

Westlands First School

Admissions Policy

The policy reflects the consensus of opinion of the whole staff and has the full agreement of the Governing body

Policy ratified	Sept 2023
Reviewed annually: Review Date	Sept 2024

Aims

The aims of this policy are to set the admissions criteria for entry to Westlands First School and Nursery. In doing so the Governors hope to help parents understand their entitlement to places at the school and minimise the need for appeals at County level should year groups be full and places at the school and nursery be unavailable.

Entitlement

Westlands First School offers 60 full time places in each year group to any child living in the County of Worcestershire.

Places in the Reception class will be for a maximum of 3 terms starting in the September after the child's fourth birthday.

Allocation of places will be according to the criteria set by County.

- First priority will be given to children living within the Westlands catchment area
- Second priority will be given to children with brothers and sisters already attending the school.
- Third priority will be given to children with special circumstances (Social Services, Psychological Services etc.)
- Remaining places will be offered to pupils according to the walking distance they live from the school. The closest homes will be given priority.

Applications for places must be made to the County Admissions Office before the published closing date each year. This usually occurs in the last half of the Spring term prior to the child's admission to school the following September.

Deferred entry to the Reception class at the school is allowed but all pupils must have started full time education by the term after their fifth birthday. Parents must note that deferred entry may initially affect their child's progress in comparison to pupils who start school in the September after their fourth birthday.

Appeals

If a parent's choice of school is not granted by the LA then they have the right to appeal to the LA and ask them to reconsider their decision. All appeals must be made in writing within three weeks of the date of notification of the refusal of the place. Further advice can be provided by the Head Teacher on the appeals procedure.

Westlands Nursery

Westlands Nursery offers 26 part-time places each morning and afternoon to children throughout the Droitwich pyramid area. Places in the nursery will be for a maximum of five terms starting in the September after the child's third birthday.

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Children will be admitted according to their chronological age, subject to the availability of places.

Priority may be given to children referred by Social Services, the Psychological Service or Medical Agencies providing the child's age falls within the range of the nursery.

One nursery place will be kept for an emergency place of a child from the local area.

Children's names may be placed on the nursery waiting list following a child's second birthday. Waiting lists will close on the first school day in May each year.

Admission to the nursery does not guarantee admission to Westlands First School.

The deferred take up of places in the nursery is not permitted unless exceptional circumstances occur. This will be after negotiation with the Governors and staff at the school.

Admission Procedure

Parents are informed of the availability of a nursery place during the last half of the Summer Term prior to the child's start in the nursery.

The induction period for pupils will last for a week from the start of the Autumn Term. Children will be admitted in small groups during that time.

Home visits will be made by nursery staff prior to children taking up their place.

Parents and children are invited to visit the nursery by prior arrangement before the take up of the place.

Appeals

Appeals against the refusal of a Nursery place for any child must be made by the parents, in writing, to the Governing Body of Westlands First School.

Governors will review this policy annually, taking note of any changes to County guidelines