



Woodland Primary School
'Learning together'

Admissions Policy

Evidence of intentions and practice - for the information of staff, governors, parents, LA, OFSTED and DfE

Prepared by:
Mrs J de Vries

Approved by:
Finance, Personnel Committee

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WOODLAND PRIMARY SCHOOL

Admissions Policy

1 Rationale

- 1.1 Woodland Primary School is an academy and is a member of the Humber Education Trust.
- 1.2 Admission to Woodland Primary School is determined by the Governing Body as the Admission Authority as part of the co-ordinated scheme with the local authority. Parents and carers must apply for a place at the school either online at www.hullcc.gov.uk or using the common preference form, available through the local authority (telephone 300300), by the specified deadline.

2 Introduction

- 2.1 The Governing Body has agreed this school admission policy so that in the event of there being more requests for school places than are available, there are fair and transparent admission criteria in place.
- 2.2 Woodland Primary School has 30 reception places available in September 2018. We also have a 26 (FTE) place nursery.
- 2.3 If a child has a place in the nursery at the school, it does not automatically follow that he/she will get a place in the school. Equally, there are children who require a school place who have not attended our nursery due to parental preference. Please read the Nursery Admission Policy for further details on nursery places.
- 2.4 School places at Woodland Primary School are open to all children within the respective catchment area. Attendance at the nursery is not a precondition of a place in the school. Places at the school must be applied for through the separate process for school admission coordinated by the local authority.

3 Criteria for admission to school

- 3.1 The following criteria for admission to both schools will be applied in the event of there being more requests for places than those available. Places will be offered to children in the following priority order:
 1. Looked After Children or fostered under an arrangement made by the local authority (see Appendix 1A).
 2. Children with special educational, medical or social needs if evidenced professionally (see Appendix 1B).

3. Children who have a brother or sister (including children living as siblings in the same family unit) on the school roll who will still be attending Woodland Primary School, in the following academic year (see Appendix 1C).
4. Children who live within Woodland Primary School's catchment area (see Appendix 1D).
5. Other children, where their home address is not within Woodland Primary School's catchment areas (see Appendix 1E).

4 Deferred entry to primary schools

- 4.1 Parents and carers of children who are offered a place at school before they are of compulsory school age can defer their child's entry until later in the school year or until the child reaches compulsory school age in that school year.
- 4.2 Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year.
- 4.3 Parents and carers cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents and carers can also request that their child attends part-time until the child reaches compulsory school age.

5 Notification of Places

- 5.1 In accordance with the coordinated admissions policy, the local authority will make the formal offer of a place to parents and carers or guardians on behalf of the school's Governing Body. Parents and carers should contact the Admissions Team to confirm acceptance of the offered place. This will in no way affect parents' and carers' right of appeal for a place at another school.

6 Appeals Procedure

- 6.1 Parents and carers who want to appeal against the Governors' decision not to offer their child a place at the school must appeal to the local authority. Appeals should be addressed to the Admissions Team within 20 school days of receiving the decision letter.
- 6.2 The appeal will be heard by an independent appeals panel. Parents and carers will receive notification of the date and time of their appeal hearing, to which they can go and make their case. If they wish, parents and carers may be accompanied by an advisor or friend. Following the appeal, the Clerk to the appeals panel will write to parents and carers with the decision.

7 Waiting List.

- 7.1 After offers have been made parents and carers can ask to go on the waiting list for school. The waiting list will be held in criteria order of the admissions policy and will close on 31 December each year. Any places which become available will be filled from the waiting list.

8 In-Year applications

- 8.1 From September 2010 it is a requirement of the National School Admissions Code (February 2009) that all enquiries and applications for places in schools are addressed to the local authority. After contacting the school about the availability of places the authority will then write, on behalf of the governing body, to the applicants with the result of their application.
- 8.2 Where a family has moved into the area from abroad, another part of the country or city, and the child is effectively out of education, the application will be considered for an immediate start in the school, if there is a place available.
- 8.3 Where parents and carers simply request a transfer for any other reason the application will be considered for the start of the following term.
- 8.4 For all in-year applications, please contact the Admissions Team through 300300.

9 Conclusion

- 9.1 This school admissions policy will ensure that places in our school are allocated fairly. It will be reviewed as part of the school's self-evaluation programme unless changes to statutory requirements necessitate an earlier review.

Appendix 1: Admission Criteria

These examples are not in priority order.

A Examples of special educational needs might include:

- Emotional and behavioural problems
- Hearing difficulties
- Lack of personal interaction and stimulation
- Physical difficulties
- Speech and language problems
- Visual difficulties

B Examples of social needs might include:

- Children who were multiple births (twins, triplets)
- A child with a confined play space
- A child from a one parent family
- A child in a family of four or more children
- A child in the sole care of grandparents
- A child who has two or more siblings under four years of age
- A child on the child protection register
- A child of parents with disabilities
- A child with English as an additional language
- A child who is in the care of the local authority e.g. in foster care

C Examples of siblings on the school roll might include:

- Children who have a brother or sister (including children living as siblings in the same family unit) with disabilities (as in A) who require a significant amount of additional support.
- Children who have a brother or sister (including children living as siblings in the same family unit) on the school roll who will still be attending Woodland Primary School in the following academic year.

D Address criteria and distance

- For admission purposes, the home address is where the child usually lives with their parent or carer. You must not give the address of a childminder or relative. When we make an offer, we assume your address will be the same in the following September but you must use your current address. If you move after the submission deadline of you must tell the school and the local authority of your new address.
- The distance is as measured by the shortest walking distance between the home and the school. The local authority uses a national computer system to measure the 'shortest walking' distance from the centre of the school building to the child's home address.

E Other exceptional circumstances

- The local authority has a protocol to admit 'hard to place' children, outside the normal admission round and above the published admission number, in accordance with the DfE advice. These are special cases arranged outside the boundaries of this admissions policy.