



Inspire, Create, Achieve

Admissions Policy

Review November 2023

Admissions Policy

The governing body of Westfield School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

Aims and objectives

We are an inclusive school that welcomes children from all backgrounds and abilities.

All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school. All children will be given equal access.

How parents can apply for their child to be admitted to our school

As our school is a community school, the school determines the admission arrangements in agreement with the Local Authority (LA). The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA or by clicking [here](#).

The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. If the school receives applications in excess of its published admission number (PAN), admission criteria are used to determine which children are offered spaces. These can be found in the Local Authority's Admission Prospectus, [Apply for a school place 2023-2024](#)

Application forms can be obtained from the Education Department of the LA and should be completed by the date stipulated on the forms. Applications can also be made online [here](#). The school notifies parents about the school place as soon as all the applications have been considered.

Children reach compulsory school age at the start of the term following their fifth birthday. However, all children can start school full time in the September following their fifth birthday. At Westfield we advocate starting full time in September but there are flexible options for parents who do not feel their child is ready for full time attendance. Children may attend part time until they reach compulsory school age or you can defer entry until later in the school year but not beyond compulsory school age.

In-Year Admissions

An in-year admission is the admission of a pupil to a school which takes place outside of the normal entry times. Parents can ask to change schools at any time. If there is a space available in the year group applied for the child will normally be admitted. If there are not enough places available for the number of children applying, the admission criteria will be used to determine which children are offered spaces. If no spaces are available the School Admission team at the LA will allocate a school place.

Admission appeals

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase beyond optimal levels.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999.)

The Published Admission Number

Westfield has a PAN of thirty children. If the school receives more than thirty applications, admission criteria are used to decide which children will be offered places. At Westfield we follow the guidance on admission criteria published by the LA.

Review

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.