

Admissions Policy 2025/26

Wilberforce Primary School is an academy, and the admission of pupils is controlled and administered by the Governing Body.

Contents

1. Admission Number
2. How to apply
3. Oversubscription Criteria
4. Split residence
5. Waiting List
6. Appeals
7. In Year admissions
8. Monitoring arrangements

1. Admission number

The school has an admission number of 30 pupils for entry in Reception and for each subsequent year through to Year 6.

2. How to Apply

The Local Authority is responsible for allocating Reception places at Wilberforce Primary School. Parents/carers must apply online via the e-admissions site at

<https://www.eadmissions.org.uk/>

A paper form is available from the Local Authority admissions team if required.

Parents of children attending the nursery class must apply for a reception class place. There is no automatic transfer from the nursery class to the reception class.

3. Oversubscription criteria

If the number of preferences for the school at Reception is more than the number of places available, places will be allocated in accordance with the following criteria:

1) Children in Local Authority care

A looked-after child (as defined in the Children Act 1989) or a child who was previously looked after but who has been adopted or made subject to residence orders or special guardianship order immediately following having been looked after.

2) Children who have an exceptional medical or social need

Parents/carers must supply details of any such special factors at the time of the original application together with recent supporting documentation from relevant professionals eg medical doctors. All information submitted will be regarded as confidential.

3) Children with siblings at the school

Siblings of children already on roll at the school where those children will still be on roll at the time the applicant is admitted. This includes half/step/adopted siblings, and the children of the partner of the parent or carer provided that they live at the same address as the applicant. Please note that sibling priority only applies to those children with sibling(s) at the school in Years R-6 at the time of admission, not where the sibling is in the nursery.

An application must still be lodged with the Local Authority for a Reception place for each child.

4) Children of current staff and governors

Children, including stepchildren and foster children, of current staff and governors of Wilberforce Primary School.

5) Children who live nearest to the school

Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the main school gate, as determined by Westminster using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded.

If applicants share the same address point (for example, those who live in the same block of flats or shared house) priority will be given to those who live closest to the ground floor and then by ascending flat number order. Routes will be measured to four decimal places (if necessary). If, in the unlikely event that two or more applicants live at exactly the same distance from the school; the offer of a place will be decided by random allocation.

4. Split residence

Where a child lives with parents with shared responsibility, the address where the child spends the majority of the school week should be used for the school application. If there is a genuine 50/50 share agreement the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence.

If a child's residence is split equally between both parents, then parents will be asked to determine which is the residential address for the purpose of admission to school.

5. Waiting List

Unsuccessful applicants (including any applications received after the closing date) will be included on the school's waiting list ranked in order of priority under the published oversubscription criteria, without regard to the date that the application was received. Please note that a child's position on the waiting list may go down as well as up. For example, if a new application is received, or if a child on the list moves nearer to the school, the waiting will be revised. The offer of a place does not depend on the length of time a child's name has been on the waiting list and there can be no guarantee that a place will be offered.

6. Appeals

Appeals will be dealt with under the Appeals procedure in accordance with current legislation. The Appeals process is explained on the Local Authority website.

<https://www.westminster.gov.uk/children-and-families/education/school-admissions/school-admission-appeals>

7. In Year Admissions

In Year Admissions (ie all admissions other than those for a Reception place) are managed by the school. Applications may be made directly to the school or to the Local Authority. To enquire about an In Year Admissions place, please contact the school office on 02080544100 or by email at admissions@wilberforceprimary.org.uk

8. Monitoring arrangements

This policy is effective for the academic year commencing September 2025 and will be reviewed and approved by the Governing Body annually.