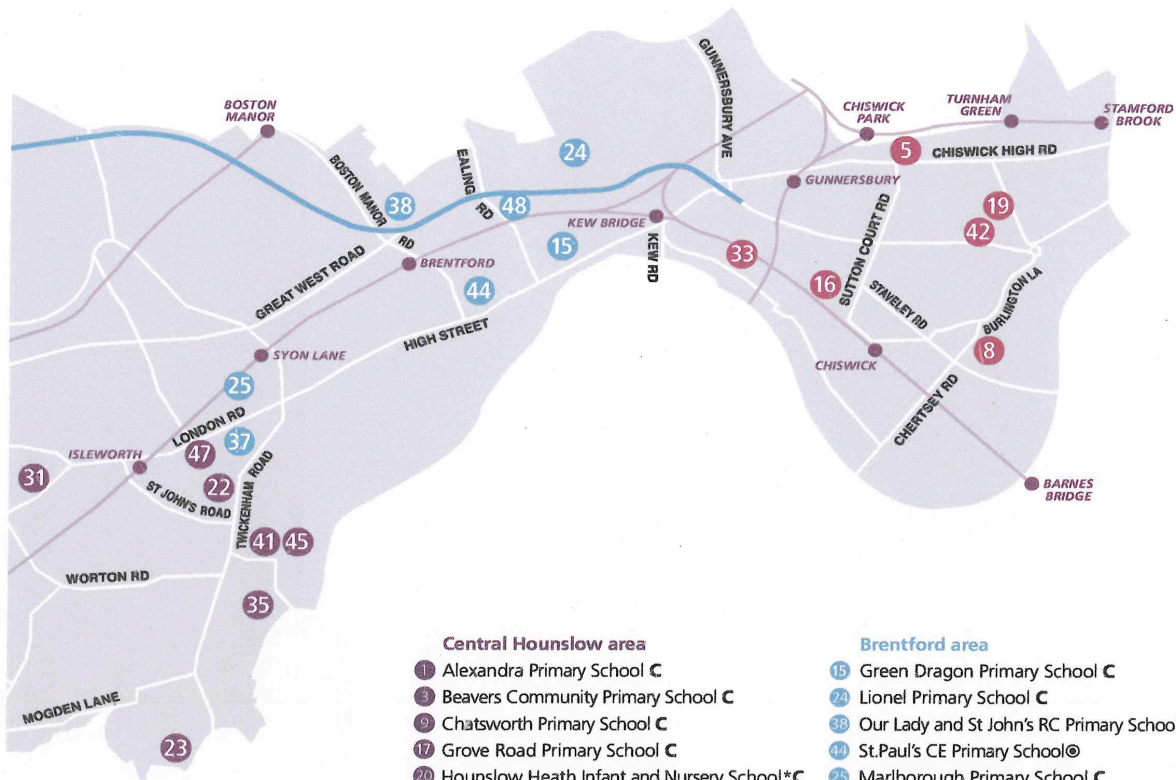
6. All Other Children:

Children who do not fall within any of the categories set out above 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.

ANNEX 2 - PRIORITY ADMISSION AREA MAP

Priority Admission Areas (PAAs) and location of primary schools in Hounslow





Feltham and Hanworth area

- 4 Bedfont Primary School C
- 12 Fairholme Primary School C
- 7 Cardinal Road Infant and Nursery School*C
- 7 Victoria Junior School*C
- 13 Feltham Hill Infant and Nursery School*C
- 13 Oak Hill Academy West London* ⬠
- 40 St Lawrence RC Primary School⊙
- 29 Southville Infant and Nursery School*C
- 29 Southville Junior School*C
- 30 Sparrow Farm Infant and Nursery School*C
- 30 Sparrow Farm Junior School*C
- 36 Edward Pauling Primary School C
- 10 Crane Park Primary School C
- 14 St Richard's Church of England Primary School⊙
- 28 Oriel Academy West London ⬠
- 46 Reach Academy ⬠

Central Hounslow area

- 1 Alexandra Primary School C
- 3 Beavers Community Primary School C
- 9 Chatsworth Primary School C
- 17 Grove Road Primary School C
- 20 Hounslow Heath Infant and Nursery School*C
- 20 Hounslow Heath Junior School*C
- 21 Hounslow Town Primary School C
- 27 Orchard Primary School C
- 43 St Michael and St Martin RC Primary School⊙
- 31 Spring Grove Primary School C
- 34 Wellington Primary School C
- 45 The Blue School CE Primary⊙
- 29 Isleworth Town Primary School C
- 23 Ivybridge Primary School C
- 41 St Mary's RC Primary School⊙
- 35 Worples Primary School C
- 47 Nishkam School West London⊙

Heston and Cranford area

- 11 Cranford Primary School C
- 2 Westbrook Primary School ⬠
- 6 Berkeley Primary School C
- 18 Heston Primary School C
- 26 Norwood Green Infant and Nursery School*C
- 26 Norwood Green Junior School* ⬠
- 32 Springwell Infant and Nursery*C
- 32 Springwell Junior School*C
- 39 The Rosary RC Primary School⊙

Brentford area

- 15 Green Dragon Primary School C
- 24 Lionel Primary School C
- 38 Our Lady and St John's RC Primary School⊙
- 44 St.Paul's CE Primary School⊙
- 25 Marlborough Primary School C
- 37 The Smallberry Green Primary School C
- 48 Floreat Brentford Primary School F

Chiswick area

- 5 Belmont Primary School C
- 8 Cavendish Primary School C
- 16 Grove Park Primary School C
- 19 The William Hogarth Primary School C
- 42 St Mary's RC Primary School⊙
- 33 Strand-on-the-Green Infant and Nursery School*C
- 33 Strand-on-the-Green Junior School*C

- * Separate junior and infant schools
- ⊙ Faith schools
- ⬠ Academy
- C Community School
- F Free School