Admissions Arrangements for The West Park Academy

2027-2028

Admission arrangements for children starting school

The admissions process at The West Park Academy is coordinated by Nottinghamshire County Council. All information is available at www.nottinghamshire.gov.uk. Parents/Carers should apply using the local authority application form, to be returned online to their home local authority, before the closing date. For Nottinghamshire residents, this form can be found on the Nottinghamshire County Council website at www.nottinghamshire.gov.uk/learning/schools/admissions
The Trustee Board of The Forge Trust is the admissions authority for The West Park Academy. The closing date for applications is 15th January 2027.

Late Applications (those received after the closing date) are considered after all on-time applications have been processed and will be processed in-line with the Nottinghamshire County Council Co-ordinated Admissions Scheme. Full details of which are available at www.nottinghamshire.gov.uk/schooladmissions

The published admission number for this year group is 45.

Admission oversubscription criteria

In the event of over subscription, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have an Education, Health and Care Plan that names the school:

1. Children looked after by a local authority and previously looked after children. Children who were previously in state care outside of England.

2. Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school.
3. Other children who live in the catchment area at the closing date for applications.
4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.
5. Children who live outside the catchment area.

Within each of the criteria, priority will be given to children who live nearest to the academy as the crow flies (by straight line). Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using the Nottinghamshire County Council computerised distance measuring software. Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation will be used to allocate places, supervised by someone independent of the academy.

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

Parents whose children are not offered a place will be placed on a waiting list which is maintained in partnership with Nottinghamshire County Council until the end of the academic year. The position on a waiting list is decided by the oversubscription criteria. No reference is made to the date an application has been received or whether a parent has appealed against the decision. The waiting list is re-ranked every time there is a new application. If any applications are received that have a higher priority within the admission oversubscription criteria, these will be placed higher than applications that may have been on the list for some time.
Being on a waiting list does not mean that a place will eventually become available. If a place becomes available, the place will be allocated to the child who is top of the waiting list at that time.

Children offered a place in our school who were born between 1 September and 31 August of the appropriate admission year, have the option to start full-time school from the beginning of the autumn term. Parents may choose to defer their child's admission to the following term or until the beginning of the term following their child's fifth birthday, provided that the child's admission takes place within the current school year. Start dates can be discussed with the Principal. Parents may request their child takes up the place part time until the child reaches compulsory school age. This can be discussed with the Principal.

Special circumstances

The following groups of children will be given special consideration in their application for a particular school: children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of the application.

The trustees will consider each case on its merits and determine the allocation of any such place on the basis of the written evidence. Admission under 'special circumstances' will take precedence over all but the first of the numbered criteria.

In year admissions to year groups other than the intake year

Admission into school is coordinated by Nottinghamshire County Council. Applications forms can be obtained from Nottinghamshire County Council, www.nottinghamshire.gov.uk

Applications for admission to year groups other than the intake year group will be considered in relation to the published admission limit which applied when the year group was first admitted to the school, subject to infant class size restrictions. If places are available within the year group, the child will be admitted.
If there are more applications than places available, the oversubscription criteria above will be used to determine which child can be offered a place. The published admission number for the year groups are: F2 - 45 Yr1 – 45, Yr2 – 45,
Yr3 - 45, Yr4 – 45, Yr5 – 45, Yr6 – 45. N.B. Pan only applies to relevant year groups. Admission may be refused where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

A waiting list will be in operation for all other years where the school receives more applications than places available. The waiting lists will remain open whilst the number of places in the year group is full, or until the end of the academic year.

Where the number of children in a particular year group falls below the published admission number, the person whose name appears first on that particular year group's waiting list will be offered a place. A child's position on this waiting list will be determined by the application of the school's published oversubscription criteria.

Parents are welcome to ask what position they currently hold on the list. However, because the school constantly receives applications for admission throughout the

year, the waiting list is continually being re-ordered. Parents need to be aware that their position on the list may rise and fall over time and therefore a higher position on the list is not necessarily a good indicator of the likelihood of a place being offered.

Length of time on the waiting list will not be a factor in offering a place.

Children who are the subject of a direction by a Local Authority to admit or who are allocated to the academy in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

Admission of children outside the normal age group

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Children should only be educated out of the normal age group in very limited circumstances.
As mandated by paragraph 2.16 of the School Admissions Code ('the Code'), school admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but children do not reach compulsory school age until on or after their fifth birthday. For children who are under compulsory school age, once a school place has been accepted, parents may, if they wish agree with the school a pattern of part time attendance or a deferred start until later in that school year (but not later than the beginning of the summer term). These arrangements should be discussed with the academy.

Children born from 1 April to 31 August - summer born children - do not need to start school until the September after their fifth birthday, a full year after they could first have started school.

Where a parent delays their child's start until the September after their 5th birthday, they may request their child is admitted out of their normal age group in order to start in reception rather than in year 1. In this situation, the school admission authority is responsible for making the decision on which year group a child should be admitted to but it is the parent who has taken the decision to delay their child's start at school. In cases where parents or carers choose to delay a child's admission to school until the September after their fifth birthday, they must reapply. The admission authority will then make a decision about which of reception or year 1 the child is admitted to on the basis of the circumstances of the case and in the best interests of the child concerned.

Alternatively, a parent delaying their child's start until the September after their 5th birthday, could make an in-year applications for a year 1 place for their child that year. Admission into school is coordinated by Nottinghamshire County Council. Applications forms can be obtained from Nottinghamshire County Council, www.nottinghamshire.gov.uk
In that case the child would miss reception year and be taught in their normal year group. N.B. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group. This decision will be taken by the admission authority.

Parents should submit a request in writing to the Chair of Trustees C/O the Principal of The West Park Academy as early as possible.

The admissions authority will then make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the Principal of the school concerned will also be taken into account. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision.

Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Transfer to secondary school

Where a child has been educated out of the normal age group it is the parent's responsibility to again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of the preferred school to decide whether to admit the child out of the normal age group. The admission authority must make a decision on the basis of the circumstances of each

case and in the child's best interests, and will need to bear in mind the age group the child has been educated in up to that point.

Definitions

Home Address

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or the foster parent(s) address may be used.

If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought. The evidence should prove that a child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, The trust will allocate a place in advance of the family arriving in the area (as long as one is available) and provided the application is accompanied by an official letter that declares a relocation date.

The trust will not refuse to process an application and will not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area. The trust will use the address at which the child will live when applying our oversubscription criteria, as long as the parents provide some evidence of their intended address.

The trust will use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this. The trust will not reserve blocks of places for these children. The trust will ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children.

Catchment Areas

Catchment areas do not prevent parents who live outside the catchment areas of a given school from expressing a preference for that school. The catchment area for The West Park Academy is accessible via the school website https://westparkacademy.co.uk Nottinghamshire parents can check the catchment area for their address at www.nottinghamshire.gov.uk

Parent

- The mother of the child;
- The father of the child where he was married to the mother either when the child was born or at a later date;
- The father of the child if he was registered as the father on the birth certificate;
- An adoptive parent;
- Any other person who has acquired "parental responsibility" through the courts; evidence of this may be required.

Sibling (brothers or sisters)
A brother or sister who shares the same parents, a half-brother, half-sister or legally adopted child living at the same address, a child looked after by a local authority placed in a foster family with other school age children or a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

A looked after child
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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

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 arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014.
Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Children who were previously in state care outside of England (looked after by a public authority, religious organisation or another provider of care whose sole purpose is to benefit society, such as orphanages or other settings).

Further guidance on the way in which applications are dealt with can be found in the 2025-2026 Nottinghamshire County Council's "Admissions to Schools" booklet and the County Council website www.nottinghamshire.gov.uk. This also outlines how the co-ordinated admissions scheme and late applications are processed.

Appeals

In the event of oversubscription and applications being refused, applicants have the right to an independent appeal. The deadline for lodging appeals allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. Appeals should be submitted to the Chair of Trustees, The Forge Trust, The Sir Donald Bailey Academy, Newark, Notts, NG24 4EP

Fair Access Protocol

The West Park Academy participates in Nottinghamshire County Council's Fair Access Protocol.