The Park Federation
ACADEMY TRUST

Admissions Policy

Approved by	C.Snowden		
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Summary of Changes

Version	Date	Summary of Changes	Approved By
1		Written	C.Snowden
2	01.09.2025	Oversubscription criteria change (consultation period 6th December 2024 to 17th January 2025)	C.Snowden
3	01.09.2026	Links added for applying for school place via Slough Borough Council Admissions	C.Snowden

Contents

Section	Page
1. Introduction	3
2. Admissions Policy	3
3. Oversubscription Criteria	3
4. Deferred Entry	4
5: Outside the normal age group (For Summer born children only)	4
6. Waiting List	5
7. Late application	5
8. Appeals	6
9. Nursery Admissions	7 - 8

Section 1: Introduction

Western House Academy will comply with the Schools Admissions and Appeals Codes. Western House Academy will be an inclusive school with no religious faith affiliations.
This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- 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.

The policy below sets out the admissions criteria for entry to Western House Academy in the academic year 2027 - 2028.

Section 2: Admissions Policy

Western House Academy Council will determine the admissions criteria of Western House Academy. The Local Authority will administer the offer of places on its behalf. To apply for Reception 2027, please visit: https://www.slough.gov.uk/school-admissions/primary-school-admissions

Published Admission Numbers (PAN) for the next three years

Western House Academy Admission Numbers				
Year Group	2026/2027	2027/2028	2028/2029	2029/2030
R	90	90	90	90
1	90	90	90	90
2	90	90	90	90
3	90	90	90	90
4	90	90	90	90
5	90	90	90	90
6	90	90	90	90

Section 3: Oversubscription Criteria

If there are fewer applicants than places, all applicants will be accepted.

Where the Academy is oversubscribed, after the admission of pupils with Education, health and care (EHC) plan which names the Academy, priority for admission will be given as follows:

1. A child looked after (as defined in Section 22 of the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption residence, a child arrangements order, or a special guardianship order.

2. Priority will next be given to children on the basis of social need or children who suffer from a long-term medical or psychological condition, which make it necessary for them to attend Western House Academy. Applications must be accompanied by medical evidence from a GP or Hospital Consultant.

3. Children of a member of Staff where this will enable the staff member to continue with their contractual duties.
   (i) where the member of staff has been employed by the academy for two or more years
   (ii) the member of staff is recruited to fill a post where there is a demonstrable skill shortage.

4. Children who have a sibling living in the same household who currently attend the full time school (not the nursery) and will continue to do so on the date of admission. A sibling refers to a brother or sister, half brother or sister with one parent in common, adopted brother or sister.

5. Children who have a member of the immediate family who suffer from a long-term medical or psychological condition which make it necessary for them to attend Western House Academy. Applications must be accompanied by medical evidence from a GP or Hospital Consultant.

6. Children living nearest the school. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address and Western House Academy using a computerised mapping system.

Tie break: If two addresses are the same distance from the academy, the offering of a place will be decided by lottery. This process is controlled by the Local Authority.

Section 4: Deferred Entry

If a parent wishes to defer their child's school place, this will need to be confirmed with the school. Please note that any decision made by the school in respect of a deferred entry is final and cannot be sent to appeal.

For Reception September intake - If parent's feel that their child is not ready to start school in the September following their fourth birthday, they can either arrange for their child to attend part time until they reach statutory school age or defer the date their child is admitted to the school until later on in the Reception year.

Section 5: Outside the normal age group (For Summer born children only)

Children born between 1 April and 31 August are regarded as summer born children. In exceptional circumstances, summer born children may be admitted to school in a different year group. This is usually due to concerns in relation to a child's development. If a parent would like to request for their

summer born child to start school outside of their normal age group, and be admitted to reception rather than year 1, parents must follow the process below:

When parents apply for the normal reception year they should inform the local authority Admissions Team in writing, that they do not wish to send their child to school until September after their fifth birthday and request that their child is admitted out of their normal age group – to reception rather than year 1. The letter or email should include reasons for your request and any evidence to support your case.

Evidence should show – whether the child is summer born, information about the child's personal, social, emotional development and academic development, if relevant, the child's medical history and views of a medical professional, whether the child was born prematurely.

The council will look at each case on its merits taking into account the child's best interest and either agree or refuse the request on that basis.

Fair Access Protocol

We participate in the Local Authority's Fair Access Protocol.

Section 6: Waiting List

Where the school fills all places, a waiting list will be maintained by the Local Authority in the order of the over subscription criteria outlined above. With the exception of Nursery where the waiting list will be held by Western House Academy.

Our admissions team will notify the Local Authority of any vacant spaces in year groups and the Local Authority will allocate places according to the set criteria.

Section 7: Late applications

Late applications will be considered once all of the "on-time" applications have been allocated. After this, if a school place cannot be offered, they will be placed on the waiting list in order of the oversubscription criteria. Late applications cannot be placed at the bottom of the waiting list as it is considered that the child is being penalised twice and will therefore be placed on the waiting list in the same order as a timely application if a school place cannot be offered (2.14 of the Schools Admissions Code).

In Year Application

Applications for In Year Admissions are to be made direct to the Local Authority: https://www.slough.gov.uk/school-admissions/year-admissions

Section 8: Appeals

Parents who are refused a school place have the right to appeal to an Independent Appeal Panel. Please see our website for further information.

Section 9: Nursery Admissions

Purpose

The policy and regulations for Admissions are determined by the Local Authority in consultation with all of its schools. As required by the Education Reform Act 1988, the standard number for places for Western House Academy, which is reviewed annually, has been set at 50 part-time places which is 25 morning places & 25 afternoon places and 20 full time places.

From 1st September 2017, the Government introduced 30hrs of free childcare for eligible families, as part of the Childcare Education Act 2016. We will use some of the part-time places to create some 30hr places. This may fluctuate termly according to changes in parent's employment circumstances. The Government is allowing a term's grace for parents to become re-employed, but at the end of that time we may have to re-allocate the additional 15hrs place.

Criteria

We are able to admit children in the term after their third birthday, to attend during term time only.

If applications exceed the number of available places, Western House Academy will apply the following criteria in making allocations in the following order;

Priority will be given to:

1. Children who are in public care as verified by the local authority, or 'children looked after' (CLA).
2. Children who have an Education Health and Care Plan (EHCP), naming Western House Academy.
3. Children of a member of Staff where this will enable the staff member to continue with their contractual duties.
4. Children with siblings in the school.
5. Children (including those with SEND but no EHCP), who live closest to the school (a straight line on a map from parental home postcode to school postcode.) The parental home address is where the child spends the majority of their school week, including nights. Proof of address is required.
6. Children who do not satisfy any of the criteria 1-6.

   The admission of children with additional needs, but with no EHCP, will be considered in consultation with the family, SENDCO, Key Person and other professionals. Places will be offered if we are able to provide appropriate support, to cater for the child's needs.

Please also note the following:

- Places can only be offered to children resident in other LAs once children resident in Slough have been offered a place. If places become available, previously unsuccessful applicants will be considered before the next group of applicants if the criteria are still met.
- Applications can be made at any time from birth.
- Parents will be asked for their National Insurance Number, child's birth certificate and proof of address.

- Parents applying for 30hrs will need to apply on the Government's website and print their eligibility evidence. This needs to be given in to the school office on a termly basis.
- Please note that if a place has become available in a 30hr key-group, we may give priority to children who are eligible for 30 hours funding.

30 Hour Places

We offer a limited number of 30 hour places. There are strict admissions criteria we follow when allocating these places. Please find this below:

- A parent needs to have applied for 30 hours funding and be in receipt of a 30-hour code. Confirming the re-eligibility of this code every term is parents' responsibility, failure to do so may result in the loss of the 30 hour place.
- This will be 9:30am – 3:30pm. There is a possibility of purchasing an 8.30-9.30 extra hour each day, in addition to the 30hrs.
- Priority given in the order as listed above

It should be noted that a place in Western House Nursery does not automatically guarantee a place at Western House Academy.

Outside of Slough Borough

We recommend that parents, who choose schools outside Slough Borough, familiarise themselves with the admission age and criteria for the new local education authority.
Children may have to wait a term or more before being admitted to Reception Class in the new school.

Admissions to the Nursery for morning, afternoon and 30 hour places are made direct to the academy. Where the school fills all places, a waiting list will be maintained by the academy in the order of the over subscription criteria. Where a place becomes available we will advise the parents direct.