

ADMISSIONS POLICY 2025/2026

FOR NURSERY TO RECEPTION TRANSFER AND IN-YEAR ADMISSIONS

APPROVED BY:	TRUST BOARD
DATE:	6 February 2024
NEXT REVIEW DUE BY:	5 February 2025

These admissions arrangements apply to applications made in accordance with the published dates issued by the local authority.

General Arrangements

William Byrd Primary Academy is an Academy that is part of The Middlesex Learning Partnership. The process of admission of pupils is controlled and administered by the Governing Body. Reception admissions are allocated in accordance with the published admission criteria as set out below.

1.1 Procedure – the procedure you must follow in applying for a place for your child at William Byrd Primary Academy is as set out on the website. The Governors acknowledge no obligation to comply with applications which are not made in accordance with the published procedure. The Governors have agreed to process applications for admission to William Byrd Primary Academy according to the co-ordinated Admissions scheme managed by the London Borough of Hillingdon Education Authority.

1.2 Deadline – If you are a Hillingdon resident, completed application forms must be returned in accordance with the published procedures.

1.3 Appeals – Appeals against a decision not to offer a place to your child will be dealt with under the Appeals Procedure established by the School Admissions Code of Practice.

1.4 Governors' Replies – The Governors will address their communications regarding admission to William Byrd Primary Academy to the address on the application form.

Information for Parents of Prospective Pupils

2.1 School Information – Full information about William Byrd Primary Academy will be found on the school website.

2.2 Parental Visits – Parents of prospective pupils are welcome to visit the school and parents should contact the school reception to arrange a visit.

2.3 Enquiries about Admissions – Members of the school staff who deal with the administration of the admissions process will always try to assist the parents of prospective entrants as far as they are able and in good faith. However, it must be clearly understood that the application and interpretation of the admissions criteria are matters for the Governing Body alone, and they will not be constrained in the execution of these duties by any advice given explicitly or implicitly by any third party.

2.4 Further Instructions – Detailed information about how to apply for a place at William Byrd Primary Academy for your child is given later. Further details of the Appeals procedure, should you apply for but not be offered a place for your child, will be sent to you if requested by letter (see also Section 8).

Note: Parents of children under statutory school age may apply for admission of their children to the nursery and will be offered places as soon as a vacancy occurs. This note is for guidance only and does not form part of the Admissions policy required under the Education Act 1988.

Attendance at the Nursery does not guarantee a place in the Infant School and cannot be taken into account when places are allocated at the Infant School.

Admissions criteria

William Byrd Primary Academy has one main year for admissions – children are admitted into Reception at the age of 4. The criteria for admissions to the school in the main year of entry are set out below:

3.1 Standard Admission Number: Currently there are 90 places in Reception. Boys and girls will be admitted at the age of 4 without reference to ability or aptitude.

3.2 Where applications for admission exceed the number of places available, places will be offered according to the following criteria in the order set out below:

3.2.1 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, child arrangements, or special guardianship order including those 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.

3.2.2 Medical or Psychological Condition of Child

Children who suffer from a long term medical or psychological condition which necessitates their attendance at William Byrd Primary Academy rather than an alternative; details of that long term medical or psychological condition must be supported by a doctor's statement and must be disclosed at the time of application or subsequently but before the published date by which applications are to be considered.

3.2.3 Medical or Psychological Condition of Member of Immediate Family

Children where the medical or psychological condition of a member of the immediate family living at the same address necessitates attendance at William Byrd Primary Academy rather than an alternative; details of that long term medical or psychological condition must be supported by a doctor's statement and must be disclosed at the time of application or subsequently but before the published date by which applications are to be considered.

3.2.4 Sibling Connection

Children who have a sibling living in the same household who currently attends William Byrd Primary Academy and who 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 or step brother or sister.

3.2.5 Children living in the area bounded by:

- The M4 to the North
- The M4 spur to the West
- The River Crane to the East
- The Bath Road to the South, including any children living between the Bath Road and the Northern Perimeter Road, will be allocated places in order of distance, measured in a straight line from school to the home.

3.2.6 Distance from School to Home

Children living nearest to the school. Distance will be measured in a straight line from the points set by Ordnance Survey at the child's home address and William Byrd Primary Academy using a computerised mapping system.

3.3 Exceptional Admissions

3.3.1 The Governing Body will admit to the school children that have a statement of Special Educational Needs with William Byrd Primary Academy being the school named on the statement. Such admissions will normally be within the standard number of 90

Further information relating to the admissions criteria

4.1 Age

4.1.1 Parents of children currently in the Nursery of William Byrd Primary Academy and who are due to transfer to primary school in the following September are entitled to apply for a place in Reception at William Byrd Primary Academy.

4.1.2 Applications from the parents of some slightly younger children specially recommended by their Nursery teacher for exceptional reasons may be considered by the governors who, nevertheless, reserve the right to decline to accept the recommendations of the Nursery teacher concerned.

4.1.3 Applications from parents of slightly older children who are still in Nursery will also be considered by the Governors, provided they meet the criteria in 3.2 above.

4.2 Admission Limit

4.2.1 William Byrd's Admission Limit has been set at 90, which has been determined by the DfE for calculating the numbers of pupils that can be accommodated at the school, and is accepted by the strategic planning authority.

4.2.2 The Governing Body will not be prepared to admit more pupils than we have places for into Reception, except in so far as criterion 3.3 or 4.3 applies

4.3 Special Educational Needs

4.3.1 The school will admit children with statements where that is the wish of the parents and the local authority administering the statement. In such cases the school will ensure, in co-operation with the relevant local authority which has the legal responsibility to provide the funding, that the children receive the support specified in their statement and will seek specialist help in meeting those children needs where the required skills and facilities are not available within the school.

4.4 Multiple Births

4.4.1 Infant Classes **must not** contain more than 30 pupils with a single teacher. Additional children may be admitted under limited exceptional circumstances. If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, in accordance with the School Admissions Code (2021) we will admit the other multiple birth siblings. These children will remain 'excepted pupils' for the time they are in an Infant class or until the class numbers fall back to the current Infant class size limit.

4.5 Tie Breaker

If two children live equal distances from the school, the first available space will be offered to the oldest child.

How to apply for a place

- You should complete an application form from your home local authority (where you pay your council tax) if you wish to apply for a place at William Byrd Primary Academy
- You must make sure you provide all the information requested (particularly if your application is based in criterion
- Proof of current address will be required on application.
- Parents of successful applicants are informed via their Home Local Authority by email notification on the published deadline.
- Acceptances must be received by the Home Local Authority by the published deadline however offers will not be automatically withdrawn if an acceptance is not received on time. Unsuccessful applicants will be offered the opportunity to be placed on the waiting list of their first preference school.

Acceptance of offer

If your application is successful, the notification letter will ask you to reply accepting or rejecting that offer by the published date. If you are accepting the place offered at William Byrd, you will be asked to confirm that you have not accepted a place at any other state school within the London Borough of Hillingdon.

Foundation Schools and the Local Authority will carry out joint checks and if they show that you have accepted more than one place for your child, the Governors reserve the right to withdraw any offer made. This does not mean that if you require an offer from another school after accepting an offer from William Byrd that you are not free to accept that offer, but you are required to inform the Admissions Officer immediately in writing that the place at William Byrd is no longer needed.

Withdrawal of offer

7.1 The Governors will rely upon the information contained in the application form for admissions and if it transpires that any information is false or misleading in a material way, the Governors reserve the right to:

withdraw the offer of admission and any such withdrawal will be effective even after the child has commenced studies at the school; pursue their legal rights against parents/guardians making such false claims and this will include seeking

compensation for loss or expense incurred by the school in rejecting an application due to false or misleading information having been given. This will give rise to the Governors taking legal proceedings and prosecution action against the parent/guardian

7.2 The Governors reserve the right to withdraw a place offered to a child where it can be subsequently shown that the address used for the purpose of the application turns out to be an “address of convenience”.

7.3 The Governors reserve the right to withdraw a place offered in error. Such a withdrawal would only occur where applications made to other schools on behalf of the child were not prejudiced by acceptance of the erroneous offer. Where prejudice has occurred, the offer would stand, and the child admitted above the standard number

Appeals

8.1 Right of Appeal – Parents have a statutory right of appeal against the decision of the Governing Body not to admit their child. Where a place cannot be offered, the parent will be advised of their right of appeal and the appropriate paperwork dispatched.

8.2 Full information about the appeals procedure to be employed will be included with the letter notifying you of the result of your application. The Appeals Panel will be entirely independent of the school.

8.2 Time Limit - You should note that there will be a time limit within which you must register your intention to appeal. The relevant date will be in accordance with the published dates issued by the Local Authority and unless your appeal is registered by that date it will be heard after any others received on time. You must write to the school stating that you wish to lodge an appeal, enclosing a stamped self-addressed envelope.

8.4 Hearings – It is the intention of the Governors to proceed with appeal hearings with as little delay as possible so as to minimize the continuing uncertainty of parents and children while they await a final decision on their application for a place at William Byrd.

In Year Admissions

9.1 William Byrd Primary Academy will comply with the Schools Admissions Code and will notify the LA of both applications received and outcomes

9.2 How to Apply

9.2.1 In-year admissions can be made either through William Byrd Primary Academy directly via the school website (www.williambyrd.school) or as a preference on the In-Year Application Form from the Local Authority (LA). Applications received by the LA will be passed on to William Byrd Primary Academy’s Governing Body and the application will be processed by the Admissions Committee.

9.2.2 Applicants must provide all requested information (e.g. proof of age, address etc.) directly to the school.

9.2.3 If a place is available in the appropriate year group, an offer will be made to the family.

9.2.4 If there are no places available this will be conveyed to the family and they will be placed on a waiting list. The family will then be directed to the LA to make an application with them for a different school.

9.2.5 In the event that a place is not offered, you may ask us for the reasons why a place cannot be offered and you will be informed of your right of appeal if appropriate.

9.2.6 The waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which applications are received.

Waiting Lists

10.1 Review of Waiting List - Every year in October, we will write to every parent with a child on the waiting list requesting confirmation that the child’s name should remain on the waiting list. When a place becomes available the school will advise the Local Authority of the child who is top of the waiting list so that the Home Local Authority can inform the parent that an offer is being made on behalf of the Governing Body.

10.2 Priorities – children will be placed on the waiting list in accordance with the published criteria in section 3 above

10.3 Vacancies - When a place becomes available we will contact the family at the top of the list and inform the parent that an offer is being made on behalf of the Governing Body.