



The  
Westgate School

#equippedforlife

**Admissions Policy**  
**The Westgate School**  
**2023-24**

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## 1. Aims

The Westgate School is a learning environment at the heart of its community. **The Westgate School's mission is to create a safe and positive environment in which all students reach their true potential and feel prepared for future life through outstanding opportunities and personalised learning.**

The Westgate School is a community built upon Respect. This is respect for others whether it be staff or students as well as self-respect. This respect allows us to develop the values, behaviours and attitudes that we feel are important for our students to possess if they are to be **#equippedforlife**.

We aim to celebrate these values, behaviours and attitudes with our students and encourage them to develop them not only in lessons but also beyond school. Our Admissions Policy reflects these aspirations. The Westgate School is an all-ability school that provides secondary school places for young people aged 11 – 16 (Years 7 – 11) and the Admissions Policy is set out below. The school also has a Sixth Form.

The Westgate School is committed to a straightforward, open, fair and transparent practices and policy in relation to Admissions – one that serves the local community of Cippenham. The school will act in accordance with the Schools Admissions Code (as revised September 2021) and admissions law as they apply to Academies.

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

## 2. Legislation and Statutory Requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

## 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

## 4. How to apply

The Westgate School is part of the Local Authority's coordinated arrangements, which require all parents to complete a Common Application Form (CAF) provided by the Local Authority. For applications in the normal admissions round, you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for up to 6 schools, in rank order.

Copies of the form are available from the Admissions Teams at Slough Borough Council or online at: [www.slough.gov.uk/admissions](http://www.slough.gov.uk/admissions) where full details of the application process are available.

In completing the Common Application Form, The Westgate School must be listed as one of the preferences on the LA form. Inaccurate or false information on the form could result in the place being withdrawn.

Applications must be submitted by 31<sup>st</sup> October in the year prior to commencing.

## **5. Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## **6. Allocation of places**

### **6.1 Admission number**

The Westgate School has an agreed Published Admissions Number of 240 per year for admission into Year 7 and shall admit up to this number each year.

### **6.2 Oversubscription Criteria**

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. All children whose statement of special educational needs (SEN) or Education, Health Care Plan (EHCP) which names the school will be admitted before any other places are allocated.
2. Highest priority will then be given to looked after children and all previously looked after children who apply for a place at the school. (see previous definition)
3. Children living in the school's catchment area.
4. Priority will next be given to children with siblings already at the school and on roll at the time of the child's admission. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
5. Children living outside the school's catchment area.

Distance will be measured in a straight line from the front door at the child's home address to the main entrance of the school, using the LA's computerised measuring system. With those living closer to the school receiving the higher priority.

### **6.3 Tie Break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants. This process will be independently verified. This process overseen by an independent body other than The Westgate School.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

Where the application of oversubscription criteria would result in splitting children with either the same birth dates or children born in the same academic year from the same family, then places will be offered even if this will result in the school going above its admission number.

### **6.4 Challenging Behaviour**

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.8 & 3.10) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHCP listing the school, where needs can be met.

### **6.5 Fair Access Protocol**

We participate in Slough Borough Council's Fair Access Protocol; this helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## **7. In-year Admissions**

Slough Borough Council manage our waiting lists in all year groups with the exception of Sixth Form.

Should you wish to transfer your child to The Westgate School please contact Slough Borough Council directly. You can find further information on their website:

<https://www.slough.gov.uk/school-admissions/year-admissions>

## **8. Sixth Form Applications**

Applicants who meet the academic entry requirements for sixth form will be prioritised as follows:

- Looked After children and previously looked after children
- Current students of The Westgate School
- Sibling of students at The Westgate School
- All other applicants

## **9. Appeals**

If the application for a place at the school is unsuccessful, the parent/carer will be informed by Slough Borough Council's Admissions Team why the admission was refused and will be given information about the process for hearing appeals.

If you wish to appeal for a place, please see our website for information on this process including appeal deadline dates.

<https://www.westgate.slough.sch.uk/page/?title=School+Admission+Appeals+2021&pid=156>

Please note our appeals process is held independently of the school and we do not have any influence on whether the appeal is upheld. All decisions are made by the independent panel.

You do not have the right to appeal if you did not name our school on the CAF.

## **10. Monitoring arrangements**

This policy will be reviewed and approved by the Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Governing Board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.