

West Park School

Determined Admissions Criteria 2025/2026

The admission limit of the school will be 290.

When the school is oversubscribed, after the admission of pupils with an Educational Health Care Plan (EHCP) where the school is named in the EHCP, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Looked After Children and all previously Looked After Children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. *
2. Those children residing in the normal area served by the school, who have stated West Park as their preferred secondary school through the Common Application Form by the national closing date and who reside in the normal area at the national offer date and at the time of their admission.
3. Those who have an elder sibling in Year 8 to 11 who will still be attending West Park at the proposed admission date.
4. Children of all staff employed by the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. When Governors consider that there are medical grounds for admitting the pupil supported by a doctor's certificate.
6. Other children whose parents have requested a place.
7. Children whose parents did not request a place by the national closing date.

In categories 1 to 6, when choices have to be made between children satisfying the same criteria, we will give priority to the child living nearest the school, measured by a straight line. The line will be measured from the home address to the school using the National Ordnance Survey set points. For category 7, we will allocate places in the same order of priority as for categories 1 to 6. Where children in category 7 have the same priority, we will allocate places to those living nearest the school, measured by a straight line. The line will be measured from the home address to the school using the National Ordnance Survey set points. This is shown on the online map centre of the main building.

Closing Date: The national closing date is 31st October.

Notifications: Parents will be notified of the governors' decision on 1st March or the next working day.

Arrangements for admission and appeals against non-admission

The Governors receive applications each year from outside the normal area. These are considered carefully but only when the normal area has been satisfied. If you are outside the normal area and wish to apply to West Park you should indicate this on the Common Application Form. The Common Application Form is available from your child's school or home authority. It should be completed and returned by 31st October of the year prior to the pupil's admission.

For a September intake, the Governors' admissions panel will meet to consider applications on the basis of the above criteria. The Governors have to consider carefully each application before reaching a decision. That decision is transmitted to parents on the 1st March. If a child has been refused a place the letter will explain how the parents can appeal.

*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 (see the definition in section 22(1) of the Children Act 1989). At the time of making an application to a school.

Those who wish to express their right for their application to be considered under section 1 will be required to provide documentary evidence.

Previously Looked After Children are children who were looked after but ceased to be so because they were adopted, (or became subject to a child arrangement order or special guardianship order). Children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in State Care** outside of England and ceased to be in State Care as a result of being adopted.

[**State Care – a child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.] (i.e. a charity group that benefits society) but does not include private fostering whether in England or from outside of England.

Note: The term 'brother or sister/sibling' includes half brother or sister, step brother or sister or a legally adopted child being regarded as the brother or sister living at the same home address. Cousins are not classed as brothers or sisters.

Note: For the purpose of processing a school application a single home address must be used. The child's place of residence is taken to be the parental home at which they normally reside. Where parents claim equal or dual residency, they must prioritise one address over the other, or risk the application not being processed. The Local Authority may request evidence of the home address and will determine on the evidence produced if it is sufficient to support the application.

All applications made outside of the normal year of entry should be made directly to the Local Authority. If a place is available in the appropriate year group, then that will be offered. If no place is available, the application will be refused, the child's name will be placed on a waiting list, maintained by the Local Authority and a right of appeal offered.