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WEST TOWN LANE ACADEMY

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WHERE LEARNING IS AN ADVENTURE

ADMISSION ARRANGEMENTS POLICY 2027 2028

CHILDREN'S RIGHTS AND RESPONSIBILITIES:

Article 28 – All children and young people have a right to primary education, which should be free. Young people should be encouraged to reach the highest level of education they are capable of.

Article 29 – Education should develop each child's personality to the full. It should encourage children to respect their parents, and their own and other cultures.

RATIONALE:

West Town Lane Academy is its' own admissions authority for nursery and in-year admissions, however we will follow the guidance and procedures as set out by Bristol City Council who will retain a coordinating role for all admissions into Reception. Our planned admission number is 90. This policy sets out the criteria for admissions should the school be over subscribed.

PURPOSES:

• To ensure there is clarity to admissions arrangements. •
To provide families with clear guidance on how children are admitted into our Academy.
• To be fair and transparent.

GUIDELINES:

• Applications to the nursery class should be made directly to the Academy office using the relevant paperwork. Information is available on the website regarding the relevant dates for each academic year.

• Applications for places in the reception classes at the Academy will be made in accordance with Bristol City Council's (BCC) coordinated admission arrangements.

• The Academy will use the timetable specified by BCC each year and published annually to parents & carers for admissions of pupils to primary schools. Please see;
https://parent.bristol.gov.uk/web/portal/pages/parents/admissions

• WTL Academy is a non selective school for local children. If the Academy is over subscribed, priority will be given to students in the order set out below:

Registered Address:
West Town Lane Academy
Brislington, Bristol, BS4 5DT

1. Children defined as in care, or immediately after being in care became subject to an adoption order, child arrangement order or special guardianship order.

2. Children who have a sibling of statutory school age already attending the school and will still be on roll on the date of admission.

3. Those children living closest to WTL Academy as measured in a direct line from the home address to the Academy. Home to school distance will be measured in a direct line from a point on the home address as held by the Local Authority to a central point within the main school building using a computerised mapping system ('home' is defined as where the child spends the majority of their time and is living with the person who has parental responsibility).

4. NURSERY ONLY- Children who have a parent/ carer working at the school (staff must have worked at the Academy for at least a 12 month period to be eligible).

Children with Special Educational Needs follow the transfer arrangements set out in the SEN Code of Practice and associated separate regulations. Other children without a Statement of SEN or an EHCP will be subject to the general admission arrangements.

NURSERY ADMISSIONS:

Children must be three years old by 31st August prior to the start of the academic year to be eligible for Nursery

Children who are offered a place in our Academy will be notified directly through the Academy. Families will then be notified of the visiting dates and induction process into the school through the Academy directly.

RECEPTION ADMISSIONS:

Children who are offered a place in our Academy will be notified in accordance with Bristol City Council's (BCC) coordinated admission arrangements. Families will then be notified of the visiting dates and induction process into the school through the Academy directly.

MID-YEAR ADMISSIONS:

The Academy will coordinate admissions mid-year, and will make admissions decisions based on the above criteria following the School Admission Code 2015. Children and families will be invited to visit the school and discuss arrangements with the Office staff. Children and families will then meet their new class Teacher and discuss any important information. Information from previous schools will be requested at the earliest convenience. Children will then start full time at an agreed date, unless otherwise organised through liaison with the SENCO or Head Teacher. Staff visits to children's previous settings may be organised in exceptional circumstances.

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OTHER INFORMATION:

• Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest, the available place(s) will be allocated by drawing lots supervised by an independent body.

• Parents/ carers who are not offered a place for their child will be entitled to appeal to an independent committee under the provisions of the School Standards & Framework Act 1998 (applies to children from reception class upwards). The Academy currently commissions Bristol City Council to hear all appeals with an independent panel.

• Appeals should be made in writing to the Academy, and further guidance is available from the main office.

CONCLUSION:

It is important that the criteria for admission to the Academy is transparent and in line with Bristol City Council in order to avoid confusion for parents & carers. The criteria set out above will ensure that admission arrangements are clear to all parties and comply with current legislation. This Policy should be read in conjunction with the School Admission Code (DfE) 2015 and Equalities Act.

Chair of Governors ..... March 2026

Changes

As highlighted and Learning mentor removed as this role does not exist

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