



WADE DEACON
TRUST

A COMMITMENT TO EXCELLENCE

ADMISSIONS POLICY

WESTON POINT PRIMARY ACADEMY

Policy Number: 71

Version Number: 01

Ratified by Trustees: 15th April 2026

Next Review Date: 1st February 2028

Link: Mr J Lowe

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Document Name	Admissions Policy AY2027-2028
Document Type	Academy
Document Owner	Mr J Lowe
Document Reviewer(s)	Director of Operations
Document Approver(s)	Finance & Resources Committee
Distribution List	Executive Principals/Principals School Business Managers & Office Managers
Publication	Academy Website
Related Document(s)	
Date of Approval	15 th April 2026
Review Frequency	2 years
Next Review	1 st February 2028

Version	Review Date	Update
1.0	15/04/2026	Document Approved

1. ADMISSIONS CODE

- 1.1. This document sets out the admission arrangements for Weston Point Primary Academy.
- 1.2. The School will comply with all relevant provisions of the statutory codes of practice for academy admissions. Reference in the codes to admission authorities shall be deemed to be references to the Wade Deacon Trust. In particular, Wade Deacon Trust will take part in any admissions forum set up by Halton Borough Council and will participate in the co-ordinated admission arrangements operated by the LA.
- 1.3. Notwithstanding these arrangements, the Secretary of State may direct Weston Point Primary Academy to admit a named student to Weston Point Primary Academy on application from an LA. Before doing so the Secretary of State will consult the School.
- 1.4. The admission arrangements for Weston Point Primary Academy, subject to any changes approved by the Secretary of State, for subsequent years are:
 - 1.4.1. Weston Point Primary Academy has an agreed planned admission number of 20 full time students. Weston Point Primary Academy will accordingly admit at least 20 students in the relevant age group each year if sufficient applications are received in line with this policy.
- 1.5. Weston Point Primary Academy may set a higher admission number as its planned admission number for any specific year. Before setting an admission number higher than its agreed admission number, appropriate notifications will be issued. Students will not be admitted above the planned admission number unless exceptional circumstances apply.

2. PROCESS OF APPLICATION

- 2.1. Applications for places at the School will be made in accordance with Halton Borough Councils Local Authority's co-ordinated admission arrangements, and parents will complete their home Local Authority Common Application Form. All of this information can be found using the Admission to Primary School Booklet on the Halton Borough Council website school admissions section. Weston Point Primary Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by Halton Borough Council Local Authority:

September	The School will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September. This will include details of open evenings and other opportunities for prospective students and their parents to visit the school. Please note that, to be considered for admission, all applicants must complete and submit their home Local Authority's common application form including Weston Point Primary Academy as one of their preferences. The School will also provide information to the Local Authority for inclusion in the Admissions to Primary School online publication.
September	The School will provide an opportunity for parents and prospective students to attend an Open Evening
15 th January	Parents complete the Common Application Form of their home Local Authority and return it to their home Local Authority to administer.
November - February	Halton Borough Council LA receives the admission data for Weston Point Primary Academy from the Local Authorities and forwards this admission data to Weston Point Primary Academy (regardless of preference). LA & Weston Point Primary Academy agree a list of 20 offers of places based on the published admissions criteria.
16 th April	One offer of a primary school place is made to parents by their home Local Authority. <i>If this date falls on a weekend or a bank holiday, offers are sent the next working day.</i>

3. CONSIDERATION OF APPLICATIONS

- 3.1. Weston Point Primary Academy will consider all applications for places. Where fewer than 20 applications are received, the School will offer places to all those who have applied.

4. PROCEDURES WHERE WESTON POINT PRIMARY ACADEMY IS OVERSUBSCRIBED

- 4.1. All applicants will be required to have followed the school admissions procedures. After the admission of pupils named in a EHCP's of Special Educational Needs/Education, Health and Care Plan and the school can meet the needs of the individual student, applicants will then be allocated a place on the following criteria:
- 4.1.1. Children designated as Looked After Children or previously Looked After Children, including those children who appear to have been in state care outside of England prior to having been adopted (IAPLAC).
- 4.1.2. Applicants who have an older sibling* who will be attending Weston Point Primary Academy, at the intended time of admission.

- 4.1.3. Applicants who have a staff member as parent who has been employed at the school for two or more years/the member of staff is recruited to fill a vacant post for which there is a demonstratable skill shortage. Parent must state the employee's name on their application.
- 4.1.4. Remaining places will be offered on the basis of proximity of the child's home address to the school.

*Brothers or sisters including half brothers and sisters and unrelated children living together as part of the same household attending the school and expected to continue in the following year

- 4.1.4.1. Tie break

- 4.1.4.1.1. If only one of the exact distance matches has a sibling connection which will remain in place at the start of the new academic year, the place/s will be allocated to the sibling connection.
- 4.1.4.1.2. If more than one exact distance match has a sibling connection which will remain in place at the start of the new academic year, the place/s will be allocated by the drawing of lots.
- 4.1.4.1.3. In no sibling match is present in the new academic year, the place/s will be allocated by the drawing of lots.

- 4.1.4.2. Siblings

- 4.1.4.2.1. In the event of a tie break, the following criteria will be considered a valid sibling connection:
- 4.1.4.2.2. Siblings who are permanently resident at the address (including step, foster & adopted siblings and other children living permanently as the same address). Appropriate evidence may be required to support this claim.

4.2. OPERATION OF WAITING LISTS

- 4.2.1. Waiting lists will be maintained until the autumn term only in line with the LA coordinated scheme, at which point the waiting list will cease. The waiting list will comprise of those pupils refused admission to the school. If a place becomes available, the place will be reallocated in accordance with the published oversubscription criteria detailed above. Parents should be aware that their child's

place on the waiting list might alter, either up or down, dependent upon the movement of other applicants.

- 4.2.2. The waiting list forms part of the co-ordinated scheme, therefore applications received up to the end of the Autumn Term will be considered within the scheme, following which any applications received after this date will be dealt with as an in-year admission and the in-year admission process will be applied.

5. ARRANGEMENTS FOR ADMITTING STUDENTS TO OTHER YEAR GROUPS, INCLUDING TO REPLACE ANY STUDENTS WHO HAVE LEFT WESTON POINT PRIMARY ACADEMY AND OTHER EDUCATIONAL LINKS

- 5.1. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the School must consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, our over subscription criteria will apply. Parents of children whose application is turned down are entitled to appeal.

6. RIGHT TO WITHDRAW AN OFFER

- 6.1. The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.

7. SCHOOL CONTACT DETAILS

School Office, Weston Point Primary Academy, Off Castner Avenue, Weston Point, Runcorn, WA7 4EQ

Tel: 01928 574593

Email: officemanager@westonpoint.halton.sch.uk

This policy will be updated every two years or sooner following any statutory changes.