

Name of Policy: Admissions Policy 2028-2029	Version/ Last Review Date: October 2026
Name and contact details of author: Ben Wassall	Previous Review Date:
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Other policies linked to this policy:	Governor Committee Responsible: People Committee

West Newcastle Academy Primary School follows the admissions 'code' or 'guidance' detailed below in accordance with the guidance from the Department of Education:

<https://www.gov.uk/government/publications/school-admissions-code--2>

To view the coordinated admissions scheme for Newcastle upon Tyne maintained schools including academies, please follow this link: <https://www.newcastle.gov.uk/services/schools-learning-and-childcare/about-our-schools/schooladmissions-arrangements>

The Governing Body is the Admissions Authority of this school and is responsible for determining the school's admissions policy for the academic year 2028-2029.

The number of places available in the Reception class in academic year 2028-2029 is 30.

How and when to apply for places

All applications for school places must be made to your home local authority. Newcastle City Council encourages online applications via the Citizen's Portal (www.newcastle.org/CitizenPortal_LIVE/en)

A paper application form is available as an alternative; this is available from the school office at West Newcastle Academy or the School Admissions Team at

admissions.information@newcastle.gov.uk and must be returned to Newcastle City Council.

Applications for Reception places for September 2028 **must be submitted by 14th January 2028.**

Applications for school places in other year groups or after the start of the school year can be submitted at any time.

Late applications

Applications received after the closing date will be classed as late and processed after all of the applications received on time.

Special Educational Needs

Children who have an Education, Health and Care Plan which names the school will be admitted to the school.

Admissions to the Reception Year in September 2028

How places will be allocated

If there are enough places at the school, then every applicant will be offered a place. If more applications are received than the number of places available, the following oversubscription criteria will be used in the order shown to decide which children will be allocated places.

Over subscription criteria

If oversubscribed, after admitting all SEN children with an EHCP. Children are allocated places according to the following:

1. Children who are currently looked after by a local authority (in care), children who were previously looked after by a local authority and immediately afterwards became subject to an adoption, residence (child arrangements) order or special guardianship order and children who appear to Newcastle City Council to have been in state care outside of England and ceased to be in state
2. Children for whom it is essential to be admitted to the school because of special circumstances to do with significant medical or social needs evidenced by written professional advice, explaining why these needs can realistically only be met by West Newcastle Academy. The admissions panel will seek whatever professional advice they deem appropriate in deciding on the validity of such applications, and reserve the right to decline those applications where there are deemed to be insignificant needs, or those needs can reasonably be met elsewhere.
3. Children who, on the date of admission, will have a sibling on the roll of the school. Sibling means a full, step, half, adopted or fostered brother or sister, but not cousin, who will be living permanently with them at the same address at the date of their entry to the school. The school may require proof of relationship.
4. Entitlement to pupil premium or service premium, until, (subject to there being sufficient spaces after admitting pupils under 1,2,3 & 4) the quota of 50% has been reached; If there are more applications from pupil premium entitled children than the quota, then they will be prioritised by travelling distance, until the quota of 50% is reached.
5. Travelling distance from the school. This includes all children including those entitled to pupil premium who failed to make the quota under point 5 above.

Definitions

- The agreed quota for children entitled to pupil premium is 50% of the admissions intake of the school during that year.
- Travelling distance: measurement will be the straight-line distance from the home address** to the centre of the school using an electronic map measuring system as used by the local authority. School address, off Armstrong Road Newcastle NE4 8QP
- Qualification for pupil premium: Parents will need to complete a '*pupil premium admission priority form*', which is available from our website. If this form is not completed, parents will not be considered as a priority application. It is the parents' responsibility to ensure this form is submitted to WNA if they feel it applies to their child. This form must be submitted to WNA no later than 28th February, in the year that the child is to be admitted to the school. Apply online <http://www.newcastle.gov.uk/education-and-learning/grants/free-school-meals>

Should there be a 'tie' between two or more applicants for a place in any category then the decision is made by random allocation*. Each tied applicant is allocated a unique number and the Chair of the appeals committee is invited to select 1 number, unseen.

*Twins and multiple births: If there is a tie for the last place in a class between twins or children of a multiple birth, then all the siblings would be admitted, under the regulations concerning 'excepted pupils'. The class would thereby have a greater number of pupils in that cohort, until numbers reduced naturally and the class size could return to normal. [The School Admissions (Infant Class Sizes) (England) Regulations 2012]

**Shared care arrangements – where the child resides for the majority of the time or in cases of 50/50 shared care, the address at which the child is registered with their GP.

Note: Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to WNA, the offer of a place will be withdrawn and an appeal offered.

Waiting lists

- For applications for Reception places, parents can request to be added to a waiting list which will be kept until the end of December 2028 and will then be cleared. Waiting lists will be ranked using the oversubscription criteria regardless of the date the application was received. From January and then on a termly basis, waiting lists will be cleared and parents/carers will need to re-apply each term if they still want their child to be considered for a place at the school.

Summer born children and the admission of children below compulsory school age including deferred entry and part time admission

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children (those born after 1 April) this can sometimes be almost a full school year after the point at which they could first be admitted.

Some parents may feel that their child is not ready to start school in the September following their fourth birthday. Parents are entitled to request in writing that:

- their child attends part-time until they reach compulsory school age, or
- the date their child is admitted to school is deferred until later in the same academic year or until the term in which the child reaches compulsory school age. The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it. The maximum length of time a place can be deferred is two terms.
- The child must start school full-time no later than the term after their fifth birthday.

If parents of summer born children wish them to be admitted to the Reception year in the term following their fifth birthday, rather than year 1, then parents should submit a written request providing reasons for seeking a place outside of the normal age group and any supporting evidence from relevant professionals.

Requests should be submitted before the closing date for Reception applications in the child's normal age group in good time for the request to be considered and inform the parent of the outcome before the closing date for the normal age group. In other words, for children due to start school in September 2028 where the parent wishes the child to delay admission until 2029, parents should submit their requests well before 15 January 2028.

These requests are called offset requests and should be completed on the form provided by Newcastle City Council who will record the request and share it with the Head Teacher. The Head Teacher, a governor (nominated by the Chair of Governors) and an Admissions Specialist will meet (either in person or virtually) and make a decision about the request based on the information provided and the current legislation. Each case will be considered individually, and a meeting will be arranged within 15 school days of any request being submitted.

If the request is agreed, any application made for the normal age group will be withdrawn before any place is offered and parents will need to reapply using a paper form from the office for a Reception place in the following year.

If the request is refused, the parents must decide whether to apply for a Reception place in the current academic year (Note that the application will still be subject to the oversubscription criteria in this policy) or to withdraw their application and apply for a year 1 place the following year. However, parents should be aware that the year 1 group may have no places available if it is already at capacity with children progressing from the previous Reception year group. Further information and advice on the admission of summer born children is available on the Newcastle City Council website www.newcastle.gov.uk or by contacting the School Admissions team by email: admissions.information@newcastle.gov.uk

If a parent wanting to make an in-year application to the school believes that their child should be admitted out of their normal year group, they will also need to complete an offset request which will be considered in the same way.

Right of appeal

Parents/carers who are refused a place for their child have a statutory right of appeal to an independent appeals panel. Please contact Newcastle City Council's School Appeals Team for information (email schoolappeals@newcastle.gov.uk) Information is also available at www.newcastle.gov.uk

Definitions

- **A looked after child** is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
- **An Adoption Order** is an order made under section 46 of the Adoption and Children Act 2002.
- **A Child Arrangements Order** (previously known as a Residence Order) is an order outlining the arrangements as to the person with whom the child will live.
- **A Special Guardianship Order** is an order appointing one or more individuals to be a child's special guardian or guardians.

In Year Admissions

Applications for places, during an academic year, must first be submitted directly to the Admissions Department at Newcastle City Council. Once an application is made via the Admissions Department, it is then forwarded on to us at school. If, when an application is received, a place is available and there is no waiting list, a place will be offered immediately. If an application is received and there is no place available, your child will be placed on a waiting list. If a place becomes available whilst your application is on the waiting list, the following information will guide the decision-making process.

Places will be offered to applicants ranked highest using the criteria set out below:

1. Children who are currently looked after by a local authority (in care), children who were previously looked after by a local authority and immediately afterwards became subject to an adoption, residence (child arrangements) order or special guardianship order and children who appear to Newcastle City Council to have been in state care outside of England and ceased to be in state
2. Children for whom it is essential to be admitted to the school because of special circumstances to do with significant medical or social needs evidenced by written professional advice, explaining why these needs can realistically only be met by West Newcastle Academy. The admissions panel will seek whatever professional advice they deem appropriate in deciding on the validity of such applications, and reserve the right to decline those applications where there are deemed to be insignificant needs, or those needs can reasonably be met elsewhere.
3. Children who, on the date of admission, will have a sibling on the roll of the school. Sibling means a full, step, half, adopted or fostered brother or sister, but not cousin, who will be living permanently with them at the same address at the date of their entry to the school. The school may require proof of relationship.
4. Entitlement to pupil premium or service premium, until, (subject to there being sufficient spaces after admitting pupils under 1,2,3 & 4) the quota of 50% has been reached; If there are more applications from pupil premium entitled children than the quota, then they will be prioritised by travelling distance, until the quota of 50% is reached.
5. Travelling distance from the school. This includes all children including those entitled to pupil premium who failed to make the quota under point 4 above.

Objections

You can make an objection to the Office of the Schools Adjudicator (OSA) if you think that the admissions arrangements do not comply with the 'School Admission Code' or other legislation relating to school admissions. See the [Schools Adjudicator website](#) for more information on how to do this.

All admissions authorities must determine their admission arrangements by 28th February every year, even if they have not changed from previous years and a consultation has not been required. You have until 15th May to contact the adjudicator if you have an objection.

October 2026.