Westbury Park School
"Together we shape our future"

# Admissions Policy

| Review Cycle | Date of Current Policy | Author(s) of Current Policy | Next review Date |
|---|---|---|---|
| Annually | January 2026 | SIC | Term 1 2026/27 or earlier if required Determined Term 3 |

**Approval**

| Role | Date |
|---|---|
| FGB | 14th October 2025 |

**Details of Policy Updates**

| Date | Details |
|---|---|
| 15.10.2021 | Update to follow new statutory admissions code 2021 |
| 15.02.2022 | No changes to the admissions arrangements but document updated to reflect the admission year. |
| Term 3 2023/24 | No changes to the admissions arrangements but document updated to reflect the admission year. |
| Term 3 2024/25 | No changes to the admissions arrangements but document updated to reflect the admission year. |
| Term 1 2025/26 | Review to confirm PAN etc stay the same |

# Admission Arrangements for 2027/2028 school year for first admission to Reception year

Westbury Park School has a Published Admission Number (PAN) of 60.

Admission in the normal admission round for Reception Year in September 2027 will be coordinated through Bristol City Council's Co-ordinated Scheme and timetable. Applications should be submitted using the Common Application Form (CAF) to the Local Authority responsible for the child's residential home address.

All Bristol resident children will receive a single offer of a school place that will be sent by Bristol City Council on the relevant National Offer Day.

Initial allocations will involve only those applications received by the published closing date and accepted as 'on time'.

**Education, Health and Care Plan/ Special Educational Needs**
Children with an Education Health and Care Plan (EHCP) follow the transfer arrangements set out in the SEN Code of Practice and associated regulations and are not subject to general admissions arrangements.

## 1. Over Subscription Criteria

Where there are more applications than places available, allocations will be made in the following order of priority:

**Children in Care or children who were previously in Care**
Highest priority will be given to children in care or children who were previously in care at the time the application is submitted.

i. To a Local Authority in England and immediately after being in care who became subject to an adoption, child arrangement order, or special guardianship order.

ii. Those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

**Siblings**
Where there are siblings in attendance at the school and who will still be on roll in the year of entry.

**Geography**
Children living closest to the school as measured in a direct line from the home address to the school

## 2. Definitions

**Children in Care and Children Previously in Care**

i. Children in care are children who are in the care of a local authority or provided with accommodation by that authority under section 22 of the Children Act 1989. 1989 Children's Act

ii. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school. Applicants can provide evidence demonstrating their child was previously in care to an institution acting as a Local Authority, or an organisation that supports the best interests of the community/child. In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child, confirming that they were looked after immediately prior to that order being made, or such evidence that demonstrates a child was in state care outside of England prior to being adopted.

Children in Care and Children Previously in Care are sometimes referred to as Looked After and Previously looked after Children.

**Siblings**

Sibling refers to children who live permanently in the same household **AND** who are brother or sister, half brother or sister, step brother or sister, adopted brother or sister, foster siblings or a child of the parent or carer's partner where the child for whom a place is being sought is living in the same family unit at the same address.

Children applying for a Reception place will not be considered as a sibling link where the older sibling is in Year 6 and will no longer be in primary education for the following September.

**Home address**

The child's permanent home address, where he, she or they reside with a person with parental responsibility, or with a parent (as defined in Section 576 of the Education Act 1996). It is the address where the child spends the majority of their time. Only one home address will be accepted when allocating school places and documentary evidence may be required as confirmation. If a child regularly lives at more than one address the admission authority will have to reach a conclusion about which address should be counted as the main address.

Where parents or carers are living separately and do not agree on the child's home address, they are urged to reach an agreement. If this does not happen, evidence may be required by providing court documents or other legally binding documentation such as a sworn affidavit confirming where the child resides for the majority of the school week. Where satisfactory evidence cannot be provided Bristol Local Authority will determine the address be used for allocating a school place.

**Home to school distance**

Home to school distance will be measured in a direct line from a point on the home address as held by the Local Authority, defined in the Local Land and Property Gazetteer, to a point within the main school building using the Local Authority's computerised mapping system.

Regarding measuring for tie-break and in-year applications. This point is also used for the My Neighbourhoods information available on the Bristol City Council website. (My neighbourhood search - bristol.gov.uk)

## 3. Tie-breaks

Where there are more applications than there are places remaining within a particular category, the direct line distance from home to school will be used as a tie-break. When the furthest distance to qualify for a place relates to a household containing two or more children for whom application are made (e.g. twins), the place will be offered to one child unless the admission authority agrees to admit the subsequent child(ren) as an excepted child under infant class size legislation (The School Admissions code 2014 2.15 (g)). The remaining child(ren) will be considered under the sibling criterion if further places become available.

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 to the preferred school as measured in a direct line from building to school; the available place(s) will be allocated by drawing lots. Any offer of a place determined by random allocation will be overseen by someone independent from the school.

Children of UK Serving Personnel are excepted pupils for Infant Class Size outside the normal round of allocations

## 4. Deferred Entry for Infants

Parent(s)/carer(s) offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made. Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31st August, 31st December and 31st March. Where parent(s)/carer(s) wish to defer entry, they must still apply for a place by the primary application date stated by Bristol City Council (mid January), to ensure that a place at the school is kept open for your child.

Parent(s)/carer(s) are not able to defer entry to reception beyond the beginning of the Summer Term. If the place has not been taken up by this time, their place at the school will be lost, and they will need to put in a fresh application for a place in Year 1 at the school. Should such an eventuality happen there is no guarantee that a place will be available.

## 5. Admission of Children Outside the Normal Age Group

It is Westbury Park School's policy for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance which states that "*in general, children should be educated in their normal age group*". If parents/carers believe that their child/children should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child should be placed outside their normal age appropriate cohort. DfE guidance makes clear that: "*it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case*".

Such requests should be made to the Headteacher of the school. When such a request is made, Westbury Park School will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of parent(s)/carer(s) and other professionals; 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 the school and any supporting evidence provided by the parent(s)/carer(s).

## 6. In-year admissions

Westbury Park School will consider all such applications if the year group applied for has a place available. If more applications are received than there are places available, the oversubscription criteria will apply.

## 7. Appeals

There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants. In implementing this policy Westbury Park School will at all times have due regard to its obligations under the Public Sector Equality Duty.