

**SWALE ACADEMIES TRUST**  
**WESTLANDS PRIMARY SCHOOL**

**ADMISSIONS POLICY**  
**September 2020 Admission**

Westlands Primary School became part of the Westlands/Woodgrove Federation on 1<sup>st</sup> July 2010 and, on 1<sup>st</sup> September 2010, became an academy as part of Swale Academies Trust.

The following arrangements with respect to the admission of pupils to the school will be adopted.

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Parents may also request that their child attends part-time until the child reaches compulsory school age.

**Admission to the September Year R entry**

Numbers admitted – the Planned Admissions Number (PAN) for Year R is 90.

Where applications for admission exceed the number of places available the following criteria will be applied, in the order set out below, to decide which children to admit.

- 1. Children in Local Authority Care or Previously in Local Authority Care** – a ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. 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).
- 2. Sibling/Current Family Association**  
A brother or sister attending Westlands Primary School when the child starts; in this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. The sibling link is maintained as long as the family live at the same address as when the first child applied, or has moved closer to the school than when the first child was offered a place, or has moved to an address that is less than 2 miles from the school using the distance measured by the method outlined in the distance/nearness of children’s home to school criterion.
- 3. Medical/Health and Special Access Reasons**  
Medical, health, social and special access reasons will be applied in accordance with the school’s legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend Westlands Primary School. Equally this priority will apply to children whose parents’/guardians’ physical or mental health or social needs means that they have a demonstrable and significant need to attend Westlands Primary School. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and Westlands Primary School.

4. **Distance/Nearness of Children's Home to School** - we use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody.

A block of flats has a single address point of reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and in all other ways have equal eligibility for the last available space at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

### **Child's Home Address**

A child's home address is considered to be a residential property that is the child's only or main residence (not an address at which the child may sometimes stay or sleep) and which is either owned by the child's parent, parents, or guardian or leased or rented to them under a least or written rental agreement. Where partners live apart but share responsibility for the child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of week days.

Where applications are received after the deadline set by Kent County Council an Enquiry List will be maintained. Priority of admission will be determined by the above criteria. In the event of a "tie breaker" situation the nearness of an applicant's home to school will be the decider. In the event that more than one applicant has the same distance from home to school (as measured by the Local Authority), and then a random selection will be applied.

### **Appeals**

Parents have the right to appeal against any refusal to admit their child. Appeals should be directed to an Appeals Committee established within the terms of the Education Act 1996. Details of the appeals procedure can be obtained from the Admissions Department at Westlands Primary School. The Appeals Committee will notify the Appellant of the outcome:

- 1) Appeals must be lodged in line with the LA date, except where the initial application was a late application, in which case the appeal must be lodged within 21 days of the allocation decision being sent to the parents.
- 2) The School will acknowledge an appeal within seven working days of it being lodged.
- 3) Appeals relating to other admissions can be made at any time.

### **Right to Withdraw a Place**

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- 1) When a parent has failed to respond to an offer within a reasonable time; or
- 2) When a parent has failed to notify the school of important changes to the application information; or
- 3) The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

### **Waiting Lists**

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until 31 July 2019, will be operated using the same admissions criteria listed above. Place a child's name on the waiting list does not guarantee that a place will become available. It is possible that when a child is directed under the Local Authority's fair access protocol they will take precedence over those children already on the list.

### **In-Year (Casual) Admissions**

Requests for applications for a place at the school in-year must initially be made in writing. A Local Authority application form can be collected from the school and returned when completed. The Headteacher will offer a place, if one is available and their child meets the criteria for admission. If a place is not offered, parents will be offered the opportunity of placing their child's name on a waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Adopted by Directors 2 April 2014/V02