



## **Woodlands Primary School**

### **Admission Arrangements 2021**

**School's Published Admission Number: 60**

**Date agreed by Governors:**

**Date of next review: June 2020**

Woodlands Primary School is an academy within The Greenshaw Learning Trust and the Greenshaw Learning Trust is the admissions authority for the school.

The admissions process is administered by the school in accordance with these Admission Arrangements, in accordance with and pursuant to the Admissions Policy of the Greenshaw Learning Trust.

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#### **1 Admission for entry to Reception, September 2021**

Woodlands Primary School has a Published Admission Number of 60 for entry into Reception in September 2021. Parents must submit their Common Application Form stating their preferred schools to their Home Local Authority no later than 15 January 2021.

Parents/carers may request for their child to be held back a school year (to start school in the September after their fifth birthday) if the following both apply;

- they were born in the summer (1 April to 31 August)
- Parents/carers do not think they're ready to start in the September after they turn 4.

To request a delayed admission, parents/carers must apply for a place during the standard application process timeline for their child's chronological age group, stating their reasons for requesting deferred entry to the following year. This can be done by contacting the Admissions and Transport Team. The Greenshaw Learning Trust, as the admission authority for the school, will make the final decision in consultation with the head teacher.

Where the child is attending the school's nursery, a separate application must be made for entry to Reception. Places are allocated in accordance with the criteria set out below; **no automatic entry or priority is given to children attending the school's nursery.**

### **1.1 SEN/EHCP**

Children with an Education Health Care Plan (EHCP) that name the school will be allocated a place before other applicants are considered.

In this way, the number of places offered, as set out below will be reduced by the number of children with an EHCP that named the school.

### **1.2 Oversubscription**

#### **1.21 Priority One: Children in public care or Children previously in public care**

Children in public care are those who are in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22 of the Children Act 1989) at the time of making an application to a school. In South Gloucestershire, these children are referred to as children in public care. Children previously in public care are those who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Documentation will need to be provided to South Gloucestershire Council as proof of care status.

1 Under the terms of the Adoption Act 1976 and the Adoption and Children's Act 2002. 2 Under the terms of the Children Act 1989 and the Children and Families Act 2014. 3 Section 14A of the Children Act 1989.

#### **1.22 Priority Two: Children of permanent staff where:**

Where a member of staff has been employed at Woodlands Primary School for two or more consecutive years; **or**

The member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage

In order of the proximity of their home address to Woodlands Primary School, with the closest having the highest priority.

### **1.23 Priority Three: Local Siblings**

Children who have siblings at the school and who live up to a maximum of three miles from the school by straight line measurement; or, where the distance is over three miles but the school is still the nearest school. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday.

**Please note that the offer of a place at any particular school does not guarantee an offer of a place for a sibling at a later date.**

### **1.24 Priority Four: Distance**

The remaining places will be offered on the basis of proximity of the child's home address to the school. Distances from home to school are measured in a straight line between the address point of the child's home and a central point within the main school building using the local authority's computerized mapping system.

#### **Home Address**

The address on the application must be the child's permanent place of residence. It should not be a business, relative or carer/childminder's address. Parents/carers must not use a temporarily rented address to secure a school place for their child. The only exceptions are for children of UK service personnel for whom special arrangements apply.

The address will normally be the parents' address. If the parents do not live together, it should be the parent with whom the child spends the majority of the time. This will normally be the main address held by the primary school and the address of the parent who receives Child Benefit in respect of the child. This should also be the case if there is a formal equal share custody arrangement between the parents.

Where a parent applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other children.

South Gloucestershire Council and The Greenshaw Learning Trust reserves the right to seek documentary evidence to support a claim of residence.

### **1.25 Tie Break**

Where two or more applicants share priority for a place, e.g. where two children live the same distance from the school, and where there is only one place remaining, the child to be allocated will be selected by the drawing of lots.

Lots will be drawn by a senior officer of The Greenshaw Learning Trust who is independent of the school admissions process.

### **1.3 Late Applications**

Application forms received after the closing date will be considered after those that are received on time, unless exceptional circumstances apply. These must comply with the Local Authority's ruling on late applications. If you are unsure whether your circumstances would be regarded as a 'good reason', you can contact your home LA for further advice.

The same over-subscription criteria is applied to late applications.

### **1.4 Notification and Acceptance of Offers**

*Notification of offers will be sent to parents/carers by their Home Local Authority on 16 April 2021. Written acceptance of the offer of a place should be received by the Local Authority by the closing date as determined in the offer letter.*

*An offer found to have been gained fraudulently will be withdrawn.*

### **1.5 Waiting Lists**

If the school is oversubscribed a waiting list will be held for entry to Reception until the 31<sup>st</sup> December.

The waiting list will be prioritised according to the school's oversubscription criteria.

Parents wishing to remain on the waiting list after the December break should write to the school by 31<sup>st</sup> December, stating their wish and providing their child's name, date of birth and the name of their current school.

## **2 In Year Admissions**

All other applications for other year groups should be made directly to the school.

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown above and without regard to the date the application was received or when a child's name was added to the waiting list.

## **3 Applications for students outside of the normal age group**

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The School will decide whether or not the individual child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.

Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to apply to submit a request, parents should visit the school. The head teacher will be able to explain the provision on offer to children in the year of entry, how it is tailored to meet the needs of all students and how the needs of these students will continue to be met as they move up through the school. They may also be able to allay any concerns the parent may have.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

All requests should include recent professional evidence of the child's circumstances which make education outside the age group necessary. Evidence must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time.

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the relevant closing date. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused. Parents will be informed of the outcome of their request prior to offer day.

#### **4 Appeals**

Parents/carers have a statutory right of appeal to an Independent Appeal Panel if a place is not offered.

Parents/carers should bear in mind that the School Standards and Framework Act 1998 limits the circumstances in which an appeal panel can uphold an appeal for the admission of a child to a school, as schools are bound to comply with the duty to limit infant class sizes.

Appeals will be heard by the Independent Appeals Panel established by the Greenshaw Learning Trust to hear the appeal. The Panel will decide whether to uphold or dismiss the appeal. Where a Panel upholds the appeal the school is required to admit the child.

Appeals for entry to Reception in September 2021 must be received by **Friday 21<sup>st</sup> May 2021**.

Parents/carers wishing to appeal must send a written request for an Appeals Pack to [admissionappeals@greenshawlearningtrust.co.uk](mailto:admissionappeals@greenshawlearningtrust.co.uk) or Head of Admissions, The Greenshaw Learning Trust, Grennell Road, Sutton. SM1 3DY

#### **5 Admissions for entry to Nursery**

Children will be eligible for consideration for entry to nursery from the term after their third birthday. Applications can be obtained from the school office or via email at [admin@woodlandsprimaryate.co.uk](mailto:admin@woodlandsprimaryate.co.uk)

When the nursery is over-subscribed, applications for admission in 2021/22 will be ranked against four factors, which will be considered in the following order:

Children who have reached the age of 3 years before 1 September 2021

Children who have reached the age of 3 years before 1 January 2022

Children who have reached the age of 3 years before 1 April 2022

Applications will be prioritized as below:

##### **Priority One: Children in public care or Children previously in public care**

Children in public care are those who are in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22 of the Children Act 1989) at the time of making an application to a school. In South Gloucestershire, these children are referred to as children in public care. Children previously in

public care are those who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Documentation will need to be provided to South Gloucestershire Council as proof of care status.

1 Under the terms of the Adoption Act 1976 and the Adoption and Children's Act 2002. 2 Under the terms of the Children Act 1989 and the Children and Families Act 2014. 3 Section 14A of the Children Act 1989.

### **Priority Two: Local Siblings**

Children who have siblings at the school and who live up to a maximum of three miles from the school by straight line measurement; or, where the distance is over three miles but the school is still the nearest school. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carers partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday.

### **Priority Three: Children of permanent staff where:**

Where a member of staff has been employed at Woodlands Primary School for two or more consecutive years; **or**

The member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage

In order of the proximity of their home address to Woodlands Primary School, with the closest having the highest priority.

### **Priority Four: Distance**

The remaining places will be offered on the basis of proximity of the child's home address to the school. Distances from home to school are measured in a straight line between the address point of the child's home and a central point within the main school building using the local authority's computerized mapping system.

### **Tie Break**

Where two or more applicants share priority for a place, e.g. where two children live the same distance from the school, and where there is only one place remaining, the child to be allocated will be selected by the drawing of lots.

Lots will be drawn by a senior officer of The Greenshaw Learning Trust who is independent of the school admissions process.

### **Late Applications**

Application forms received after the closing date will be considered after those that are received on time.

### **Waiting Lists**

If the nursery is oversubscribed a waiting list will be held for the duration of the academic year in accordance with the oversubscription criteria for the nursery.

If a child is not successful in gaining a place in 2021/22 but will remain eligible for a nursery place in 2022/2023, a new application will need to be made.

There is no right of appeal against a decision not to offer a nursery place.

**Attendance at the schools nursery does not give priority for a place in the schools Reception Classes.**