

# **WEST PARK ACADEMY**

## **Admissions, Transition and Transfer Policy**

### **2018-2019**



**Revised October 2016**

**West Park Academy** is an exempt charity. It is a company limited by guarantee in England and Wales (Registered no: 7659444) whose registered office is at Alderman Leach Drive, Darlington, Co Durham DL2 2GF

## **WEST PARK ACADEMY**

### **ADMISSIONS, TRANSITION AND TRANSFER POLICY**

Parents who wish a place in our Nursery need to complete an application form which can be obtained from the school office. Children can start Nursery the term after they are three, if there are places available.

The criteria for oversubscription to our Nursery are:

1. The age of the child
2. The length of time the child has been on our waiting list

Parents who have a child in Nursery and wish for a place in Reception, need to contact Admissions at the Town Hall in the autumn term prior to the year they wish to start for an application form. All parents receive confirmation from the Local Authority at the end of the Spring term. This will inform them which school their child has been offered a place in for the following September.

#### **Admission of children outside their normal age group and deferred entry**

If a parent seeks a place in a year group outside of their normal age group, they should complete an application form and attach a covering letter along with any accompanying documentation that details the circumstances behind their request, for example if their child has missed a significant amount of time due to ill health or they believe their child to be gifted and talented. This should be forwarded to the Principal of West Park Academy and the Admissions Committee will meet and consider the request. Once a decision has been made the Admission Authority will write to the parent(s) informing them of the decision and setting out reasons for such.

Parents of summer born children\* can also make a request to apply for their child to start school in the next academic year after they reach five and should follow the same process but should start the process in the September of the year prior to the of entry.

#### **Admission of children below compulsory school age**

Schools within Darlington Local Authority have a single point of entry in September each year for pupils starting school in Reception. However children may attend part-time until they reach compulsory school age\*\* and parents can defer the date their child is admitted until later in the school year.

\*Summer born children relate to those born from 1 April to 31 August

\*\*Children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).

If a parent wishes to transfer their child to West Park Academy from another school in Darlington they must contact the Town Hall to ask if there is a place available and complete a transfer form which can be obtained from the school their child is attending. If a child is requesting a place at West Park Academy from outside the authority they must contact Admissions at the Town Hall who will deal with their request.

All children are given the opportunity to visit the school before starting in September.

If requests for admission are greater than our admission numbers (presently 30 full time places for Nursery and 60 for Reception to Year 6) then the LEA will allocate the places according to our Admissions Criteria (see Appendix 1).

## **Transition : Nursery and Reception**

### **Nursery**

In the term before the children are due to start West Park Academy, a meeting is held for the parents to introduce them to the school and staff. They are also informed about pre-school visits.

### **Reception**

In the term before the children start West Park Academy, parents are invited to a meeting where they can meet the staff

Children have the opportunity to visit West Park Academy. These visits are arranged by the Reception teachers. On one of the visits children are invited to stay for lunch. Most parents do not accompany their children on these visits but they are quite welcome to do so.

## **Transition : KS1 and KS2**

In the summer term two days are set aside to allow the children moving into the next year group to visit their new teacher.

## **Secondary Transfer /Links with other schools**

During the Autumn Term forms and information provided by the Local Authority are sent home to parents of children who will be transferring to secondary school in the following year.

We liaise closely with local nurseries and secondary schools to ensure that the curriculum continuity and record keeping is effective.

The children going to secondary school visit their new school in the summer term.

The teachers responsible for the new secondary intake visit West Park Academy to meet the children.

## APPENDIX 1

### West Park Academy Admissions Policy 2018-2019

The Board of Directors of West Park Academy is the Admissions Authority for this school. The Admissions Policy Criteria will be applied on an Equal Preference basis and works in association with the Co-ordinated Scheme for Darlington Authority. The Board of Directors intends to admit up to 60 pupils to the Reception year group in September 2017. This number will apply to the Reception Year and to every other year group in the school. After the admission of children with a statement of special educational need where West Park Academy is named on the statement and where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

#### **Priority 1 - Looked After Children**

Children in care: A 'looked after' child is a pupil who is in the care of an LA or provided with accommodation by that authority. (For more in depth definitions see Section 22 (1), section 8, section 14a of the Children's Act 1989 and section 46 of the Adoption and Children Act 2002.)

#### **Priority 2 - Medical Reasons**

Children with very exceptional medical factors directly relating to a placement at West Park Academy. Applications under this criterion should be supported by written evidence from a doctor. (See explanation)

#### **Priority 3 - Family Links**

Children who have a brother or sister already attending the school and are expected to be on roll at the school at the time of admission.

#### **Priority 4 - Distance**

**Urban Wards of Darlington Borough Council** - Pupils who live nearest the preferred school measured from the front door of the home address (including flats) to the main school gate, by the shortest walking route. This will be based on the home address of the child. To remain consistent, the Board of Directors at West Park Academy use the Local Authority's Geographical Information System to measure all distances. The criterion when measuring a route is to identify the shortest route judged to be safe (safe is lit at regular intervals, paved/tarmaced).

#### **Priority 5 – West Park Academy**

Children of staff members who have been employed at the school for more than two years will be given priority over children from other settings.

#### **Priority 6 – West Park Academy**

Children who are transferring from lower foundation stage (Nursery) to upper foundation stage (Reception) will be given priority over children from other settings.

## **Explanations**

### **Tie-Break**

In the event of a tie-break, although the Board of Directors of West Park Academy is the admissions authority, in this instance we would use the services of the Local Authority to carry out a thorough investigation, which may involve an Officer walking the route using a *pedometer* as distance will be the deciding factor.

### **Multiple Births**

For multiple births when only one place remains, infant classes will be allowed to exceed the statutory limit where the 31<sup>st</sup> child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

### **Medical Criterion**

If you state a preference for a school and indicate your reason for doing so is 'medical', then you are required to send a supporting letter from a professional practitioner. The supporting evidence should set out the particular reasons why West Park Academy is the most suitable school and the difficulties it would cause if your child had to travel to another school.

The Authority reserves the right to make contact with the District Medical Officer for independent information regarding your child's condition. We may also seek advice from other qualified professionals, e.g. Psychologists or other specialist where necessary.

### **Family Links**

Children have a family link if:

- They are half or full brother or sister;
- They are adoptive brother or sister;
- Their carers are married/co-habiting and children live together in the same household;
- They are children of the same household (e.g. carers have special Guardianship)

### **Home Address**

The address is used for applying the admissions criteria. This means that when you state your school preferences you must give the home address at the time of application. You must not give the address of childminders or other family members who may share in the care of your child. For parents/carers who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside.

Where parents/carers are separated and the child lives for periods with both, then the home address will be that of the parent that receives the child benefit. Where the childcare arrangements are shared jointly between both parents, the LA will consider the mother's home address to be the relevant address when considering the application unless legal documentation is provided to the contrary.

### **Right of Appeal**

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Board of Directors at the school address.

### **Waiting List**

If your child's application has been refused due to oversubscription, you may want to consider putting their name on a waiting list for the school. Completing the 'options' form, which accompanies the offer/refusal letter, can do this. Offers from the waiting list will be made in accordance with the oversubscription criteria based on the information provided at the time of application. The waiting list will be maintained for at least the first term in the academic year of admission.