



**The Park Federation Academy Trust
West Drayton Academy**

**Admission Arrangements
2026/2027**

Approval

Signed by CEO and Federation Principal on behalf of the Board of Directors	Dr. Martin Young
Date of approval	January 2025
Date of review	October 2025

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West Drayton Academy Admissions 2026/2027

West Drayton Academy will comply with the Schools Admissions and Appeals Codes. West Drayton Academy will be an inclusive school with no religious faith affiliations.

Admissions Policy

West Drayton Academy Council will determine the admissions criteria of West Drayton Academy. The Local Authority will administer the offer of Reception places on its behalf.

Pupil Admission Number

90 places will be available for entry in Reception and all other year groups.

West Drayton Academy Admissions 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 statements of special educational needs which names the Academy, priority for admission will be given as follows:

1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption residence, or a special guardianship order. As defined in the Schools Admissions Code paragraph 1.7, 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) at the time of making an application to a school.
2. Children who suffer from a long-term medical or psychological condition, which makes it necessary for them to attend West Drayton Academy. Applications must be accompanied by medical evidence from a GP or Hospital Consultant.
3. Children who have a member of the immediate family who suffer from a long-term medical or psychological condition which makes it necessary for them to attend West Drayton Academy. Applications must be accompanied by medical evidence from a GP or Hospital Consultant.
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 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 West Drayton 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.

Waiting List

Where the school fills all places, a waiting list will be maintained by the academy in the order of the oversubscription criteria. Where a place becomes available we will advise the Local Authority of the child who is top of the list so that the home Local Authority can inform the parent that an offer can be made on behalf of West Drayton Academy.

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

Application for In Year Admission may be made via the Local Authority or direct to the Academy. The above Admissions criteria also apply for In Year Applications.

Co-ordination

Hillingdon Local authority coordinates Reception Admissions on behalf of schools in the borough for Reception applications only. In-Year Admissions are coordinated by the school.

Temporary Addresses

A temporary address may not be accepted if you still own a property that was previously used as a home address, or a temporary address which the Admissions Authority consider to be solely or mainly used to obtain a school place. If you own more than one property the Admissions Authority may only consider the given address if you have lived there for a year prior to the closing date of application (including rented, bought, or living with a family member or friend). You will be asked to provide additional information to explain why you are not using your permanent address, or another address identified as a result of our screening, or as a result of information obtained from the public. This may include utility bills, benefit claims and copies of mortgage or rent agreements. We will also check Hillingdon council records as well as other Local Authorities records to clarify whether or not you receive services or benefits at another address.

Multiple Births

Twins and children from multiple births when one of the siblings is the last child to be admitted at a community school will be offered over the published admission number unless to do so would prejudice the provision of efficient education or the efficient use of resources. In such cases, Hillingdon Council will use a computerised random allocation to determine which child should be given priority. Where it is not possible to offer each child a place the child(ren) ranked the highest will retain their offer and the applicant will be advised of their right of appeal and informed about waiting lists. For Key Stage 1 the child/children will be considered as an exception to the class size rule.

Withdrawal of Places

Places offered at oversubscribed school will be withdrawn if:

- the offer was made in error.
- an incorrect address or other false information is supplied.
- parent has not responded to an offer within a reasonable time. A further letter will be sent to advise parent that failure to respond will result in the place being withdrawn.

A place will not be withdrawn once a child has started at the school, except where that place was fraudulently obtained but the length of time the child has been at the school will be taken into account i.e., less than one term

REQUESTS FOR ADMISSION TO SCHOOL OUTSIDE A CHILD'S AGE GROUP

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The Admission Authority of a school must decide whether or not the individual child's circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances. Summer born Parents of summer born children (those born between 1 April and 31 August) can request for their child to be admitted to reception a year later outside of their chronological year group, thereby starting school in Reception only once they reach statutory school age. This does not apply to children born in the autumn and spring as these children must legally be in school full time in the term after their fifth birthday. Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the closing date of allocation. The request for later admission should accompany the application. This enables the application to be processed, and a school place secured in the child's actual age group if an Admission Authority refuses the request. If the Admission Authority approves the request, the parent will be advised to re-apply in the following year and provide a copy of the decision. However, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. It is not possible to reserve a place for the following year. Parents are therefore advised to have alternative arrangements in place. Any decision is applicable only to the school for which the Admission Authority is responsible.

How to apply

- When a parent feels their child should be educated in a higher chronological age group, parents will need to apply for admission the year before the child would normally apply for school.
- Or when a parent would like their child educated in a lower chronological age group, parents would need to apply as part of the normal admissions round for a school, they should initially apply for a school place by 15 January in the year of the chronological cohort.
- In both instances, parents should put forward their request for their child to be educated out of their chronological year group along with any supporting evidence that

they may have. They can complete the 'out of cohort request application' available on our web page. Whilst there is no expectation for parents to obtain professional evidence that they do not already have, it may be useful to demonstrate why it would be in the child's best interests to be admitted out of their chronological year group. This process will ensure that an in-principle decision can be made in good time, and that the child does not miss out on accessing a year of education should the request to educate out of the chronological year be refused. However, any offer of a place in a child's correct chronological year group cannot be held until the following academic year. As such, if an admission authority agrees in principle that an out of year group placement would be appropriate, the parent would have to apply again in the following year in order for their child's application to be considered according to the admission criteria for that school alongside other applicants in that year. In addition, one admission authority cannot be required to honour a decision made by another admission authority. Parents should therefore consider whether to request admission out of the normal year group at all their preference schools rather than just their first preference. Where requests are received the decision will be made according to the circumstances of the case and what is in the best interest of the child. In each case, the decision will be made by the admission authority for the school, taking into consideration the following; • Parent's views • Head teacher's views • Information about child's academic, social, and emotional development • Relevant medical history and views of a medical professional • Previous experience of education outside of the child's normal age group • Premature children who would be in a lower age group if not born prematurely.

DEFERRED ADMISSION

In Hillingdon, children can start school in the September immediately following the child's fourth birthday. Parents can request that the date their child is admitted to school is deferred until later in the year or until the child is statutory school age and can request that their child takes up the place part-time until this time.

CHILDREN OF UK SERVICE PERSONNEL

Children of service personnel will not be disadvantaged in the admissions process as stated in the School Admissions Code 2021. For those families with a confirmed posting to this area, places will be allocated in advance of the family arriving in the area. The application must be accompanied by an official letter that declares a relocation date and a Unit postal address.

APPLICATIONS FOR FAMILIES ARRIVING FROM ABROAD. INCLUDING FROM THE EU, FROM 1 JANUARY 2021

In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school before submitting an application.

Appeal

Parents who are refused a school place have the right to appeal to an Independent Appeal Panel. Details can be given by the Admissions Officer.