



# Western Road Community Primary School

## Admissions Policy

**Adopted: March 2026**  
**Review frequency: Annual**

Western Road Community Primary School is a lead partner alongside Priory School of The Lewes Co-operative Learning Partnership (LCLP). The partnership schools are run by their own governing bodies but together they have formed a charitable trust based on Cooperative principles. The LCLP Trust holds the two schools' land and assets in trust and aims to raise standards and strengthen collaborative arrangements with other learning providers.

The governors of trust schools set their own admission arrangements and decide how pupils are admitted.

This document explains how Western Road School Governors operate their admission policy for admissions.

For Western Road Community Primary School admissions queries please contact the School Office on 01273 473013.

For East Sussex County Council School Admissions advice please contact 0300 3309472.

**Please note:** Applications for Reception places for September should be made through East Sussex County Council's admissions scheme, using their online application form: [eastsussex.gov.uk/admissions](https://eastsussex.gov.uk/admissions)

As published on the ESCC Admissions scheme, **Western Road Community Primary School Admissions Priorities** are:

**Priority 1.** Looked after children and previously looked after children. This refers to children in the care of a local authority and to those who were looked after, but ceased to be so because they were adopted (or subject to residence orders or special guardianship orders) immediately following being looked after.

**Priority 2.** Children with an exceptional medical or social need for whom attendance at any other school would be inappropriate. Parents must submit supporting evidence, such as a letter from a doctor or social worker, which clearly demonstrates that the needs of the child can only be met by attending Western Road Community Primary School. Officers of the Children's Services Authority, Headteacher and Governors will decide whether or not the evidence provided is sufficient to allocate a place under this admission priority. This may include seeking

our own professional advice. The evidence must conclusively show that no other school than Western Road Community Primary School can meet the child's needs.

**Priority 3.** Children who will have a brother or sister at the school at the time of admission. Children are 'siblings' if they are full, half, adoptive or foster brother or sister living in the same household.

**Priority 4.** Children of staff in either or both of the following circumstances:

- a) 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, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**Priority 5.** Children living within our pre-defined community area. Each home address in the county falls within a community area although living in a community area does not guarantee a place. Please see [eastsussex.gov.uk/admissions](http://eastsussex.gov.uk/admissions) for further details. Distances are measured using the Local Authority's geographical information system from the child's home to the nearest gate used by children at the school.

**Priority 6.** Children living outside the pre-defined community area.

Late applications are dealt with under the same admissions priorities, but not until after the 'on time' applications have been processed. If the school is not oversubscribed, all applicants will be offered a place.

**Tie breaker:** If there are more children who qualify under an admission criterion than places available, place allocation will be determined by prioritising applications within that criterion, on the basis of the shortest route from home to school using surfaced, passable routes. Distances are measured using the Local Authority's geographical information system from the child's home to the nearest gate used by children at the school.

Random allocation will be used as a tie-break in 'Priority 3 and 5 and 6' (above) to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

### **Starting school and compulsory school age**

Children reach compulsory school age at the start of the school term following their fifth birthday. However, all children can start school in the September following their fourth birthday.

All children are entitled to attend full-time. Children may attend part-time until they reach compulsory school age. Please discuss your options with the head teacher once the school place has been offered.

### **Applying for a Reception place at Western Road Community Primary School**

Applications for children wishing to join Reception class at Western Road should be made via

East Sussex County Council's Primary School Admissions process. You can find details and apply online here using the ESCC Common Application Form: [www.eastsussex.gov.uk/admissions](http://www.eastsussex.gov.uk/admissions)

**15<sup>th</sup> January is the National Closing Date for primary school applications. 16<sup>th</sup> April is National Offer Day for primary schools; offers of places will be notified in writing to parents by the Local Authority.**

If your application is successful and your child is offered a place at Western Road Community Primary School, your child's details will be released to the school via the on-line system known as the School Admissions Module (SAM).

If you want to accept your child's place at Western Road Community Primary School you should complete and return the admission form (enclosed with the allocation letter) to the head teacher of Western Road Community Primary School.

If you do not accept the place within 14 days, the school may send you a reminder to fill in the admission form. If you no longer wish to send your child to the school allocated (for example, because you are moving away) please let ESCC or the school know in writing.

If you are unsuccessful in your application, you will need to appeal the decision by 20<sup>th</sup> May 2025 via the ESCC website. Appeals will be heard throughout June until 22<sup>nd</sup> July 2025.

### **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example if their child has experienced ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

If this is the case, parents should contact the Local Authority [www.eastsussex.gov.uk/admissions](http://www.eastsussex.gov.uk/admissions) and write to the Headteacher giving further information. All decisions will be made on the basis of each case and in the best interests of the child concerned. This will include taking account of the parents' views; information about the child's academic, social and emotional development; (where relevant) their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Local Authority must take into account the views of the Headteacher when making the decision to admit the child outside their normal age group.

### **Applying for a place in Years 1 to 6 at Western Road Community Primary School and in-year admissions**

Please contact the school office in the first instance for up to date information on places available at the school. Parents wishing to make an application for a place for their child should then submit the appropriate admission form to the Local Authority: [www.eastsussex.gov.uk/admissions](http://www.eastsussex.gov.uk/admissions)

Your child's details will then be released to the school via the on-line system known as the School Admissions Module (SAM). Alternatively, you are welcome to apply for a place directly through the school. Please contact the School Secretary, Mrs Linda Johnson, on 01273 473013 or [office@westernroad.e-sussex.sch.uk](mailto:office@westernroad.e-sussex.sch.uk) for more information about making a direct application.

### **Oversubscription Information (Waiting lists where age/year groups are full)**

As a Trust school, our waiting list is held by Western Road Community Primary School and not by East Sussex County Council. Your child can be placed on our waiting list. Please let us know if this is your intention by contacting the school office for more information.

Western Road Community Primary School maintains a waiting list for each year group which only includes the children whose parents have either requested to be placed on it or have submitted an appeal. These waiting lists are cleared at the end of the Christmas, Easter and summer terms and parents must contact the school again should they wish their child to be kept on it.

If a place becomes available Western Road Community Primary School will notify the family whose child is top of the waiting list. The waiting list is kept in order of our published admission criteria (priorities). A child's position on the waiting list can change as other pupils join or leave the list. The highest priority will be given to looked after children and all previously looked after children, 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. Parents will be notified in writing if a vacancy arises and will have two weeks in which the place will be held before being offered to the next family on the waiting list.

### **Admission numbers**

The Published Admission Number (PAN) for Western Road Community Primary School is 30 for each year group. This figure is the maximum number that Western Road Community Primary School can admit given the physical size of the school (as calculated using the Secretary of State's formula for assessing the size of a school) and the structure of the school curriculum. <sup>1</sup>

Parents have the right to state a preference for Western Road Community Primary School and the Governors are obliged to meet parents' wishes, unless to do so would be prejudicial to efficient education or the efficient use of resources. Where it is not possible to comply with a stated preference parents can request that the **Western Road Community Primary School Appeals Panel** consider the matter.

Prejudice to efficient education: The Governors of Western Road Community Primary School have considered the implications of admitting more children to the year group than the published admission number (PAN). To admit an additional child in a small sized school such as Western Road Community Primary School, the Governors have to weigh up the advantage to the individual child against the disadvantage to existing children resulting from:

- Oversized teaching groups and therefore the quality of teaching and learning

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<sup>1</sup> <sup>1</sup> Section 1 of the SSFA 1998 limits the size of an infant class (i.e. a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher.

in the group overall. In certain subjects there are also health and safety implications.

- Undue pressure on the school's limited accommodation by enlarged class sizes

Prejudice to the efficient use of resources: The Governors of Western Road Community Primary School have also considered the implications with regard to the resourcing of the school whereby to admit further students to Western Road Community School will be prejudicial to the efficient use of resources:

- Where admission numbers have already reached the intake level where the school has been staffed to
- Where the school has reached the capacity of accommodation available and other schools in the area have spare capacity

The arrangements for the admission of children to Western Road Community Primary School have been made in accordance with the requirements of legislation and therefore comply with the School Admissions Code December 2014.

### **Arrangements for Appeals Panels**

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision. Western Road Community Primary School have asked East Sussex appeals service to administer the appeals process on their behalf.

If you wish to make an appeal, please fill in the ESCC on-line appeal form at [eastsussex.gov.uk/schoolappeals](http://eastsussex.gov.uk/schoolappeals) or alternatively you can send in your appeal with supporting documentation to:

School Appeals Manager

Governance & Community Services Department

East Sussex County Council, St Anne's Crescent, Lewes BN7 1SW

Tel: 01273 481583

For more information on appeal panel decisions go to

[www.eastsussex.gov.uk/schoolappeals](http://www.eastsussex.gov.uk/schoolappeals) The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education.

A representative of the Admission Authority (Western Road Community Primary School Governing Body) will be present at the Appeal hearing.

**Fair Access Protocol:** Western Road Community Primary School participates in the East Sussex County Council (Children's Services) Fair Access Protocol (FAP). The operation of the Fair Access Protocol is outside the arrangements of the school's normal admission arrangements, and is triggered when a parent of an eligible child has not secured a place under routine in-year admission procedures. All admission authorities participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol. Full details of the FAP are available from ESCC (Children's Services).