

# Admissions of Pupils to Westgate Hill Primary Academy (3 – 11)

2022/2023



Westgate Hill  
Primary Academy

Last reviewed:	November 2020
Review frequency:	Annually
Next review date:	December 2021



## **OUR STORY**

The Laidlaw Schools Trust family of academies is a growing success story – and it's easy to see why.

A clear vision from our Trustees for the success of its academies, highly skilled professional staff and the generous financial support of our sponsor Laidlaw Foundation, combine to ensure exceptional pupil progress. The Trust continues to grow with six schools currently LST academies.

## **VISION**

To transform the lives of children and communities in the Laidlaw Schools Trust, through inspirational education.

## **MISSION**

Laidlaw Schools Trust works in partnership with children, their families and the wider community to provide a safe and nurturing environment for each child, irrespective of ability or background. We empower them to believe in themselves and embrace the future as active, respectful, successful and responsible citizens.



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## 1. Introduction

This policy document is intended to provide an easily understandable process for parents and carers as well as being accessible, open and fair.

Westgate Hill Primary Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice), including Section 149 Equalities Act, as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the Trust Board.

Westgate Hill Primary Academy will work in accordance with the 'Monitoring Panel'.

Westgate Hill Primary Academy will continue to participate in the coordinated admission arrangements operated by Newcastle-upon-Tyne Local Authority (LA).

Notwithstanding these arrangements, the Secretary of State may direct Westgate Hill Primary Academy to admit a named pupil to the School on application from a LA, before doing so the Secretary of State will consult with Westgate Hill Primary Academy.

## 2. Arrangements for admission for nursery classes

***Applications for places in Nursery should be made directly to the school. The deadline for applications is given in the table below.***

If a child will reach the age of three during the academic year in question and places are available, the school can admit half termly. **Priority will be given to children who become three during the autumn term**, then the spring term and then the summer term and in order of their date of birth. A place can only be offered to a child in these circumstances if it can be confirmed that the place is not needed for another child who will become four during that year.

At Westgate Hill Primary Academy, all children aged three and four who are offered a place will be given 15 hours of Nursery education funded by the Government. For those eligible for 30 hours of Nursery funding from the Government, parents must supply the school with their eligibility code at the point of admission; if places are available, the school will offer 30 hours in these cases only. Parents who think they may be eligible for 30 hours of Nursery education should seek advice from the school office.

Nursery start dates:

<b>Age 3:</b>	<b>Nursery start date:</b>
Before September of 2022	September 2022
Between September 2022 and March 2023	April 2023 (after Easter Holidays)
During Summer 1* of 2023	After May half term 2023
During Summer 2* of 2023	September 2023

**\*Term definitions**

Summer 1 – April (after Easter holiday) to May half term Summer 2 – May half term to August

Offers of a place will be made by the school the half term before admission.

Attendance at our Nursery **does not** guarantee a place in a Reception class at the academy.

### **3. Admission policy for our nursery**

If there are fewer applications than places available then every child will be offered a place. **If there are more applications than places available**, the following oversubscription criteria will be used in the order shown to decide which children will be allocated places.

1. Children with statements of special educational needs or an education health and care plan, where it names a specific school will be offered a place.
2. Children in the care of a local authority (looked-after children)
3. Children with a brother or sister (a sibling) on roll in the academy in the academic year associated with the application.
4. Children living nearest to the school as measured in a straight-line distance from the school's postcode to the home postcode.
5. Special reasons such as
  - (a) Family breakdown
  - (b) Three or more children under 5 years old in one household
  - (c) Children who are at an educational disadvantage because their use of the English language is minimal or non-existent
  - (d) Home accommodation unsuitable for young children
  - (e) Failure to thrive socially, medically or psychologically
  - (f) Physical, sensory or learning difficulties

If special reasons are to be considered, detailed information about the child's circumstance will be required.

If the academy has had to refuse a parent's application because there are more applications than places available a **waiting list** will be kept of the names of



applicants. If a place becomes available it will be offered to the applicant on the waiting list who ranks highest in accordance with our published admission rules.

**There is no appeal procedure** for parents refused a place in our Nursery.

#### **4. Admission arrangements for Reception to Year 6**

***Places in Reception classes up to (and including) Year 6 can be applied for online at [www.newcastle.gov.uk/admissions](http://www.newcastle.gov.uk/admissions). Alternatively, please contact the school directly where we will be able to help you further.***

The number of places available in Westgate Hill Primary Academy's Reception for 2022/23 is 90.

#### **5. Process of application**

All applications for school places must be made on Newcastle City Council's school application form and returned to Newcastle City Council.

Applications for Reception places for September 2022 must be submitted by midday on **Saturday 15<sup>th</sup> January 2022**. Applications for school places in other year groups or after the start of the school year can be submitted at any time.

##### **Late applications**

Applications received after the closing date for admission into Reception will be classed as late and processed after all of the applications received on time.

##### **Special Educational Needs**

Children who have a statement of Special Educational Need (or an Education, Health and Care Plan) which names the school will be admitted to the school.

#### **6. Consideration of applications**

If there are enough places at the school then every applicant will be offered a place. If more applications are received than the number of places available, the following oversubscription criteria will be used in the order shown to decide which children will be allocated places.

1. First priority for places will go to children who are currently looked after by a local authority (in care) and children who were previously looked after by a local authority and immediately afterwards became subject to an adoption, residence (child arrangements) order or special guardianship order. Evidence of the appropriate order must be submitted before the closing date for applications.
2. Second priority for places will go to children with an older brother or sister (a

sibling) who will be attending the school on the date that the younger child will be admitted in September 2022. Sibling can be a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent or carer's partner, as long as the children live at the same address. Nursery children are not eligible as sibling links. For applicants for places in year, the sibling link may be an older or younger child, with the exception of Nursery class children.

3. Children with an exceptional medical reason that means they can only attend that specific school (for example, where the child or one or both parents has a disability that means that the child can only go to one school).
  - Strong supporting evidence must be provided from a healthcare professional involved with the child
  - The professional must be independent of both the family and the school.
  - The evidence must relate specifically to the school for which the application is being made and must clearly demonstrate why it is the only school that can meet the child's needs.
4. Children living nearest to the school as measured in a straight-line distance from a single fixed central point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer and British National Grid Easting and Northing co-ordinates.

**Parents/carers should note that admission into Westgate Hill Primary Academy's Nursery class does not guarantee a Reception place in the academy.**

Allocation of Reception places does not take into account attendance at any specific Nursery class or school.

#### **Additional notes**

- In the event that more than one child has an equal right to an available place the child will be selected at random.
- Parents/carers have two weeks to respond to an offer of a school place. If an acceptance is not received it may be assumed that a place is no longer required and the offer may be withdrawn.
- Parents who share responsibility for the care of their child are expected to reach agreement to a school placement between them. In the event of a dispute the school will accept the application from the parent to whom the child benefit is paid.
- When stating your choice of school, you must give the child's permanent address at the time of application. The address of childminders or other family members who may share in the care of your child must not be quoted as the home address.
- If the child lives part of the week between two parents, the child's address should be the address where the child lives (1) during the school week, or (2) with the parent who receives child benefit, if there is any dispute.

## 7. Operation of waiting lists

Children who are refused a place will be kept on a waiting list for a maximum of one school term. Waiting lists are cleared termly and parents will need to re-apply if they still want to be considered for a place at that school. For applications for Reception places, waiting lists are kept until the end of December in the year of admission and will then be cleared. Waiting lists will be ranked using the oversubscription criteria regardless of the date the application was received.

## 8. Arrangements for appeals panels

Parents/carers who are refused a place for their child have a statutory right of appeal to an independent appeals panel. Please contact the School Appeals Team for information (phone 0191 277 7427 or email [schoolappeals@newcastle.gov.uk](mailto:schoolappeals@newcastle.gov.uk)). Information is also available at [www.newcastle.gov.uk/admissions](http://www.newcastle.gov.uk/admissions)

## 8. Definitions

- A **Child Looked After** is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.
- An **Adoption Order** is an order made under section 46 of the Adoption and Children Act 2002.
- A **Child Arrangements Order** (previously known as a **Residence Order**) is an order outlining the arrangements as to the person with whom the child will live.
- A **Special Guardianship Order** is an order appointing one or more individuals to be a child's special guardian or guardians.