

# Admissions Policy

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## ***Annual Review***

## Mission Statement

Westminster school is an established happy, vibrant school where children, staff and parents feel valued and work together as partners. The whole school community staff, parents and governors are proud of the Christian values which underpin the inclusive ethos that is contributing so positively to community cohesion in the school. These values of hope, peace, friendship, justice and service are central to all we do and contribute to pupil's social, emotional and moral development.

Children are at the centre of all we do and we have high aspirations for all our pupils whatever their backgrounds or starting points. We work tirelessly and holistically to improve outcomes for every child and ensure that they are well prepared for their next stage of education. We aim to help nurture children into becoming independent, resilient, reflective, and considerate life-long learners who will have the skills to adapt to an ever changing world. We value the vital partnerships of our families and community in helping achieve this. Indeed, we have a whole team of dedicated professionals with the specific remit of engaging with, and supporting, our parents and families.

Whenever anyone joins Westminster, they are welcomed into our family with respect and love, enjoying the sense of community that this cultivates. We all see ourselves as lifelong learners and we are constantly self-reflecting and developing ourselves in order to achieve excellence. You could call this a 'growth mind-set'- a fundamental belief that our potential has no limits. With this commitment and belief, we make an awesome team.

## Admissions

Westminster is a 3 form entry Church of England Primary Academy with a Nursery. As an Academy, the Governing Body are the Admissions Authority and follow the School Admission Code. As a Church School, the Governors expect parents choosing the school to allow their children to be fully involved in the religious life of the school. The nursery admits 30 pupils per session and school has a designated 90 places per year group.

Children with a statement of Special Educational Need, where this school is named on the statement, have a statutory right to be admitted to the school without reference to the oversubscription criteria below.

Where the number of preferences for the school exceeds the number of places available, priority will be given to children in the following categories:

1. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order.
2. Children who have **exceptional** social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter **must** explain why the school is the only suitable school to meet the child's needs and why no other school could provide the

appropriate support for the child.

3. Sisters and brothers of children living at the same address who are at present on roll at the school and will still be attending the school at the time of admission (see Note 2).
4. Children of parents who are members\* of the Church of England or other Christian denominations for whom the preferred school is the nearest Church of England school to the home address (see \* below).
5. Other children.

*\* For admission under criterion 4, parents will be asked to demonstrate membership of the appropriate Christian denomination by submitting with their application, a letter from their minister or other church leader confirming the parents' regular and frequent attendance at church.*

### **Notes and Definitions**

Christian Church means a church that is affiliated to the Council of Churches together in Britain and Ireland or one which is in full sympathy with its Trinitarian Creed.

Siblings are brothers or sisters of statutory school age at the time of admission, including step brothers and sisters, adopted children and foster children, who live at the same address or children living in the same family home.

The family home is defined as being the home where the child resides regularly on weekdays.

### **Admission to Reception**

Although statutory school age is the beginning of the term following the child's fifth birthday, parents do have a right to defer the start date or to take the place on a part-time basis, until the child reaches statutory school age.

Children will be admitted in to Reception in the September after their 4<sup>th</sup> birthday.

### **Appeals**

Parents/guardians of children who are not offered a place have the right to appeal. Parents should contact the school office in writing in the first instance, within 14 days of receipt of the refusal letter. They should also contact the Local Authority who co-ordinate appeals for the school.

### **Waiting List**

In addition to the right of appeal, unsuccessful applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the over subscription criteria set out above. This will remain in place throughout the academic year and parents will be invited to re-apply at the start of each academic year. All admissions, including in-year applications, are co-ordinated by the Local Authority.

### **In-year applications**

These are co-ordinated by the Local Authority, but parents wishing to apply for a place in-year should contact the school.

**For clarification, Governors repeat that attendance at Nursery does not guarantee a place in reception and therefore a separate application for admission to nursery must be made using the Local Authority's Common Preference Form.**

### **Nursery Admissions**

In accordance with The Education Act 2002, The Governing Body of a voluntary aided school is responsible for taking decisions about admissions to nursery classes. Paragraph 7.17

The Governors will apply the admission criteria in this policy.

The nursery admits 30 pupils per session.

- Names may be placed on any nursery waiting lists from birth onwards.
- A child will be admitted to nursery following his/her third birthday. Where the number of applicants for places exceeds the number of places available, the criteria for admission to school will be applied.
- Children will be offered a part time place in the nursery class. However, full time places are available for an additional cost when there are places available.
- Parents must complete the Local Authority Common Preference Form for application for a place in Reception.
- Unless an agreement has been reached with the Principal, failure to take up an offered place at nursery within 2 weeks of the allocated date, will result in the place being withdrawn.

Admission to nursery does not guarantee a place in the main school.

We are offering 30 hour free nursery places for families who qualify.

Application for admission to reception requires completion of the Local Authority's Common Preference Form.

### **Children Missing Education**

### ***Adding pupils to the admission register***

When schools add a pupil to their admission register, they must also add the expected start date. If the pupil subsequently does not arrive as expected “the school should consider notifying the local authority at the earliest opportunity to prevent the child from going missing from education”.

Apart from pupils who join the school at the “start of the school’s youngest year”, schools are required to notify the local authority “within five days when a pupil’s name is added to the admission register and provide all the information held within the admission register about the pupil”.

### ***Informing the local authority when a pupil leaves***

When a pupil’s name is deleted from the admission register (under one of the 15 reasons), the school must inform the local authority and supply the following information:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of the parent with whom the pupil lives;
- if applicable, the full name and address of the parent with whom the pupil is going to live, and the date the pupil is expected to start living there;
- the name of pupil’s destination school and the pupil’s expected start date there, if applicable; and the grounds under which the pupil’s name is to be deleted from the admission register

### ***When a pupil leaves the school, the admission register must also record:***

- the name of the pupil’s new school; and
- the expected start date at the new school
- Where information is missing

Schools should highlight to the local authority where they have been unable to obtain the necessary information from the parent, for example in cases where the child’s destination school or address is unknown.

### ***When a vulnerable pupil is missing education***

Schools should also consider whether it is appropriate to highlight any contextual information a vulnerable child who is missing education, such as any safeguarding concerns.