

Statutory

# Admissions



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**Agreed by:** Headteacher

**Signature:**

Chair of

**Agreed by:** Governors

**Signature:**

**Policy  
Review**

**Date:** March 2026

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**Link to HBC school admissions updated**



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Westfield Primary School follow the admissions procedures of Halton broough Council, these can be found on the website below -

<https://www3.halton.gov.uk/Pages/EducationandFamilies/Schools/PrimarySecondarySchool.aspx>

## 1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## 2. 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](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

## 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked-after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked-after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

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.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## 4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

## **5. Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## **6. Allocation of places**

### **6.1 Admission number**

The school has an agreed admission number of 25 pupils for entry in year Reception, Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6.

### **6.2 Oversubscription criteria**

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

- 1** Looked after children and previously looked after children, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 2** Children who have a sibling in at the time of application and who will continue to be in school at the beginning of the year of admission.
- 3** Pupils living nearest to the school.

Within criteria 3 places will be allocated in order of shortest distance according to the straight-line distance measurement from the child's permanent residence to the school as measured by the Local Authority.

Notes:

[1] A Looked After Child as defined in section 22 of the Children Act 1989.

[2] Sibling refers to brother or sister, half brother or sister, adopted brother, or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

[3] Distance will be measured by the Local Authority using an Ordnance Survey address point system which measures straight line distances from the address point of the school to the address point of the child's permanent home address.

## **6.7 Fair Access Protocol**

We participate in Halton Borough Council'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.

## **7. In-year admissions**

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

[sec.westfield@haltonlearning.net](mailto:sec.westfield@haltonlearning.net)

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

## **8. Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

[schooladmission@halton.gov.uk](mailto:schooladmission@halton.gov.uk)

Full details of the appeals process can be found on the Halton Borough Council website.

<https://www3.halton.gov.uk/Pages/EducationandFamilies/Schools/Appeals.aspx>

## **9. Monitoring arrangements**

This policy will be reviewed and approved by the Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.