

West Hill Primary School Admissions Statement



Approved by:

Date:

Last reviewed on: September 2023

**Next review due
by:** September 2024

West Hill Primary School is a Community School and therefore Wandsworth Council is the admission authority. Children are admitted in the following priority order:

Places will first be offered to children with an Education Health and Care Plan which names the school or for whom the school is being consulted with by the responsible Local Authority. These children will be included in the overall admission number of the school. In the event of oversubscription, the remaining places will then be allocated in the following order of priority as follows:

1. 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, child arrangements order or a special guardianship order. This includes those children who appear to the Local Authority to have been in state care outside of England and ceased to be in state care as a result of being adopted (note 1).
2. Children with a professionally supported, exceptional medical or social need for a place at a particular school, as decided by the Director of Children's Services (note 2);
3. Children with brothers and sisters on the roll of the school on the date of admission living up to a distance of 800 metres from the school. Children with a brother or sister at the school on the date of admission living over 800 metres away will also receive priority under this criterion where the family have not moved since the last sibling was offered a place.
4. Children of staff employed directly at the school (see note 5)
5. Other children in order of straight line distance from home to school, and 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).

In Year Admission Arrangements

Application for in-year admission must be made to Wandsworth Council on the Council's In-Year Common Application Form. Applications will be considered in accordance with the above criteria. In the event that it is not possible to offer a place the waiting list and appeals procedure will apply.

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 can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another

child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the Reception Year. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

Children will not normally be admitted to Reception prior to the September following their fourth birthday.

Method of Application for Reception

Parents/carers must apply on the Common Application Form of the local authority where they live. This can be completed online via <https://www.wandsworth.gov.uk/schools-and-admissions/admissions/primary-school-admissions/apply-for-a-primary-school-place/> or on a paper form available from the school or their local council's School Admissions Team. The closing date for Reception class applications will be 15 January 2024. Notification letters/emails will be sent out on 16 April 2024. 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.

Twins and Children of Multiple Birth

Twins, children of multiple birth and children born in the same academic year will be considered individually alongside all other applicants. Every effort will be made to accommodate all children within the same school even if this means that the PAN will be exceeded.

Children with an Education Health and Care Plan

Children with an Education Health and Care plan (EHCP) are considered for places separately outside of the mainstream admissions process. Places will be first allocated to children with an EHCP which names the school or for whom the school is being consulted with by the responsible Local Authority. These children will be included in the overall admission number of the school. If, following consultation, the place is not required at the school, it will be offered from the school's waiting list.

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

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Further information will be provided in the notification letter. The Council will publish an appeals timetable annually on its website showing the relevant deadlines.

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 can defer their child's entry to the reception year until later in the year, where they have been offered a place at school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the reception year. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

Children will not normally be admitted to reception prior to the September following their fourth birthday.

Delayed Admission of Summer Born Children to Reception to the following September

Children will normally be admitted to the reception year in the September following their fourth birthday and the vast majority of pupils are educated within their normal chronological age group. However, if there are exceptional reasons, parents can request that the child is admitted outside his/her age group. Such requests would normally apply to children that are summer born and there are significant reasons that would benefit the child's academic, social and emotional development by starting Reception a year later.

The Council recommends that parents considering delaying entry to Reception to the following September discuss this with their preferred schools before making a formal request. The school may wish to discuss how your child's could be met within their actual age group and the impact of being educated with children of a different age group.

If, following this discussion, parents wish to proceed with the request they should apply for a school place in your child's actual age group by the closing date of 15 January 2024 and include a written request with the application. The Council will then write to you to confirm the request has been received and that your current application has been cancelled.

It will be necessary to reapply for a Reception place in the following year. There can be no guarantee that there will be a place available at the school as this will depend upon the number of applications and pattern of admissions in that year. If the preferred school(s) are oversubscribed, the application will be considered in accordance with the schools' admission criteria. It is not possible to reserve a place for the following year.

Please see <http://www.wandsworth.gov.uk/admissions> for further information.

Admission of children outside their normal age group to other year groups

Any request for admission outside of the child's chronological year of entry will be considered in accordance with paragraphs 2.17-2.17B of the Wandsworth Admissions Code.

The Council, as the admission authority for Wandsworth community schools, will consider requests on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The headteacher's views will also be taken into account. Each case should be supported by a letter from a professional (e.g. GP, Hospital Consultant, Social Worker) that provides the reasons for admission outside of the chronological year group. If the request is approved, the application will then be considered in accordance with the school's oversubscription criteria in the event of oversubscription.

Parents have a statutory right to appeal against the refusal of a place at the school but this right does not apply if they are offered a place at the school but it is not in their preferred age group.

Children will not normally be admitted to Reception prior to the September following their fourth birthday.

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 the 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.

Fair Access Protocol

Wandsworth community schools participate in the local authority's In Year Admission Fair Access Protocol to allocate places exceptionally to vulnerable and other children in accordance with the School Admission Code 2014. Where required, the admission of such pupils under the protocol takes precedence over pupils on a school's waiting list and may require the school to admit above the planned admission number for the relevant year group.

Notes:

- 1. A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A residence order is*

defined by section 8 of the Children Act 1989. A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. A special guardianship order is defined by section 14A of the Children Act 1989. Priority under this criterion will also be given to those children who appear to the Local Authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. Documentary evidence will be required in all circumstances.

2. 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 Director of Children's Services may request professional advice, from within or outside Wandsworth Council, before reaching a decision
3. 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.
4. The straight-line measurement used to prioritise applicants for admission to schools in Wandsworth commences in all cases at the location of the property 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.
5. Priority to children of staff will be given only where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. The member of staff must be employed on at least a 0.6 full time equivalent (FTE) basis and employed directly at the school (rather than through an agency or third party organisation). Priority of admission will only be given for the community school at which the member of staff is working. The number of places offered under this criterion will be limited to a maximum of one place per Form of Entry (FE) at each school.
6. 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 and this must be the address where the family normally lives. Parents are not permitted to use a temporary address to secure a school place for the child. A business address, a childminder's address, or any address including a family member's address other than the child's permanent home will not be accepted. Proof of address will be sought and if there is any doubt about the validity of the address given it may be the subject of further investigation. Please see the 'Choose a Wandsworth Primary School' admissions brochure for further information.

7. *Where a child lives with parents with shared custody/responsibility, the address where the child spends the majority of the week should be used by parents for the school application. If there is a genuine 50/50 shared arrangement in place, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. In cases where an agreement cannot be reached between the parents and Child Benefit is claimed, the address that is registered for this claim will be used. Additional proof may be requested, eg court order or a solicitor's letter to confirm the arrangements.*
8. *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 that places available, priority will be based on the above criteria alone.*

Nursery classes in community and foundation schools.

Children are admitted in the following priority order:

1. Children looked after, or who have an allocated social worker who has provided written support of the application or children who are the subject of adoption and special guardianship orders who were previously looked after by the Local Authority.
2. Children who are recommended for a place at that school following an action plan agreed by a multi-disciplinary group (for example Team Around the Child, TAC).
3. Children with brothers and sisters on the roll of the school on the date of admission living up to a distance of 800 metres from the school. Children with a brother or sister at the school on the date of admission living over 800 metres away will also receive priority under this criterion where the family have not moved since the last sibling was offered a place.
4. Children who live nearest to the school by a straight line between your home and the centre of the school site calculated by Wandsworth Council's Geographical Information System.

The Director of Children's Services for community schools or the governing body for foundation schools can give higher priority where a parent or carer provides professionally supported evidence at the time of application that a child has an acute medical or personal need for a place at a particular school.

For more information you can visit the government website at:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

You can find more information about applying for a Nursery place at:

<https://thrive.wandsworth.gov.uk/kb5/wandsworth/fsd/family.page?familychannel=3-2>