

Upton Westlea Primary & Nursery School

Admissions Policy



Approved by staff: September 2025

Signed: K Carruthers

Approved by Governors: November 2025

Signed: pp L Dalton

Review Date: November 2026

November 2025 – no changes

1 Introduction

The governing body of Upton Westlea Primary and Nursery School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

2 Aims and objectives

We are an inclusive school that welcomes children from all backgrounds and abilities.

All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

3 How parents can apply for their child to be admitted to our school

As our school is a community school, the school determines the admission arrangements in agreement with the LA. The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms for Reception places can be obtained from the Education Department of the LA. These should be completed by the date stipulated on the forms and returned to the LA. The LA would then notify the parents and the school in the case of Reception places. The school would then arrange to meet with the parents to discuss entry into school. These arrangements apply for Reception children who are starting at the beginning of a year.

In this authority, children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by the middle of January of the year of entry.

We also have a Nursery where we take children in the academic year they are 4.
Our main admission month is September but admissions are accepted throughout the year.

4. In-year applications

In year applications are those received after the 1 September into the relevant age group or at any time into any other year group. Parents and carers, irrespective of where they reside who are seeking in year school places for schools and academies in Cheshire West and Chester authority are required to apply direct to the school or academy. Parents and carers must either complete an application form obtained from the school or complete an online form available on the local authority's website, which is directed to the school or academy for processing. Waiting lists will be held for community and voluntary controlled schools in oversubscription criteria order and not on a first come, first served basis. Any child refused a school place will automatically be placed on the school's waiting list and will be considered together with children for whom an appeal has been

received and any new applicants. Schools will be responsible for administering and updating their waiting lists and must be clear to parents and carers as to how the waiting lists will be operated on an annual basis. A school place is not considered available until the school or academy is able to remove a child from roll according to the local authority's safeguarding protocol. Parents and carers must notify the school if there are any changes in circumstances that would impact their oversubscription criteria for the waiting list. The holding of in year waiting lists for aided, foundation, studio, free schools and academies will be determined by the school or academy.

If a place is available parents will receive a **letter** to confirm a place is available and a visit to school is offered. In line with Cheshire West and Chester procedures parents must respond within 5 days of the letter to accept the offer of a place.

4 Admission appeals

- 4.1** If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.
- 4.2** If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999.)

5 The standard number

- 5.1** The standard number is the number of children the school can accommodate. The standard number for our school is 30 in 2025-26

6 Infant class size

- 6.1** We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

7 Review

- 7.1** This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.