



# Admissions Policy

## For Admissions in September 2021

Reviewed by	Approved by	Date of Approval	Version Approved	Next Review Date
CS	FGB	December 2019	V2	December 2020



Westminster school is an established happy, vibrant school where children, staff and parents feel valued and work together as partners. The whole school community staff, parents and governors are proud of the Christian values which underpin the inclusive ethos that is contributing so positively to community cohesion within the school. These values of respect, compassion, thankfulness, determination, responsibility and forgiveness are central to all we do – including our aspiration for our children, how we interact with pupils and each other and how we approach our work.

Children are at the centre of all we do and we have high aspirations for all our pupils whatever their backgrounds or starting points. We work tirelessly and holistically to improve outcomes for every child and ensure that they are well prepared for their next stage of education. We aim to help nurture children into becoming independent, resilient, reflective, and considerate life-long learners who will have the skills to adapt to an ever changing world. Our hope and belief is that our pupils time with us will sow the seeds that will enable them to prosper as an individual. We value the vital partnerships of our families and community in helping achieve this. Indeed, we have a whole team of dedicated professionals with the specific remit of engaging with, and supporting, our parents and families.

Whenever anyone joins Westminster, they are welcomed into our family with respect and love, enjoying the sense of community that this cultivates. We all see ourselves as lifelong learners and we are constantly self-reflecting and developing ourselves in order to achieve excellence. We have a growth mind-set- a fundamental belief that our potential has no limits and that we all have much to learn. With this commitment and belief, we make an awesome team. We have a genuine desire to work with others because to be able to share strengths is not only a privilege but a responsibility.

#### **Vision**

*With God, our school provides children with a safe, inspiring and nurturing learning environment. A place where children and community can thrive, achieve and develop life-long skills. Rich learning experiences will ignite desire to learn, achieving success. By raising aspirations and instilling self-belief, children are enabled to lead a fulfilled life, contributing to the community and beyond.*

*For I know the plans I have for you," declares the LORD, "plans to prosper you and not to harm you, plans to give you hope and a future. Jeremiah 29:11*

*Trust in the LORD with all your heart, and do not lean on your own understanding. In all your ways acknowledge him, and he will make straight your paths. Proverbs 3:5-6*



### **Admissions**

Westminster is a three form entry Church of England primary academy with a nursery. As an Academy, the Governing Body are the Admissions Authority and follow the School Admission Code.

The nursery admits 39 pupils per session and school has a planned admission number (PAN) of 90 places per year group. Governors will apply the following policy only in the event that there are more applications than places available.

Children with an Education Health Care Plan, naming Westminster C of E Primary Academy will be allocated a place at the academy. This is a statutory entitlement (under the Children and Families Act 2014) and is not part of the oversubscription criteria.

Where the number of preferences for the school exceeds the number of places available, places will be allocated in the following order of priority:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order (see note 1).
2. Children who appear [to the admission authority of the school] to have been in state care outside of England and ceased to be in state care as a result of being adopted (see note 2).
3. Special medical and/or social reasons

Special medical reasons for admission where medical circumstances mean that admission to Westminster CE Primary Academy alone is deemed essential by an independent professional recommendation from the child's paediatrician/consultant.  
and/or

Social reasons for admission where social circumstances mean that admission to Westminster CE Primary Academy alone is deemed essential by an independent professional recommendation from a Director of Social Services, Probation, or the Children and Family Court Advisory and Support Service.

4. Sisters and brothers of children living at the home address who are at present on roll at the school and will still be attending the school at the time of admission (see note 3).



5. Children of Christian Faith (see note 4).

Applications must be supported by completion of the Supplementary Information Form and Church Leader Confidential Reference Form (Appendix A and Appendix B) to show that the child and parent/carer attend church services at least monthly (allowing for holidays or illness) over 12 months prior to the date of this application being submitted.

*'In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship'*

6. Other children.

**Notes and Definitions**

Note 1- A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

Note 2 - A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Note 3 - Siblings are brothers or sisters of statutory school age at the time of admission, including step brothers and sisters, adopted children and foster children, who live at the home address.

'Home address' refers to the child's permanent home at the date of admission. Where the child lives with split parents who have shared responsibility, it is for the parents to determine which address to use when applying for a primary school. Proof of residency may be required at any time during or after the allocation process.

Note 4 – Christian in this policy is defined by those churches who are members of the 'Churches Together in Britain and Ireland' or who assent to the Nicene Creed.



### **Admission to Reception**

Children will be admitted in to Reception in the September after their 4<sup>th</sup> birthday.

Although statutory school age is the beginning of the term following the child's fifth birthday, parents do have a right to defer the start date or to take the place on a part-time basis, until the child reaches statutory school age.

### **Tie Break**

When demand exceeds places in any of the following policies, the distance between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection

### **Multiple Births**

Where a parents of multiple births (twins, triplets etc) request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.

### **Appeals**

Parents/Carers who make an unsuccessful application for admission to Westminster CE Primary Academy will be informed of their statutory right of appeal. The Appeal Procedure will follow the School Admission Appeals Code which is available on the Local Authority website. They should also contact the Local Authority who co-ordinate appeals for the school.

### **Waiting List**

In addition to the right of appeal, unsuccessful applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the over subscription criteria set out above. This will remain in place throughout the academic year and parents will be invited to re-apply at the start of each academic year. All admissions, including in-year applications and the waiting list, are co-ordinated by the Local Authority.

### **In-year applications**

These are co-ordinated by the Local Authority, but parent/carer wishing to apply for a place in-year should contact the school.

**Admission to Westminster Primary Academy Nursery does not guarantee a place in reception class.**



## **Nursery Admissions**

As an Academy, the Governing Body are the Admissions Authority and make decisions about admissions to nursery classes.

The Governors will apply the admission criteria in this policy.

The nursery admits 39 pupils per session.

- Names may be placed on any nursery waiting lists from birth onwards.
- A child will be admitted to nursery following his/her third birthday. Where the number of applicants for places exceeds the number of places available, the criteria for admission to school will be applied.
- Children will be offered a 15-hour place in the nursery class. However, full time places are available for an additional cost when there are places available.
- Parent/Carer must complete the Local Authority Common Preference Form for application for a place in Reception.
- Unless an agreement has been reached with the Principal, failure to take up an offered place at nursery within 2 weeks of the allocated date, will result in the place being withdrawn.

**Admission to nursery does not guarantee a place in the main school.**

We offer 30-hour nursery places for families who qualify.



**Appendix A - Supplementary Information Form**

Child Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parent/Carer Name/s: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel Number: \_\_\_\_\_

Religion: \_\_\_\_\_

Name of Church: \_\_\_\_\_

Do the child and parent/carer attend church services at least monthly (allowing for holidays or illness) over 12 months prior to the date of this application being submitted?

**YES / NO**

*'In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship'*

I apply for my child to be admitted to Westminster C of E Primary Academy and have completed the online Common Preference Form.

Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

CHURCH REFERENCE – *please provide the name and address of the church leader who can verify your statement above*

Name of Church Leader: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel No: \_\_\_\_\_

*It is essential that you tell this person that you have given his/her name as a referee and ask him/her to submit the Confidential Reference Form direct to the school at the address on the form.*

**Please send this completed form to:**

**Principal, Westminster C of E Primary Academy, Westminster Road, Bradford, BD3 0HW**



**Appendix B - Church Leader Confidential Reference Form**

Child Name: \_\_\_\_\_

Parent/Carer Name/s: \_\_\_\_\_

**Church Leader - please tick only one box below after reading the notes at the foot of page.**

I can confirm that:

The child and parent/carers named above attend church services at least monthly (allowing for holidays or illness) over the last 12 months

The child and parent/carers are **unknown to you, or do not meet the above criteria**

Church Leader Sign: \_\_\_\_\_

Church Leader Print Name: \_\_\_\_\_

Church Name: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTES TO CHURCH LEADER – PLEASE READ BEFORE COMPLETING FORM ABOVE**

1. Attendance can include weekday activities at your church that include an element of Christian worship.
2. The frequency of attendance should be determined over the previous twelve month period. If the applicants are new to the area, applicants will also need to contact the church leader of their previous church who will also need to fill in a Confidential Reference Form.
3. *In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship'*

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**Principal, Westminster C of E Primary Academy, Westminster Road, Bradford, BD3 0HW**