



**Westlea Primary School**  
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## **Admission Arrangements 2021-22**

Westlea Primary School is an Academy which means the Governors of the School are responsible for the admissions policy and arrangements. The school converted from Community to Academy status on 1<sup>st</sup> November 2013. The school agrees to comply with the requirements of the School Admissions and Appeals Codes and to Swindon Borough Council's co-ordinated scheme and Fair Access Protocols.

We view each child as an individual, with individual personal, academic and life skill needs. Our aim is to provide for these needs within a rich, physical and personal environment and through the provision of a motivating and stimulating curriculum. Through new experiences that will enrich their lives and characters, they will be able to continually improve on their personal best and to achieve more than they ever thought possible. In a caring atmosphere where there is openness, respect, trust, good relationships and concern for each individual, we will endeavour to ensure that every child leaves this school feeling valued, valuable and well prepared for the life that awaits them.

Pupils will normally be admitted at age 4 in the September of the school year in which they reach their fifth birthday. Parents have the right to defer their child's start date at school until the term after their child's 5<sup>th</sup> birthday. Parents can request that their child takes up a part-time place until the child reaches statutory school age.

A child must legally be in full-time education in the term following their 5<sup>th</sup> birthday.

### **Admissions Procedure**

Any application for admission to Westlea Primary School for Reception for September 2021 must be made through their home Local Authority and in accordance with the home Local Authority's co-ordinated scheme. All instructions and deadlines in the scheme should be adhered to by applicants. Late applications are dealt with in accordance to the scheme procedures

Full details of the scheme can be found on their website at <http://www.swindon.gov.uk>. In brief the scheme is outlined below:

- Swindon Borough Council now offer an online application only. Parents can express a preference for up to 3 schools.
- The closing date for all applications for the September 2021 intake is 15<sup>th</sup> January 2021. All applications must be submitted by this date.
- Offers will be made to parents by Swindon Borough Council on 16<sup>th</sup> April 2021
- Parents/carers must accept or refuse the offer of a school place by 30<sup>th</sup> April 2021.

During the 2021/2022 academic year, applications for in-year transfers must be made to Swindon Borough Council in the first instance.

## **Published Admission Number**

The published admission number for Reception in **September 2021 will be 30.**

***In September/October 2020, the school applied for an 'in year variation' to drop the PAN from 45 to 30 and this was approved in December 2020.***

***The current Y2 cohort has been capped at 30.***

In addition, Westlea Primary school has a special resource provision place funded for 8 but capacity for up to 10 children who have physical disability. Children require an Education, Health, Care Plan to be admitted to the SRP. This document does not apply to those wishing to be admitted into the unit.

## **Oversubscription criteria**

When applications for admissions exceed the number of places available in any year group, the following oversubscription criteria will be applied in the order set out below, to decide which students to admit:

*A child who has a statement of special educational needs or Education, Health and Care Plan (EHCP) is required to be admitted to the school named on the child's statement.*

1. A looked after child or previously looked after child.  
Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order (see below)
2. Any child who has a sibling attending the preferred school at the same time as he or she is due to be admitted;
3. Any child living within the catchment area for Westlea Primary School
4. Any child not living in catchment area for Westlea Primary School.

### Decider

In all cases where the school is oversubscribed, the schools distance will be determined from the applicant's home address to the school on the following basis –

The distance between the applicant's home and school is taken as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school with those living closest to school receiving higher priority.

In the case of multiple births the Governing body may decide to admit all children.

## **Definition and details**

### Catchment Area

A catchment area is a geographical zone served by a school. The address that determines a child's catchment area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s). A map of the catchment area for Westlea Primary School is available for inspection at the school and is also attached below as Appendix 1.

Priority is given to those living in the catchment closest to the school. Distance is measured as stated above (see Decider). (If there is a joint address please see the Home address section below to determine which address will be used.)

### Looked After Child

A 'Looked After Child' is a child who is:

- (a) in the care of a local authority, or
- (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to a school.

This also applies to a 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. If children have ever been Looked After or Adopted or subject to a residency or special guardianship order evidence would need to be provided and the LA reserve the right to ask the parent to provide this.

A 'previously looked after child' is a child who:

- (a) ceased to be looked after because they were adopted (under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).
- (b) became subject to a child arrangements order (defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014) or
- (c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian (or special guardians)).

### Sibling

A sibling is defined as a child attending the preferred school at the same time as he or she is due to be admitted, who is a:

- brother or sister
- half brother or sister
- adopted brother or sister
- step brother or sister, or
- the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Where the sibling of the child making the application is under assessment for a Statement of Special Educational Needs or Education Health and Care Plan, then they will be counted as a sibling from the time that the school is named on the final plan.

### Applications outside the normal age of admissions

Parents of gifted or talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside of their normal age group. Westlea Primary School will make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group of the school.

Evidence will be required in these circumstances from a Senior Medical Consultant, Educational Psychologist and/or other relevant professionals. Westlea Primary School will carefully consider applications for children outside the normal age group, but for all year groups the decision will be made between the parents and the school based on the individual circumstances of each case.

In the instance that the child has not started school (or is not statutory school age), or it is before the child needs to apply for a school place, there is discretion to decide whether the child would need to be put back an academic year on the circumstances outlined above. Evidence may be required in these circumstances from a Senior Medical Consultant and/or Educational

Psychologist. This discretion would only be used in exceptional circumstances where it would have to be proved that it was in the child's interest to be put back an academic year. This may have already been picked up by the Special Educational Needs Assessment Team (SENAT) through the Early Years Panel.

### Summer born children

A parent of a child born between 1st April and 31st August defined as "summer born" may request for the child to be admitted to a year group later than that of their natural cohort. The admission authority will take into consideration the individual circumstances of the case to determine whether the request can be granted. This may include but not be limited to include whether they were born prematurely, whether delayed social, emotional or physical development is adversely affecting their readiness for school, the possible impact of attending a year group which is not their natural cohort.

Evidence will be required to be able to assess the individual case from a Senior Medical Consultant, Educational Psychologist and/or other relevant professionals.

Where the request is granted, a place will not be allocated prior to the normal admissions round for the year of entry and the parent will be required to reapply during the admissions round in order to ensure that they are fairly considered against the admission criteria for the schools they wish to apply for.

Where a parent of a summer born child wishes to admit their child into a year group lower than that of their natural cohort, they should contact the Local Authority and schools concerned as soon as possible.

### Home address

The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. More than one address as the child's home address will not be accepted. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, Westlea Primary School will consider the home address to be with the parent with primary day to day care and control of the child.

In reaching this decision, evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. If the Child Benefit letter is not available, a copy of the most recent bank statement where the Child Benefit is credited may be taken as residency, or the address stated on the NHS Medical Card of the child. Any other evidence provided by parents will also be considered by the Admissions Manager in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement but where they do not, the LA will determine the home address.

### Late applications

The closing date for applications for the September 2021 intake is 15<sup>th</sup> January 2021. Applications can be submitted after this date but they will be considered as late for the purposes of the coordinated scheme. This means they will be considered after all the on time applications. The LA and will endeavour to deal with late applications before the offer date, but it may not be possible to do this in every circumstance.

### Multiple births

The school will endeavour to place siblings born at the same time (e.g. twins, triplets etc.) at the same school. If necessary the school will admit over its PAN to accommodate such children. In the

case of Infant Class Sizes (Reception, Year 1 and Year 2) class sizes must not contain more than 30 pupils with a single school teacher, however, additional children may only be admitted in limited exceptional circumstances, and in accordance with the School Admissions Code, twins and children from multiple births are classed as 'excepted pupils' to this legislation. Therefore, if one child of a multiple birth is offered the last available space at the school (according to the PAN), then offers will be made to all the children of that particular multiple birth. Those children would remain an exception to infant class size for the entire time they are in an infant class or until the class numbers fall back to the current infant class size limit.

### Parent/carer

This is defined as a person with parental responsibility (PR) or legal residency of the child. This could include a person who is not a parent but who has a Court Order giving parental responsibility to them.

### **Waiting lists**

If your child is refused a place at Westlea Primary School, he or she will be automatically placed on the school's waiting list for the academic year for which the refusal relates. Names can only be removed from the list if a parent has requested, or if a place has been offered. Placing a child's name on a waiting list does not affect the parent/carer's right of appeal against an unsuccessful application.

Waiting lists are held according to the oversubscription criteria and no preference is given to the amount of time spent on the list. Your child could move up or down the list as a result as places are offered or other children join the list. Westlea Primary School will keep a waiting list for each year group for one academic year. Should a parent wish to stay on a waiting list for further years a new in-year application must be made.

### **Appeals procedure**

Any child who is refused a place at the school has the right to appeal against this decision to an independent panel within 20 days of the date of the refusal letter. Parents will need to complete an appeal form which is available from the school or Swindon Borough Council and this should be submitted to the Clerk of the independent appeals panel. Please contact the school or Swindon Borough Council for further information.

### **Fair Access Protocol**

Westlea Primary School recognises the Local Authority's Fair Access Protocols and will adhere to these in line with the School Admission Code

# Appendix 1 – Catchment area

