



Admission Arrangements for West Road Primary Academy for 2025-2026

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Approved:	
Chair of Governors:	Alan Pettigrew
To be reviewed:	October 2025

Admission arrangements for West Road Primary Academy 2025/26 School Year

These are the admission arrangements for 2025-26.

Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

1. General Statement

In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

2. Admission Number

The admission number for the school is 50. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.

Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order

In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Form (CAF) under a Coordinated Admission Scheme (CAS).

3. Expressing A Preference - Year of Entry

Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

4. Closing Date For Receipt Of Parental Preferences

The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

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.

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. Eligibility For A Place At A School - Oversubscription Criteria

All children whose statement of special educational needs SEN or education, health and care EHC plan names the school will be admitted before any other places are allocated.

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.

- a) Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school
- b) The school requires EHCP as supporting evidence if you are making an application on the basis of social or medical need.
- c) Priority will next be given to children of staff at the school, in either of the following circumstances:
 - i. The member of staff has been employed at the school for two or more

years at the time at which the application for admission to the school is made, or

- ii. The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage

- d) Priority will next be given to children with siblings at the school. 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.

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.

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In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on West Road. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

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

7. Children below compulsory school age (optional)

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday. Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

8. Nursery admissions

Parents can apply for a free place for their 2-year-old child if they are in receipt of one or more benefits. ***See 2-year-old Rising 3's policy.***

A child is usually allocated a nursery place (if places are available), to be admitted the term after their third birthday (fifteen hours funded) and are admitted according to DMBC stipulated criteria and date of birth order.

Applications are made online at [Nursery admissions - Doncaster Council](#)

A child born between:

1 September and 31 December – is eligible from start of the Spring Term in January

1 January and 31 March – is eligible from the start of Summer Term in April

1 April and 31 August – is eligible from the start of the Autumn Term in September

If **places are available**, however, and **parents/carers have completed the DMBC online application process**, a child may be admitted on their third birthday to allow for ease of transition and improve school- readiness. This is up to 15 hours (non-funded), to **take up the 15-hour funded place the term after their third birthday. Final decisions around non-funded three-year-old admissions are made by the headteacher and depend upon place availability/capacity.**

A home visit: The purpose of this visit is to introduce the child to their key worker and for us to begin to get to know the parent and child. This process is set in place to facilitate a smooth transition for the child and to ensure that we will be prepared to meet his/her needs. There will be forms to complete and we will need to see the child's birth certificate.

We also offer working parents (depending on eligibility) the option of a 30-hour funded nursery place. Please visit [30 Hours Childcare / Tax-Free Childcare - Information for Professionals - Doncaster Council](#) for more information. Places are allocated according to place availability/capacity and **final decisions about allocation of 30 hour funded places are made by the headteacher.**

Attending West Road Primary Nursery does not guarantee a place in West Road Primary reception classes. Parents must apply to DMBC for a reception place (see above) and places are granted in line with DMBC admissions policies.

9. In-year admissions

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, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, 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 oversubscription criteria listed in section 6 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following email address:

admin@westrd.doncaster.sch.uk.

10. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address: admin@westrd.doncaster.sch.uk.

11. Monitoring arrangements

This policy will be reviewed and approved by the governing board 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.