



Westwood
Academy

Beresford Close, Hadleigh, Essex SS7 2SU

Tel: 01702 559467 Fax: 01702 552048

Email: admin@westwoodacademy.org

Web: www.westwoodacademy.org

Headteacher: Mr John Archer

Admissions policy 2022-23.

Next consultation due: October 2026 for 2028-29.

Reviewed annually.

A paper copy of this policy is available at the school office.

School's Published Admissions Number (PAN): 30.

The local authority coordinates admissions to the school at the normal point of entry, into the reception class. This process is explained, and applications can be made at <http://www.essex.gov.uk/apply-for-a-primary-school-place>

Subject to the availability of places within the school's published admission number, it is the policy of the Directors to admit the children of all parents who express a preference to have their children educated at this school.

Under the s234 of the Education Act 1996, Directors are required to admit a child with a statement of Special Educational Needs (or an EHCP) that names the school.

Where more applications are received than there are places available, the Directors will use the following criteria in descending order 1 to 5:

- 1 Looked After¹
- 2 Children living in the priority admissions area with a sibling² attending the school.
- 3 Children living outside the priority admissions area with a sibling attending the school.
- 4 Other children living in the priority admissions area.
- 5 Remaining applicants.

The proximity (straight line distance is calculated by the LA) of the child's home to the school will be taken as a tiebreaker, if necessary, in any category.

In the unlikely event of a tie, regarding distance, the tiebreaker will consist of a name being pulled out of a hat by a neutral party. This is the preferred method of Essex Local Authority.

Attendance at any local nursery or pre-school provision, including any provision made by Westwood Academy directly will not guarantee a place in the main school on entry to reception year, and a separate application to Reception must be made through the local authority for a Reception place.

Please refer to the 'Primary Education in Essex' booklet for the definition of both 'siblings' and measurement for distance.

Essex County Council will keep a waiting list until the end of the first week of the Autumn Term and thereafter by the School until the end of the first term.

Deferred entry.

At Westwood Academy, we strongly promote and actively prepare for all children to start school in the September during the academic year in which they turn four years of age.

As required by law, the school will provide for the full-time admission of all children offered a place in

¹Looked after Children will be allocated a place providing an application is received by the closing date. A 'looked after child' or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order. 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 of the Children's Act 1989. This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

² LA Sibling Definition applies.

the Reception year group from the September following their fourth birthday. Therefore, if a parent wants a full-time place for their child from September then they are entitled to that full-time place.

Parents can request that the date their child is admitted to school is deferred until later in the school year but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the offer of admission is made.

Parents can also request that their child attends part-time until they reach compulsory school age. Any parents interested in taking up a part-time place initially should contact the school for further details as to what this would entail.

If you plan to defer your child's start date until later in the school year, you must still apply at the usual time. Where entry is deferred, the school will hold the place for that child and not offer it to another child. Where parents choose to defer entry, the school may reasonably expect that the child would start at the beginning of a new school term/half term.

Summer-born children.

Where a parent of a summer-born child (1 April – 31 August) wishes their child to start school in the autumn term following their fifth birthday, they will need to apply for a place at the correct time for the normal admission round for the following academic year.

Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort should be submitted.

The admission authority for the school will then decide whether the application for a Reception place will be accepted or whether it will be treated as an application for a Year 1 place, the child's normal age appropriate cohort. If the application for a Reception place is not accepted, this does not constitute a refusal of the place and there is no right to an independent statutory appeal.

Appeals.

Parents will appreciate that if a school is over-subscribed it will not always be possible to offer a place in their first choice of school. Many parents will wish to make alternative and definite arrangements for their child.

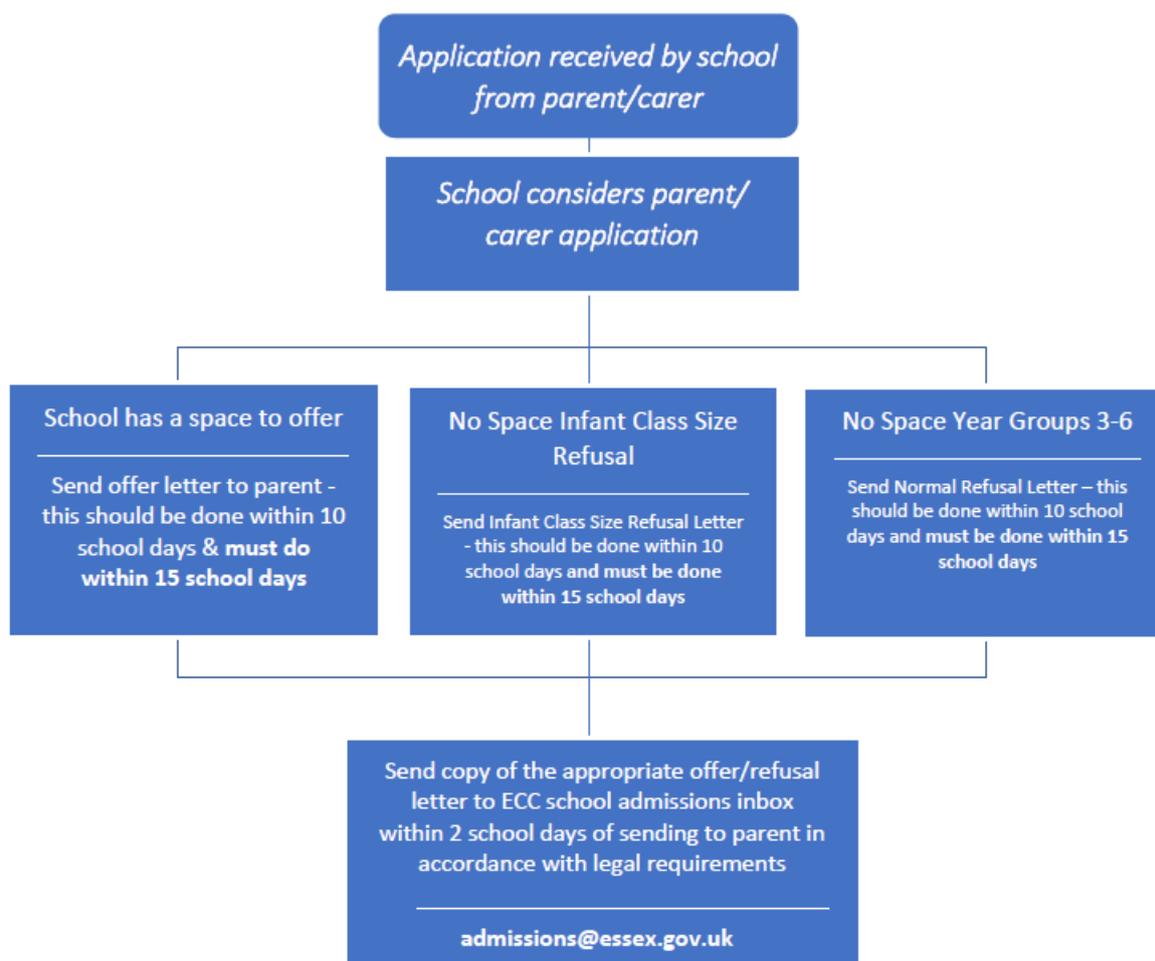
The 1996 Education Act does, however, give parents the right to appeal against the decisions of the Directors regarding Admissions. Parents wishing to appeal should contact the Essex Appeals Team at <http://www.essex.gov.uk/after-your-school-offer/appeals>.

Mid-year admissions (admission outside of entry in September to Reception).

Mid-year admissions (all admissions outside of normal entry into Reception in September) are coordinated by the school. Please contact the school office for an application form or visit <https://www.westwoodacademy.org/admissions/>. Forms should be returned to the school office.

The school will consider your application and where space is available will send out an offer letter no later than fifteen school days later. Where space is not available, the school will send out a refusal letter no later than fifteen school days later. Copies of offers and refusal letters will be sent to Essex County Council's Admissions Inbox (admissions@essex.gov.uk) within two school days in accordance with legal requirements.

When a mid-year application is received, the school will follow this procedure:



Legislation and statutory requirements.

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

We participate where possible in Essex’s Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.