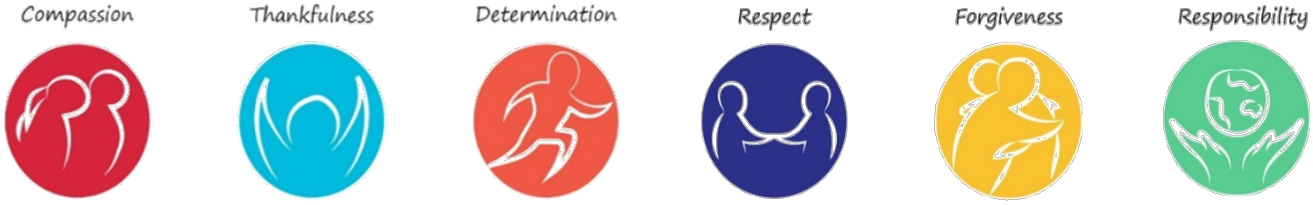
Westminster Church of England Primary Academy

Admissions Arrangements for the Academic Year 2026

Reviewed by	Approved by	Date of Approval	Version Approved	Next Review Date
CS	FGB	January 2023	V1	January 2024
SG	FGB	January 2024	V2	January 2025
SG	FGB	November 2024	V3	September 2025



Westminster Church of England Primary Academy
Admissions Arrangements for the Academic Year 2026

BDAT is the Admissions Authority for this school and the local Governing Body makes recommendations on their admissions arrangements to the Trust Board.

We welcome equally, applications from parents of the Christian faith, of other faiths and of no faith – the Diocesan Board of Education state that:

It is the view of the DBE that our schools are schools for all; places for the whole community to be welcomed into without partiality.

All we ask of all our parents applying for a place here is to respect our distinctive Christian ethos and its importance to the school community.

Our Vision

Following significant work from all stakeholders, we are very proud of our Vision. We fiercely believe that it represents our work and Christian mission at Westminster – we are all part of the Westminster family and every person in it, Staff, Governors, Children and Parents have an equal, but different, stake in our work:

Everyone Welcome...

…embraced by our family, taken to our hearts.

Everyone Belongs...

…rooted in love, celebrating each person's uniqueness.

Everyone Flourishes...

…treasured experiences, enriching lives…

...nourished by God's Love

'There is one body, but it has many parts. But all its many parts make up one body.'

St Paul's letter to the Corinthians

Our Values:

Compassion, Thankfulness, Determination, Respect, Forgiveness, Responsibility

The planned admissions number (PAN) for the admission to the reception class in the school year commencing September 2026 will be a maximum of 60.

Making an Application

Applications for place will be made using the local authority common application form by the national closing date of 15th January 2026. This can be found at Apply for a place at one of Bradford District's schools | Bradford Council

By law, no infant class may normally contain more than thirty children. The Governing Board will not place any restrictions on admissions to the reception class unless the number of children for who admission is sought exceeds this number.

The governing board will consider first all those applications received by the published deadline (above). Applications made after midnight on that date will be considered after all on-time application have been processed unless exceptional circumstances merit consideration alongside on-time applications.

Admission procedures

The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preference which all applications are considered equally, and the Governing body allocates the available places in accordance with its published admissions arrangements. In event that there are more applications than places available, the Governing Board will allocate palaces using the oversubscription criteria detailed below, which are listed in order of priority.

The Local Authority will inform parents of the offer of a place on behalf of the governors on the national offer date 16th April 2026.

For children transferring from nursery to reception a separate application must be made.

Children with an Education, Health and Care Plan (EHCP)

All governing boards are required by Section 324 of the Education Act 1996 or the Children's and Families Act 2014 to admit to the school a child with an education, health and care plan, (EHCP) formerly a statement of special needs (SEN), which names the school. This is not an oversubscription criterion and relates only to children who have undergone statutory assessment and for whom an EHCP has been issued. If this school is oversubscribed after the admission of children with an EHCP then the oversubscription criteria will be applied to other applicants.

Oversubscription criteria

Where the number of applications received exceeds the planned admission number of the school the Governing Board will apply the following criteria in strict priority order.

1. Pupils who are looked after children and all previously looked after children.
2. Children who have an exceptional medical and/or social need.
3. Sisters and brothers of children living at the home address who are at present on roll at the school and will still be attending the school at the time of admission.
4. Other children.

*For definitions and additional explanations. Please see Notes section below.

Tie Breaker

Where there are more applications than available within any one of the above criteria, applications will be allocated to those living closest to the school. The distance will be measured using the same method as the Local Authority. The distance between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building, will be used to decide who is given a place; those living nearest being given the available places.

Where two or more applicants live equidistant from the school, as measure by the Local Authority, the remaining places will be allocated by random allocation; the process will be independently supervised.

Waiting lists

Where the application has been unsuccessful parents / guardians may request that the child's name is added to the waiting list. The waiting list will be maintained until December 31st. Any places that become available will be allocated according to the published oversubscription criteria of the admission arrangements with no account being taken of the length of the time on the waiting list.

In accordance with the School Admissions Code as soon as places become vacant the Governing Board must fill the vacancies from any waiting list, even if this is before admission appeals have been heard. Placing a child's name on a waiting list does not affect a parent's / guardian's right of appeal against an unsuccessful application.

It should be noted that children, who are subject of direction by a Local Authority to admit or who are allocated in accordance with an In- Year Fair Access Protocol (The School Admission Code), must take precedence over those on a waiting list.

Appeals process

Where governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent appeal panel, set up under the School Standard and Framework Act 1998 as amended by the Education Act 2002.

Parents who intend to make an appeal against the Governing Board's decision to refuse admission must submit a notice of appeal in writing within 20 days of receiving the offer letter

Please note the right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

Appeals forms can be obtained from the Local Authority Admissions Team.

Email: schoolappeals@bradford.gov.uk

Tel: 01274 439200

In year admissions

These are co-ordinated by the school. Parents/carers who wish to apply for a place in-year should contact the school for an in-year transfer form on 01274 648490 or via office@west.bdat-academies.org

Admission to Westminster Primary Academy Nursery does not guarantee a place in reception class.

Where more applications are received than places available the over-subscription criteria will be used to support the decision.

Fair access protocol

The Local Authority has a Fair Access Protocol to ensure that unplaced and vulnerable children, and those who are having difficulty in securing a school place in-year are allocated a place as quickly as possible. A child would only be eligible to be placed via the Fair Access Protocol (FAP) where they have not been able to secure a school place in-year and they fall into one of the specified FAP categories.

Children below statutory school age and deferred entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date their child is admitted to the school until later in the school year but not beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part time place until later in the school year but not beyond the point at which they reach compulsory age. Following receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part time place as above.

Admission of children outside their normal age group

Parents may request a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Any such request should be made in writing to the Chair of the Governing Body, Westminster CofE Primary Academy, Westminster Road, Bradford, BD3 0HW at the same time as the admission application is made to the Local Authority and not later than the closing date of the 15th January 2026. The decision will be based on the circumstances of each case and in the best interests of the child. In addition to considering the views of the headteacher /principal, the governors will also take in to account the parent's views and of appropriate medical and educational professionals.

Applications need to be made under the normal round expressing the wish that the child be admitted the following year.

Fraudulent applications

The Governing Board reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application, e.g., false home address. This includes cases where parents take out a short term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to the Governing Board's attention will be investigated.

Notes and Definitions

Parents

'Parents' include all those people who have parental responsibility for a child as set out in the Children Act 1989.

Siblings

Siblings refers to all children of statutory school age who reside with the same family at the same address. Children living with the same family, e.g foster children, step sisters and brothers, and half sisters and brothers are also included.

Home address

The child's home address must be where the child lives permanently. If the residency is split equally between two parents, they can nominate the address they wish to use for the allocation of a school place, the chosen address will then be used for the full allocation period.

Families who are due to move house should provide:

a) Proof of sale/termination of tenancy on the current property or
b) a copy of the current Rental Agreement, signed by both tenants and the landlords, showing the address of the property; or
c) in the case of serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ

Exceptional medical or social need

Priority will be given to those children whose evidence establishes that they have **a demonstrable and significant need to attend this school in particular.** Equally this priority will apply to children whose evidence establishes that their parents/ guardians physical or mental health or social needs mean that they have a demonstrable and significant need to attend this school in particular.

All schools can support children with a wide range of additional needs and are expected to accommodate severe medical and social needs. An application made under this criteria, should clearly demonstrate why this school applied is the only one that can meet your child's needs in a way that no other school can.

Evidence must be submitted in writing by the closing date for applications (above) and include recent independent objective evidence, for example from a doctor, psychologist, social worker or other professional involved with your child. It should confirm the circumstances of the case and must set out why the child should attend this school and why no other school could meet the child's needs. If this school is not the nearest school to your child's home address, give specific reasons why closer schools will not meet your child's needs.

Providing evidence does not guarantee that a child will be given priority at this school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school above any other. In consideration of each case the board may consult with other medical or educational professionals for a further opinion as to whether the pupil should be allocated a place at this school.

'Medical need' does not include mild medical conditions, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school or because of routine childminding arrangements.

Children who are looked after

Children who are 'looked after' by the Local Authority in accordance with section 22 of the Children's Act 1989 (i.e. a child who is in the care of the Local Authority, or provided with accommodation by the Authority) and children who were 'looked after' but have been adopted or have become subject to a child arrangement order or special

guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

This applies to all looked- after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.

Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application. This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adopted & Children's Act 2002. Child Arrangement Orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a Child Arrangements Order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Multiple births

Where parents of multiple birth (twins, triplets etc) request admission and only one of the siblings can be offered a place, the remaining siblings will also be offered places above the admission number.