



Policy written by: Rob Slater  
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## **Determined Admission Arrangements 2023/2024**

The published Admission number (PAN) at Westdale Junior School is 60 pupils for Year 3.

### **Admission oversubscription criteria.**

In accordance with the School Admission Code, Westdale Junior School operates within the Nottinghamshire County Council's Coordinated Admissions Scheme. We do not currently require additional information to consider your application fully.

### **Special consideration for all year groups**

Children whose particular medical needs, mobility support needs, special educational needs or other social circumstances that are supported by written evidence from a doctor, social worker or other relevant professional giving reasons why the school is the only school which could cater for the child's particular needs may be provided for special consideration. The evidence must be presented at the time of application. The school's Admissions Committee will consider the written evidence provided to decide whether the application may be processed as special circumstances. Admission under special circumstances will have priority over all but the first numbered criteria.

In the event of oversubscription, the following criteria will be applied, in priority order, to decide which applications will be granted once places have first been allocated to pupils who have a statement of special educational need or Education, Health and Careplan (EHCP) which names the school.

### **Westdale Junior School admission oversubscription criteria**

- 1 . Children who are looked after by a Local Authority – including previously looked after children.
- 2 . Children who attend Westdale Infant School and who, at the closing date for applications, will have a brother or sister at Westdale Junior School or the linked school (Westdale Infant School).
- 3 . Other children who attend the linked school (Westdale Infant School) at the closing date for applications.

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Executive Head Teacher: Mrs H Duffy BA (Hons), QTS, NPQH | Head of School: Mr R Slater BA (Hons), PGCE, NPQH

4. Children who live inside the catchment area but who do not attend Westdale Infant School but who, at the closing date for applications, will have a brother or sister attending Westdale Junior School or Westdale Infant School.
5. Other children who live in the catchment area and do not attend Westdale Junior School.
6. Children who live outside the catchment area and who do not attend Westdale Infant School but who, at the time of admission, will have a brother or sister attending Westdale Junior School or Westdale Infant School.
7. Other children who live outside the catchment area at the closing date for applications.

Attending school is taken to be on roll at a school for the purposes of admissions. Within each of the criteria, priority will be given to children who live nearest to the school as the crow flies (by straight line). Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using the local authority's computerised distance measuring software. In the event of two distances being equal the measurement will be taken from the next decimal point. In the event that two distances remain equal, lots will be drawn by a person independent of the school.

### **In Year Applications**

Westdale Junior School participates in Nottinghamshire County Council's non-statutory In Year Admissions Scheme to (a) assist in safeguarding matters and (b) to help prevent parents/carers from having to make multiple applications. To apply in year, please visit:

[www.nottinghamshire.gov.uk/education/school-admissions/changing-school](http://www.nottinghamshire.gov.uk/education/school-admissions/changing-school)

### **Definitions**

#### **Looked After Children and Previously Looked After Children:**

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22 (1) of the Children Act 1989 at the time of making an application to a school.

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). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is

deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Home Address**

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a Local authority, where either the parental address or the foster parent's address may be used. Where a child spends part of the week in different homes, one of which is not a parental address, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, where the child permanently spends at least 3 'school' nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even when the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought. Such evidence should demonstrate that a child lived at the address at the time of the application, and will continue to live there after the time of admission. Informal arrangements, even between parents, will not be taken in to consideration. The school Admissions Committee may also seek proof of residence from the courts regarding parental responsibilities in these matters.

### **Parents**

For school admissions the school will consider the following as parents:

- the mother of the child
- an adoptive parent
- the father of the child where he was married to the mother either when the child was born or at a later date
- the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
- any other person who has acquired 'parental responsibility through the courts

### **Siblings**

For school admissions the school will consider the following as sibling:

- a brother or sister who share the same parents
- a half-brother or half-sister or legally adopted child living at the same address as the child
- a child looked after by a local authority placed in a foster family with other school age children
- step children or children who are not related but live as a family unit, where parents both live at the same address as the child.

Twins and multiple births -where one child of a multiple birth can be admitted, the other child/children will also be admitted.

## **Waiting lists**

During a normal admissions round where an application has been refused and the number of applications received has exceeded the number of places available, waiting lists will be maintained from offer day.

-Applications are only placed on the waiting list for a school where they have been refused a place and where it is ranked above a preference that has been allocated.

- Priority on the waiting list will be determined by reference to the admission oversubscription criteria and not by the date an application was received.

Waiting lists are maintained until the end of the Autumn Term in partnership with Nottinghamshire County Council. Inclusion on a waiting list does not mean that a place will eventually become available. Places on the waiting list are determined by the published oversubscription criteria.

For in-year applications, Westdale Junior School does operate waiting lists for in year applications as well as for late applications for intake rounds (Year 3) where waiting lists are still in place for the autumn term. These applications will be included within waiting list processes albeit managed as an in-year application.

## **Late Applications -normal admissions rounds only**

Late applications received will be considered after the offer day in line with the coordinated arrangements. Any applications received will be processed in line with Nottinghamshire County Council's scheme.

## **Admission of children outside the normal age group**

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents should submit a request in writing to Nottinghamshire County Council's school admissions team as early as possible. Designated officers will make decisions based 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, the child's 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 in to a lower age group if it were not for being born prematurely. The views of the Head of School will also be taken in to account. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision.

Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant group (i.e. the age group to which pupils are normally admitted to the school) the admission authority must process the application as part of the main

admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they offered a place at the school but it is not in their preferred age group.

### **Admission Appeals**

Westdale Junior School is responsible for determining its own admissions and appeals arrangements. If your child is not allocated a place then you have a statutory right of appeal. The deadline for lodging appeals allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.

Currently, appeals received are forwarded to an Independent Appeal Clerk who makes all the necessary arrangements for the appeal to be heard by an Independent Appeals Panel within the required timelines. The appeals timetable will be published on the school website. Appeals will begin from June 2020 onwards.

### **Fair Access Protocol**

Nottinghamshire County Council operates a Fair Access Protocol to ensure that outside the normal admissions round-unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum. Westdale Junior School participates in Nottinghamshire County Council's Fair Access Protocol.

### **In-Year Applications**

#### **Changing school in-year**

An in-year application is for children requiring a school place during the school year, rather than at the usual transfer time. You can make an application to transfer school in-year for the current academic year.

#### **Making an application**

Nottinghamshire County Council has an [in-year coordinated scheme](#) for all community and voluntary controlled schools. Westdale Junior School also participates in that scheme. Applications can be made up to 6 weeks, or during the preceding school half term, before the required start date. Applications must be made by a person with parental responsibility, and we recommend that you state up to 4 preferences, starting with the school you most prefer.

Information about which schools participate in NCC's coordinated scheme and where to apply is

available at: <https://www.nottinghamshire.gov.uk/education/school-admissions/changing-school/apply>

The best way is to apply online  
at <https://www.nottinghamshire.gov.uk/education/school-admissions/changing-school/apply>

. If you are unable to apply online you can submit an application by telephone or by [downloading a paper application \(PDF\)](#). Applications made online will receive an outcome online and all other applications will receive an outcome by second class post.