Admission Arrangements Policy

2026 - 2027

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With the agreement of the Governing Body of West Thurrock Academy, the admission policy of the school is stated below.

Admission to Reception

Parents of children who will reach their fourth birthday within the academic year must apply for a school place. If parents do not wish for their child to start full time education until they reach statutory school age, they should still apply. A place in the Nursery does not guarantee a place in Reception; therefore, all parents and carers must apply for a Reception place. Children will be admitted into Reception in the September following their fourth birthday.

The number of children admitted per year is 60 apart from one bulge year. The school approved a request received from Thurrock Council in 2023 to use the school's additional classroom to meet the growing demand for places in the local area. The impact the bulge year has on the school's PAN can be found in the table below:

	2025 - 2026	2026 - 2027	2027 - 2028
Reception	60	60	60
1	60	60	60
2	60	60	60
3	60	60	60
4	60	60	60
5	60	60	60
6	90	60	60

Although West Thurrock Academy is its own admissions authority, we commission Thurrock Council to manage the application process for Reception places. Therefore, all parents must apply to Thurrock Council School Admissions Team for a place at the school for their child.

The deadline for applications is published each year on Thurrock Council's website, https://www.thurrock.gov.uk/primary-school-admissions/applying-for-primary-school-place or can be obtained by contacting the school's office. The 'Primary School Admissions Brochure' and application form for admission of pupils to our school is available from Thurrock Council, School Admissions Team on 01375 390000 (main switchboard) or https://www.thurrock.gov.uk/primary-school-admissions/applying-for-primary-school-place or on West Thurrock Academy's website.

In order to maximise your chance of your child being offered a place at the school, you are strongly advised to apply on time. Applications received after the deadline will be processed after all the applications received on time.

Oversubscription Criteria

When there are fewer applications for places than the published admission number (60), all legitimate applications will be met with the offer of a place at the school.

Before the application of over-subscription criteria, children with a Statement of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP), where the school is named, will be admitted. As a result, the published admission number will be reduced accordingly.

Where there are more applicants than places, the following oversubscription criteria (admission criteria) will be used for deciding which applications have priority. These criteria are set out below in the order in which they are applied:

1. Looked after children and previously looked after children
2. Catchment area siblings
3. Non-catchment area siblings
4. Catchment area children
5. Any other applications

Criteria Explained

Looked after and previously looked after children:

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. 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 arrangements 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.

Catchment area siblings

Children whose normal place of residence at the closing date for applications is in the catchment area of the school and who will have a sibling at the school at the point of application and admission. Those living closer to the school are given higher priority.

Non-catchment area siblings

Children whose normal place of residence at the closing date for applications is outside the catchment area of the school and who will have a sibling at the school at the point of application and admission. Those living closer to the school are given higher priority.

Catchment area children

Children whose normal place of residence at the closing date for applications is in the catchment area of the school. Those living closer to the school are given higher priority.

Normal Place of Residence

A child's normal place of residence is considered to be a residential property that is the child's only or main residence and not an address at which the child may sometimes stay or sleep due to a domestic or special arrangement. A child's normal place of residence is either owned by the child's parent, parents, or guardian or leased or rented to them under a lease or written rental agreement. The address must be the pupil's home address on the closing date for applications.

Where partners live apart but share responsibility for the child and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.

Catchment Area

Details of the school's catchment area can be found on Thurrock Council's website: https://www.thurrock.gov.uk/sites/default/files/assets/documents/catchment-areas-20240823-v01.pdf or on West Thurrock Academy's website.

Siblings

Sibling is defined as full siblings, stepsiblings, adopted siblings, half siblings and long-term foster siblings living at the same address at the date of application and admission.

Distance

Distance is measured by the shortest straight-line distance from the front door of the home address to the main school gate. Addresses within the same block of flats will be regarded as a tie and resolved using the tie breaker.

Multiple Births

When there are not enough places remaining in a particular criterion to allow all children from a multiple birth to be admitted within the published admission number, the school will admit the others as excepted pupils in the terms of the infant class size legislation so as to allow all children from that multiple birth to attend the same school.

Tie Breaker

In the event that two or more children have an address within the same apartment block or live the same distance from the school and in all other ways have equal eligibility for the last available place at the school, the names will be allocated a number and drawn randomly to decide which child should be given the place.

Children Attending the Nursery

Admission or attendance at the Nursery does not guarantee or give any priority for admission to the main part of the school.

Waiting List

Where the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the academic year, co-ordinated by Thurrock Council School Admissions Team. Each child on the waiting list will be ranked in line with the oversubscription criteria and places will be allocated in accordance with the oversubscription criteria.

Deferred Entry

Parents of children younger than five have the right to defer their child's entry to Reception or request their child attends on a part time basis until no later than the start of the term after the child's fifth birthday and within the Reception academic year. Any parent who wishes to defer a place should discuss it first with the Headteacher. The school will hold a place for a child who defers within the academic year but deferment until the beginning of Year 1 is not permitted.

Admission of Children Outside Expected Year Group

Parents may request that their child is admitted to a year group outside their normal year group, for instance where the child is gifted or talented or where a child has suffered from particular medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will be considered for admission to their normal year group.

The process for requesting such an admission is as follows:

Requests for admission outside of the normal age group should be made to the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school sufficient time to make a decision before the admissions closing date. Parents must provide the reasons for their request and any evidence in support of their case with the application, for instance from a medical practitioner etc. Some of the evidence a parent might submit could include:

- Whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- 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; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Governing Body will consider requests, on a case-by-case basis, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of year group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application for a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

In-Year Admissions

Admissions after the age of 5 (in-year admissions) are co-ordinated by Thurrock Council Admissions Team. Parents must apply to Thurrock Council for in-year school transfers, and the admissions criteria as per the Academy's admissions policy will be applied. You can apply online: https://www.thurrock.gov.uk/in-year-admissions/applying-in-year .

Late Applications

Any application received after the closing date will be treated as a late application. Late applications will be processed after all the on-time applications have been considered. This means there will be far less chance of your child being offered a place at the school you want.

Withdrawing an Offer or a Place

After a place has been offered, the school reserves the right to withdraw the place in the following circumstances:

- When a parent has failed to respond to an offer within a reasonable time;
- When a parent has failed to notify Thurrock Council School Admissions Team of important changes to the application information;
- The school offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

Appeals

Parents wishing to appeal against an unsuccessful admission application to the Academy, for any year group, must contact the Team at Essex County Council for an appeals application form. Completed forms should be sent to the Clerk to the Appeal Panel.

Further information about this process can be found using the link below:

https://www.essex.gov.uk/schools-and-learning/schools/admissions/after-your-schooloffer/appeals

The appeal will be heard, in private, by an Independent Appeal Panel. The appeal hearing lets:

- The admission authority explain why they refused your application.
- You explain to the panel why you think your child should be given a place at the school.

After the appeal hearing, you will receive an email with the panel's decision within 5 school days, however, this may take longer during the summer term. The decision is final and binding on all parties. If your appeal is successful, your child will be offered a place.