



**Westminster**

**Primary**

**School**

*Nurturing Minds...  
Inspiring Excellence*

# **ADMISSIONS POLICY**

**Date of ratification by trustees: November 2023**

**Date of review:**

**November 2024**

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# **ADMISSIONS POLICY**

## **School Admissions**

### **The school has adopted the Birmingham Local Education Authority Policy on Admissions for Local Authority Infant and Junior Classes**

#### **Local Authority Policy for the Admission of Pupils**

The Authority has a general duty to secure the economic, efficient and effective use of its resources, and must make provision for children of school age in this context.

Section 92 of the Schools Standards and Framework Act 1998 requires the Authority to publish each year the number of pupils that it is intended to admit to each school in the age group in which pupils are normally admitted.

In determining school's admission limits the Authority has regard to the capacity of the school, alternative places available at other schools and its general responsibilities in the use of its resources.

Admission limits are normally based on classes of 30 pupils in Key stage 1 and 30 in Key Stage 2. The agreed policy of the Authority, Advisors and the Teachers' Association is that class sizes should be kept as small as possible within the constraints under which we have to work. It is considered educationally undesirable for classes to exceed 30 in Key Stage 1, particularly when there are suitable places available at neighbouring schools. Excessive class sizes can impose strain on both staff and resources particularly at the Reception stage. It is the Authority's policy to admit children at the start of the year in which they are five, which does place considerable pressure on teachers of such young children.

Westminster Primary School is a two-form entry school and when places are oversubscribed, we follow the Birmingham Local Education Authority Guidance on Admissions. From September 2021 (following an admission consultation process) we have amended the list to include places being offered to children of members of staff.

From September 2021, places will be offered on the following order of priorities:

- Looked after children (LAC), previously looked after children (PLAC) and internationally adopted previously looked after children (IAPLAC). This includes any child/young person who is subject to a Full Care Order, an interim Care Order, accommodated under Section 20 of the Children Act 1989, is remanded or detained into local authority accommodation under Criminal Law or who has been placed for adoption.
- Any child with a statement of special educational needs is required to be admitted to the school that is named in the statement.
- Children (siblings) with an older brother or sister already at the school who will still be in attendance at the time the sibling enters the school. Siblings (brothers and sisters) are considered to be those children who live at the same address and either:
  1. have one or both parents in common
  2. are related by a parent's marriage
  3. are adopted or fostered by a common parent

- Children of staff
- Children who live nearest the school.

Within each of these categories, priority is given to those who live nearest the school, by straight line measurement to one fixed point in the school. In a few cases where the Authority has agreed a catchment area for the school, children living within that area have priority over those children living outside it. If vacancies occur because of pupils not taking up places or leaving school, places continue to be allocated according to the above criteria.

Admissions to a nursery school or nursery class does not give the child an extra right to transfer to the reception year of the primary school to which the nursery is linked or attached. Pupils already attending our nursery will therefore not transfer automatically into the main school when reception places are allocated. A separate application must be made for a place in reception. Applications need to be made online. Please log onto:

[https://www.birmingham.gov.uk/info/20119/school\\_admissions/1786/apply\\_for\\_reception\\_primary\\_school](https://www.birmingham.gov.uk/info/20119/school_admissions/1786/apply_for_reception_primary_school)

You will receive an offer for a reception school place directly from the local authority.

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, an application from the school office needs to be completed.

If there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the order of priorities listed above. Priority will not be given to children on the basis that they have been on the waiting list the longest.