

WESTBRIDGE ACADEMY

Admissions Arrangements for Entry in 2021 – 2022

This document sets out the admission arrangements for Westbridge Academy for entry in 2021 – 2022.

The Published Admission Number (PAN) for the Academy for Reception Year Admissions in September 2021 is 30.

CHILDREN WITH AN EDUCATION HEALTH AND CARE PLAN

There are separate statutory procedures in place which govern the admission of children with special educational needs (“SEN”) for whom an education health and care plan (“EHC plan”) has been issued by their Local Authority. This means that the parents of children who have an EHC plan should not apply for admission of their child to the Academy under this Admission Policy. If parents have a preference for the Academy to be named as the provider in their child’s EHC plan, the Local Authority needs to be made aware of this so that they can consider whether the Academy is suitable in consultation with the child’s parents and the Academy.

Where a child’s EHC plan names the Academy as the provider, the child will be admitted to the Academy even if this will result in the published admission number (“PAN”) for that year group, or the statutory maximum infant class size, being exceeded. Where admission is to Reception Year in September (i.e. in the normal admission round), the number of places available within the PAN for other children will be reduced.

Where application for admission exceeds the number of places available the following criteria will be applied in the order set out below.

OVERSUBSCRIPTION CRITERIA

In the event of oversubscription, children will be admitted to the academy in the following order of priority:

- (i) Children looked after and those who ceased to be children looked after because they were adopted, or because they became subject to a residence order or a special guardianship order (note 1);
- (ii) Children with a professionally supported exceptional medical need or exceptional social need for a place at a particular school, as decided by the school governing body (note 2);
- (iii) Siblings of children on the roll of Westbridge Academy on the date of admission (Note 3);
- (iv) Children in order of straight line distance from home to school as measured by Wandsworth Council’s Geographical Information System. (Note 4)

If there are more applications than places within any category, applications will be considered in order of straight line distance from home to school as measured by Wandsworth Council's Geographical Information System (Note 4)

It is important that all information presented on the application form is correct and verifiable. STEP Academy Trust reserves the right to withdraw an offer of a place if it has been made on the basis of misleading or false information presented on the application form.

Notes:

1. *Looked after and previously looked after children will be allocated places in this category by reference to the proximity of the child's home address (as defined by this policy) to the Academy, with those living nearer receiving higher priority.*

A "looked after child" is a child in public care at the date on which the application is made. A "previously looked after child" is a child who was in public care, but ceased to be so because they were adopted or became subject to a Child Arrangements Order, Residence Order or Special Guardianship Order immediately after being in public care, as well as those children who appear to STEP Academy Trust/Local Authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

To be included in this category, the application for admission must be supported by the relevant Local Authority's Children's Services Department. In the case of a previously looked after child, a copy of the adoption or special guardianship order must also accompany the application for admission where a child falls under this criteria because they are subject to such an order. For a child who appears to STEP Academy Trust/Local Authority to have been in state care outside of England and ceased to be in state care as a result of being adopted, parents should provide evidence to support their application under this criteria.

Failure to provide the above noted evidence will result in the child being placed into the next category that applies.

1. *Applications made on exceptional medical grounds must be supported by a current letter from a specialist health professional. Applications made on exceptional social grounds must be supported by a current letter from a social worker or other care professional working with the family. The letters must give reasons why the child's condition or circumstances make it necessary for the child to attend the school applied for, and the difficulties that would be caused if the child had to attend an alternative school. If this information is not provided by the application closing date, the application will not be considered under this criterion. The governing body may request professional advice, from within or outside Wandsworth Council, before reaching a decision.*

2. *A sibling is a full brother or sister, a step/half brother or sister living at the same address, a child who is living as part of the family by reason of a court order, or a child who has been placed with foster carers as a result of being looked after by a local authority.*

3. *The straight-line measurement used to prioritise applicants for admission to schools in Wandsworth commences in all cases at the location of the property determined by the National Land Planning Gazetteer and terminates at the central point of the school site as determined by*

Wandsworth Council's Geographical Information System. Measurements by alternative systems and/or to other points will not be taken into account in any circumstances. Where applicants have identical distance measurements, priority amongst them will be determined at random.

4. The permanent address of the parent/guardian with whom the child is living on the closing date for applications will be used for this purpose. A childminder's address will not be accepted. A parent/carer may be asked to provide evidence to verify an address. The council should be informed of any change of address as soon as it becomes effective.

5. There is no automatic right of transfer from the nursery class to the infant reception class within the same primary school. If there are more applications than places available, priority will be based on the above criteria alone.

CHILDREN OF UK SERVICE PERSONNEL AND CROWN SERVANTS

The Academy will accept applications and allocate a place for the admission of the children of UK Armed Forces Personnel with a confirmed posting in the area of the Academy, or the children of Crown Servants returning from overseas to live in the area of the Academy, in advance of them arriving. These children do not have to be living at the stated home address at the application deadline, as all other children do.

The application for admission must be supported by an official letter declaring the relocation date. The Academy will use the address at which the child will live when applying our oversubscription criteria, as long as parents provide some evidence of their intended address. We will use a Unit or quartering address as the child's home address when considering the application against the oversubscription criteria, where a parent requests this

ADDITIONAL INFORMATION

Method of Application for Reception

Westbridge Academy will be participating in coordinated admission arrangements administered by Wandsworth Borough Council. Parents/carers must apply on Common Application Form of the local authority where they live. This can be completed online: www.wandsworth.gov.uk/admissions or on a paper form available from their local council's School Admissions Team. The closing date for reception class applications will be on or around 15th January 2021. Notification letters will be sent out on or around 16th April 2021. Applications received after the set closing date will be accepted but will not normally be considered for a place at the school until after the initial offer date.

Priority may be given to placements made through the Local Authority Fair Access Protocol.

Date of Admission/Deferred Entry

Children will normally be admitted to the reception year in the September following their fourth birthday. In line with the Admissions Code, parents have the right to request to defer their child's entry to the reception year until later in the school year or that their child takes up the place part-time until the child reaches compulsory school age. Parents considering deferred admission should contact the school to discuss the suitability for their child.

Waiting List

Unsuccessful applicants (including any applications received after the closing date) will be included on the school's waiting list ranked in order of priority under the published oversubscription criteria, without regard to the date that the application was received. Please note a child's position on the waiting list can go down as well as up. For example, if a new application is received or if a child on the list moves nearer to the school, the waiting list may need to be revised. The offer of a place does not depend on the length of time your child's name has been on the waiting list.

Appeals

Applicants who are not offered a place at Westbridge will be given a right of appeal, in accordance with the School Admissions Appeal Code (DfE, 1st February 2012).

Clerks Associates UK manage the appeals process on behalf of STEP Academy Trust. Parents/carers may find out general information about the appeals process from their website (www.clerksassociates.co.uk).

Outcome letters will provide details of how to lodge an appeal for Westbridge along with advice on the relevant timescales and deadlines.

In Year Admissions

For in year admissions, parents/carers must apply to the school on the Wandsworth In Year Common Application Form. Applications will be considered in accordance with above oversubscription criteria.

In the event that it is not possible to offer a place the waiting list and appeals procedures described above will apply.