

West Park School

Admissions Policy 2026- 2027



Date approved by Governors:	
Policy Owner:	Headteacher
Date of last Review:	August 2025
Date of next Review:	August 2026

West Park is a fantastic school, a real hive of activity where we all work hard to do our best every day. We really are a big family and we all have an immense pride to be working and studying at West Park. This policy has been written in accordance with the DfE's Schools Admission Code (September 2021).

West Park School have determined that all year 7 admissions for entry into the 2026/2027 Academic year will be co-ordinated through the Local Authority's co-ordinated admission arrangements.

1. The Application Process

Parents/Carers of Year 6 children should apply for a place for West Park School either online via the home Local Authority's website or on the home Local Authority's Common Application Form (CAF), which must be completed and returned by 31 October to be considered as an on-time application.

All applications received by the relevant closing date will be considered first. Where there are more applications than places, these will be ordered in accordance with the school's approved oversubscription criteria. All late applications received after the closing date will receive the lowest priority and will be considered after those that have been received on-time.

It is the legal responsibility for the Local Authority where the child resides to co-ordinate this process.

Derby residents should apply through: <https://www.derby.gov.uk/education-and-learning/schools-and-colleges/school-admissions/secondary-schools-admissions/>

Residents outside of Derby should apply for a place through their own Local Authority.

2. Decisions

All decisions about admissions will be made using this policy and relevant oversubscription criteria.

All offers for normal admission round Year 7 places will be made on National Offer Day 1st March 2026, or the next working day by the home Local Authority.

All offers for in-year places will be made within fifteen school days of application.

3. Oversubscription

Children who have an Education, Health and Care Plan which names the school will automatically be offered a place.

If your child has an education, health and care plan, different arrangements apply and you should contact your home Local Authority.

Priority is given to Looked After Children and all previously Looked After Children, 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.

The school may request sight of the adoption order, child arrangements order or special guardianship order together with a letter from the Local Authority that last looked after the child, confirming that they were looked after immediately prior to the order being made.

Other applications are then ranked in order following the school's determined admission criteria, which is detailed in the 'oversubscription criteria' section in Appendix 1. Please note a place cannot be guaranteed for any child, even those living in a school's normal catchment area.

4. Catchment Areas

West Park School's catchment area can be found by following the link below:

https://maps.derby.gov.uk/webmap/Map.aspx?x=435269&y=336219&resolution=5.000000000000001&epsg=27700&mapname=publicmaps&baseLayer=Colour&datalayers=Secondary%20School%20Catchment%2CselectFeaturesControl_container

5. Waiting Lists

In the event of oversubscription, the Local Authority will operate a waiting list for all year groups. A child's place on the list will be determined by the admissions criteria.

6. In-Year Admissions

All applications made outside of the normal year of entry should be made directly to the Local Authority. If a place is available in the appropriate year group, then that will be offered. If no place is available, the application will be refused and a right of appeal offered.

7. Independent Admission Appeals

Parents who have been refused a place at the school have the right to appeal this decision to an independent panel. Parents wishing to appeal should contact the school for an appeal form.

Appeals will be held in line with the DfE's School Admission Appeals Code (2022).

8. Withdrawing an Offer or a Place

West Park School will not withdraw an offer of a place unless it has been offered in error, a parent/carer has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh, and a right of appeal offered if an offer is refused.

West Park School will not withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the school will be taken into account. Each case will be considered individually and it may be considered appropriate to withdraw the place if the child has been at the school for less than one term.

9. Admission of Children outside of their Normal Age Range

Parents may seek a place for their child outside of their normal age group. The school anticipates that children will only be educated outside of their normal age group in very exceptional circumstances, for example where the student has missed education due to ill health. As the Admission Authority, we will make decisions on the basis of the circumstances of each case and in the best interests of the child. This will include taking into account the parent/carer's views, information about the child's academic, social and emotional development and where relevant, the views of a medical professional. When informing a parent/carer of our decision on the year group the child will be admitted to, the reasons will be clearly set out.

To request a delayed entry, parents are requested to make an application for their child's normal age group at the usual time in accordance with this policy and at the same time submit a request for admission out of the normal age group. Further information about this process will be provided to parents upon their request for admission outside of the normal age group.

10. Tie Breaker

In the event that there are two applications which cannot otherwise be separated, the allocation of a place will be by lot, when names will be drawn by random name generator by an independent person. This process will be independently verified. Random allocation will not be applied to multiple birth siblings (twins, triplets etc) from the same family when tied for the final place.

11. Fair Access Protocol

West Park School participates in Derby City's Fair Access Protocol.

12. Second Applications (Further Appeals)

Ordinarily only one appeal may be made for a school each academic year. In exceptional circumstances, and at its sole discretion, West Park School may allow a further appeal to be made where there has been a significant and material change in the circumstances of the parent, the child or the school.

The school will determine if the circumstances meet the threshold for a second appeal.

13. Definitions

Looked After Child

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;

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). Children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and 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.

State Care

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society (i.e. charity group that benefits society) but does not include private fostering whether in England or from outside of England.

Brother or sister

The term 'brother or sister/sibling' includes half brother or sister, step-brother or sister or a legally adopted child being regarded as the brother or sister living at the same home address. Cousins are not classed as brothers or sisters.

Residence

For the purpose of processing a school application a single home address must be used. The child's place of residence is taken to be the parental home at which they normally reside. Where parents claim equal or dual residency, they must prioritise one address over the other, or risk the application not being processed.

The school may request evidence of the home address and will determine on the evidence produced if this evidence is sufficient to support the application.

Where any claimed residence arrangement is found to be false, and the child is yet to start at the allocated school, the place will be withdrawn as it will be considered obtaining the school place on fraudulent and/or misleading grounds. In such circumstances the application will be considered afresh and determined at that time based on the correct information.

For children of UK service personnel (UK Armed Forces) and crown servants a unit postal address or quartering area address that has been formally declared by an official letter will be used as the home address prior to arrival into the UK

Measurement of Distance

Distance will be measured by a straight line. The line will be measured from the home address to the school using the National Ordnance Survey set points. This is shown on the online map centre of the main building.

Elder Sibling

A brother or sister (as defined above) who will be in Year 7 – 11 at the time of admission.

Published Admission Number (PAN)

The PAN for entry into 2026 is 290.

APPENDIX 1

Oversubscription Criteria Year 7 - 11

When the school is oversubscribed, after the admission of pupils with an Educational Health Care Plan (EHCP) where the school is named in the EHCP, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Looked After Children and all previously Looked After Children, 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.
2. Those children residing in the normal area served by the school, who have stated West Park as their preferred secondary school through the Common Application Form by the national closing date and who reside in the normal area at the national offer date and at the time of their admission.
3. Those who have an elder sibling in Year 8 to 11 who will still be attending West Park at the proposed admission date.
4. Children of all staff employed by the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. When Governors consider that there are medical grounds for admitting the pupil supported by a doctor's certificate.
6. Other children whose parents have requested a place.
7. Children whose parents did not request a place by the national closing date.