



WESTBOURNE PRIMARY SCHOOL

Admission Policy - Arrangements for entry in 2025/2026

Westbourne Primary School is an academy school located in Sutton for children aged 3 to 11. The school has a nursery class. Westbourne is a friendly, caring, family community striving for excellence – committed to achievement and sharing in the success of each individual. Our vision is: A flourishing and thriving childhood – Belonging, Excellence, Success and Happiness. We aim to nurture children's aspirations on their life-long journey to become:

Empathetic: confident, collaborative and concerned for society;

Agile: enquiring, creative and enterprising, open-minded and risk-taking;

Hard-working: practising, persevering and resilient;

High-performing learners: mastering Advanced Thinking Skills (meta-cognition, linking, analysing, creating and realising).

Westbourne Primary is a welcoming school where everyone is valued equally in a safe and supportive environment.

As an academy, our Trust (Westbourne Academy Trust) is the Admissions Authority.

Pupil Admission Number (PAN)

Westbourne Primary intends to admit 90 children into Reception in September 2025 and 26 children into Nursery in September 2025. Our Nursery currently runs one morning session only, with 26 places available, 3 hours per pupil per day, Monday to Friday.

This document sets out the admission arrangements for Westbourne Primary School for entry in 2025/2026.

ADMISSION TO RECEPTION

Westbourne Primary School participates in the Pan-London Co-ordinated Admission Scheme for entry to Primary and Secondary School.

Parents of children born between 1st September 2020 and 31st August 2021 must complete the Local Authority Common Application Form and return it to Sutton Admissions for consideration for the September 2025 intake. The CAF is available online at: www.sutton.gov.uk/education/admissions.

All offers for primary places are made on the primary National Offer Day (16th April or the next working day).

Children will be offered full time education from the September before their fifth birthday. Parents may request to defer their child's entry to Reception, but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for the offer was made.

Parents may also request to stagger entry from part-time to full-time attendance but not beyond the point at which they reach compulsory school age. Individual requests will be considered by the school.

Parents wishing to apply for places outside the child's normal year group will have their application considered by our admissions panel based on the circumstances of each case. Applications should include relevant professional evidence for consideration, based on the individual needs of their child.

Where the child is attending the school's nursery, a separate application must be made for entry into a Reception Class. Places are allocated according to the admissions criteria shown below; no automatic entry or priority is given to children attending the school's nursery.

Admissions and Oversubscription Criteria for Westbourne Primary School

If the school is oversubscribed, priority will be given to children with an Education Health Care Plan (EHCP) that names Westbourne Primary School. The remaining places will then be offered to other applicants in order of the priority below:

i) Priority 1 - Looked after children or previously looked after children.

A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). A previously looked after child is a child who was adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after.

ii) **Priority 2 – Exceptional Medical and Social Criteria**

If there are professionally supported medical reasons, or exceptional social reasons, why a child should attend a particular school supporting evidence should set out particular reasons why Westbourne Primary is the most suitable school. The supporting evidence should come from a doctor and/or hospital consultant, a health visitor, social worker, housing officer or other relevant council officer. Decisions on priority of admission on exceptional medical or social grounds will be taken by the school's Admissions Panel. Please note that it is not possible for routine child-minding arrangements to be taken into account as an exceptional social reason.

iii) **Priority 3 – Siblings**

This criterion applies where a sibling is reasonably expected to be in attendance at the school at the time of the enrolment of a new pupil. 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, who is living as part of the same family unit at the same address Monday to Friday. Siblings in Year 6 or Nursery at the time of application will not qualify.

iv) **Priority 4 – Distance**

Remaining places will be offered on the basis of proximity of the child's home address to the school. The point within the school to be used in any distance calculation will be the main entrance to the school building. Distances will be measured in a straight line from the child's home address, with those living closer to the school receiving the higher priority. The child's home address excludes any business, relative's or childminder's address and must be the applicant's normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will be the address of the parent who is claiming Child Benefit for the child. All distances will be measure by the computerised Geographical Information System maintained by Sutton Admissions team.

The address to be used for the initial allocation of places to Reception will be the child's address at the closing date for application. Changes of address up to dates stated in the scheme may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation, and for mid-term admissions will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify the Local Authority and school of any change of address.

Tie Breaker and the admission of twins, triplets, other multiple births or siblings born in the same academic year

Distance will be used as the tiebreaker for each oversubscription criterion. Where two children live equidistant from a school, and where there is only one place remaining, Trustees will draw lots to determine the allocation.

Where there are insufficient places to admit both twins or multiple birth applicants, each circumstance would be considered according to need and available school resources.

Waiting List

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown above and without regard to the date the application was received or when a child's name was added to the waiting list. Priority will be given to placements made through the London Borough of Sutton Fair Access Protocol and for children with an EHCP which names Westbourne Primary School.

Waiting list for entry to Reception 2025 will remain open until the end of the 2025 autumn term. If you wish to remain on the list after this date, you must write to the Local Authority by 31st December 2025 to confirm this.

Appeals

Parents who wish to appeal against the decision not to admit their child to Westbourne Primary School can appeal against the decision to an Independent Appeals Panel, which the Trustees have established under the terms of the relevant Education Act.

Parents should bear in mind that the School Standards and Framework Act 1998 limits the circumstances in which an appeal panel can uphold an appeal for the admission of a child to a school, as schools are bound to comply with the duty to limit Infant class sizes. Information about the appeals process can be found on our school website and can be also requested from the school office.

Mid-term admissions (In-year admissions)

The following applications will be treated as mid-term admissions:

- Applications after 1 September 2025, for admission to Reception.
- Applications for Years 1 to 6

Applicants should contact Sutton Admissions by visiting www.sutton.gov.uk/admissions to enquire about potential vacancies and the application process.

An application form should be made to the London Borough of Sutton on a Mid-Term Application Form. If a vacancy arises applications will be considered in accordance with the stated oversubscription criteria and an offer will be sent out by the school.

If there is a waiting list and more in-year applicants than places available, the process of prioritising applications will be the same as given above.

ADMISSION TO NURSERY

Please note that attendance at Westbourne Nursery does not give priority for a place in the Reception class the following year. Parents/Carers MUST re-apply and follow the process for entry to Reception (above).

Application for the Nursery is not made through the Local Authority. All applications must be made directly to the school by 13th January 2025.

Before the Admission Panel can consider the allocation of places, the application process has to be complete. An application form should be completed; these are available from the school office and on the school's website www.westbourne.sutton.sch.uk. A copy of the child's birth certificate and proof of address must be produced for inspection at the school.

Children will be eligible for consideration for entry to nursery from the term after their third birthday, with one intake into Nursery in the Autumn Term.

When the nursery is over-subscribed for any year group, applications for admission in 2025/2026 will be ranked against five factors, which will be considered in the following order:

- 1) Children who have reached the age of 3 years before 1st September 2025
- 2) Children who have reached the age of 2 years by 1st September 2025 (for intake in January 2026 or April 2026, should places be available)

Within each of these bands, application will be prioritised as below:

i) Priority 1 - Looked after children or previously looked after children.

A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). A previously looked after child is a child who was adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after.

ii) Priority 2 – Exceptional Medical and Social Criteria

If there are professionally supported medical reasons, or exceptional social reasons, why a child should attend a particular school supporting evidence should set out particular reasons why Westbourne Primary is the most suitable school. The supporting evidence should come from a doctor and/or hospital consultant, a health visitor, social worker, housing officer or other relevant council officer. Decisions on priority of admission on exceptional medical or social grounds will be taken by the school's Admissions Panel. Applicants will not be individually advised if their application has been prioritised under this criterion. Please note that it is not possible for routine child-minding arrangements to be taken into account as an exceptional social reason.

iii) Priority 3 – Siblings

This criterion applies where a sibling is reasonably expected to be in attendance at the school at the time of the enrolment of a new pupil. 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, who is living as part of the same family unit at the same address Monday to Friday. Siblings in Year 6 or Nursery at the time of application will not qualify.

iv) **Priority 4 – Distance**

Remaining places after criteria i) to iii) have been filled, will be offered on the basis of proximity of the child's home address to the school. The point within the school to be used in any distance calculation will be the main entrance to the school building. Distances will be measured in a straight line from the child's home address, with those living closer to the school receiving the higher priority.

The child's home address excludes any business, relative's or childminder's address and must be the applicant's normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will be the address of the parent who is claiming Child Benefit for the child. All distances will be measure by the computerised Geographical Information System maintained by Sutton Admissions team.

Tiebreaker

Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for two or more applications, Trustees will draw lots to determine allocations.

Appeals

There is no formal appeal system if you do not get offered a place at our Nursery.

Waiting List

Children applying for nursery who are not offered a place will be automatically added to the waiting list.