



# Wooden Hill Primary School

## Admission Arrangements 2025/26

Wooden Hill Primary School is an academy in 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 Admission Policy of the Greenshaw Learning Trust.

The Admission Arrangements is the responsibility of the Headteacher.

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## **1 Admission for entry to Reception, September 2025**

Wooden Hill Primary School has a Published Admission Number of 60 for entry into Reception in September 2025.

Wooden Hill Primary School is part of Bracknell Forest Council's Co-ordinated Admissions Scheme. Applications for admission to Reception at Wooden Hill Primary School must be made in January in the year of admission for a place in Reception to the child's home Local Authority on their Common Application Form and naming Wooden Hill Primary Schools as a preference on the form.

The Common Application Form (CAF) must be submitted to the child's home Local Authority no later than 15 January.

Applications must be made by the Parent. Parent refers to the person with 'parental responsibility' for the child or the child's designated carer. Where the applicant is not the natural birth parent, this should be indicated on the application form.

### **1.1 EHCP**

Children with an Education Health & Care Plan that names a specific school must, by law, be admitted to that school.

### **1.2 Oversubscription criteria**

If the school receives more applications than there are places available, the following criteria will be applied.

#### **Priority 1: Looked After Children**

Priority for Looked After Children or children who were Previously Looked After.

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 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.

A Looked After Child is a child who is:

- (a) in the care of a local authority, or
- (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

## **Priority 2: Exceptional medical/social**

Children who have either medical or social grounds for admission to a particular school. This evidence must set out the particular reason why the school in question is the only suitable school and the difficulties caused if the child had to attend another school.

If a child has a social and medical need that would cause significant physical and / or mental hardship, an applicant can indicate that they wish their application to be considered under social and medical grounds.

It is the applicant's responsibility to obtain a Supplementary Social and Medical Information Form which must be completed and returned to the Greenshaw Learning Trust along with supporting written evidence from a professional by the given closing date. For In-Year applications the evidence must be submitted at the time of application. The supporting evidence for social and medical grounds should be from the relevant registered professional(s) involved with the child. Examples include registered health professionals, such as Consultant, GP, Psychologist or Psychiatrist. All evidence must be on letter headed paper and reflect the child's current situation.

This evidence must prove why the school in question is the **only** suitable school and why the child cannot attend another school. This evidence must be specific to the school in question.

It is the applicant's responsibility to provide all evidence in support of their request and it is not possible for it to be considered under this criterion if no evidence is supplied.

**The Trust's Social and Medical Form must be submitted directly to the Greenshaw Learning Trust no later than 15 January via email to [s.m@greenshawlearningtrust.co.uk](mailto:s.m@greenshawlearningtrust.co.uk) or posted to, Head of Admissions, Greenshaw Learning Trust, Oru Sutton, 7 Throwley Way, Sutton SM1 4AF.**

***The CAF must be submitted directly to the child's home Local Authority no later than 15 January.***

All schools have the resources to work with special educational needs and common childhood complaints such as asthma.

Requests will be considered in accordance with the Equalities Act 2010.

Applications will be assessed against the evidence and determined as a joint decision of the Greenshaw Learning Trust Head of Admissions and the school's Headteacher.

## **Priority 3: Children of permanent members of staff**

Children of permanent staff at Wooden Hill Primary School:

Any applications under this criterion will be referred to the school that is named on the application for confirmation that the application meets the set criterion.

- The member of staff has been employed at Wooden Hill Primary School for two or more consecutive years at the time at which the application for admission to the school is made; or

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

#### **Priority 4: Siblings living within the Designated Area**

Priority for children who live within the Designated Area and will have a sibling attending the school at the time of admission.

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, stepbrother or sister, or the child of the parent's partner, as well as children who are brought together as a family by a same-sex civil partnership.

In every case, the child must be living in the same family unit at the same address, Monday to Friday, at the time of the application.

Siblings must be living in the designated area of the school at the closing date of 15 January to be considered under this criterion. Maps showing the designated area of a school are available to view on the Bracknell Forest website, at the school, at the main Bracknell library or at a council office upon request.

Parents can also find their designated area school on the Bracknell Forest website:

[Bracknell Forest School Admissions \(arcgis.com\)](https://www.braccknell.gov.uk/bracknell-forest-school-admissions)

For information relating to Protected Sibling Status for children attending a school that was their designated area school at the time of processing the application but where the designated area has changed will have protection for any younger sibling. Please refer to the Bracknell Forest Council website for further information [here](#)

Please note that in all cases the normal admission process will be followed and there will be no guarantee of a place at the school.

#### **Priority 5: Children living within the Designated Area**

Priority for children living in the school's designated area.

Children who live in the designated area of the school. Children must be living in the designated area at the closing date of 15 January to be considered under this criterion. Maps showing the designated area of a school are available to view on the Bracknell Forest website, at the school, at the main Bracknell library or at a council office upon request.

Parents can also find their designated area school on the Bracknell Forest website:

[Bracknell Forest School Admissions \(arcgis.com\)](https://www.braccknell.gov.uk/bracknell-forest-school-admissions)

#### **Priority 6: Siblings living outside of the Designated Area**

Priority for children who live outside of the Designated Area who will have a sibling at the school at the time of admission.

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, stepbrother or sister, or the child of the parent's partner, as well as children who are brought together as a family by a same-sex civil partnership.

In every case, the child must be living in the same family unit at the same address, Monday to Friday, at the time of the application.

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.

***Siblings in Year 6 at the time of an application to start Reception will not qualify as a sibling.***

### **Priority 7: Distance (outside of the designated area)**

Any remaining places will be offered to children living outside of the designated area based on proximity of the child's home address to the school. Distances will be measured in a straight-line distance using the computerised system as specified by Bracknell Forest Council.

The address on the application must be the child's permanent place of residence. The address will normally be the parents' address. It should not be a business or carer's/childminder's address. It should also not be a relative's address unless the child lives at that address as their normal place of residence. Parents must not use a temporarily rented address to secure a school place for their child if they still possess or rent a property previously used as a home address. Nor will a temporary address be accepted if we believe that the temporary address is being used solely for the purpose of obtaining a school place when an alternative address is still available to that child.

Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration (i.e. a letter) signed by both parents stating the pattern of residence. A letter of joint declaration should be sent to the student's home Local Authority and must be received before the closing date of 15 January. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to the school.

If no joint declaration is received by the closing date for applications, then if the residence is not split equally between both parents the home address will be determined to be the address where the child spends the majority of the school week; if residence is split equally between both parents the home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken into account.

All school admission applications for school places are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements.

These checks will be conducted by the home Local Authority. Where a fraudulent address or an address of convenience are found to have been used, the application and any subsequent offer may be withdrawn.

Applicants living outside of England may submit an application if they have a linked address within the Local Authority area, and documentary evidence must be supplied to show they will return to the address prior to the September of the year of entry; this address must not be an address of convenience. Where a linked address is not available the overseas address will be used to determine the home to school distance.

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, who do not currently live in the area, a Unit postal address or quartering area address will be used as the home address, provided that the application is accompanied by an official letter that declares a relocation date and the address.

***Applications are ranked in accordance to the home to school distance within each priority. The distance measurement used is defined within Priority 7, for distance.***

### **1.3 Tie Breaker**

Where two or more applicants share priority for a place, the child to be offered a place will be selected by the drawing of lots. Lots will be drawn by a senior officer of the Greenshaw Learning Trust shared service who is independent of the school's admissions process.

### **2.1 Deferred entry (Reception)**

Parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made.

To request a deferred admission, parents must apply for a place during the standard application process timeline for their child's chronological age group. Parents should seek guidance on the application process from their home Local Authority.

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

Children are normally educated in school with others of their age group. However, parents may request that their child is exceptionally admitted to an age group outside of the child's normal age group.

Parents should submit a request for education outside of the normal age group in writing (by letter or email) at the time of the application. The request should be sent with the application to the address detailed on the application form.

The decision will be made based on whether or not the child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering in which year group these needs can best be met.

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.

Parents may provide evidence to support their request for education outside of the normal age group if they wish to do so. However, this is not a requirement and where evidence does not already exist, parents are not required to provide it. All requests will be considered, with or without evidence.

The decision will be made as a joint decision of the Greenshaw Learning Trust Head of Admissions and the school's Headteacher.

Parents 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 do not think they are ready to start school in the September after they turn 4.

Parents requesting admission to an age group below the child's actual age should submit a Common Application Form to the home local authority for the child's correct age group before the relevant closing date in the normal way.

The request for later admission should accompany the submission of the Common Application Form. This enables the application to be processed, and a school place secured in the child's actual age group if the request for admission to an age group below the child's actual age is refused or if the parent changes their mind.

For in-year admissions, any application for education out of the normal age group should state the reasons for the request and the year group being applied for. The admission authority will then consider the request as above.

Once a decision has been made to educate a child outside of their normal year group, the child will normally be educated outside of their normal year group for the remainder of that school phase. However, the Headteacher is responsible for determining if this remains the case.

Parents must make a new request to continue education outside of the normal age group at any phase transfer i.e. transfer from infant to junior school or from primary to secondary school.

### **3.1 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.

### **3.2 Notification and Acceptance of Offers**

Notification of offers for admission to Reception will be sent to parents by their Home Local Authority. Offers are made by the home Local Authority on or about 16 April. Written

acceptance of the offer of a place must be sent to the Local Authority to be received by the closing date as stated in the offer letter.

**An offer found to have been gained fraudulently may be withdrawn. This may also be the case after the child has started the school.**

### **3.3 Waiting lists**

If the school is oversubscribed a waiting list will be held for Reception until 31 December.

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

The waiting list will be prioritized according to the school's oversubscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.

### **4 In-year Admissions**

To apply for a place at Wooden Hill Primary School other than at the specified dates of entry, parents should contact the school to obtain the In-Year Admission Form. The In-Year Admission Form should be completed and returned directly to the school.

Where there are more applicants than places available, the school will maintain a waiting list according to the oversubscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.

Positions on the waiting list may go down as well as up. This is because other children might be added to the waiting list who have a greater priority for a place against the school's admission criteria; for example, when new families move into the area or when other families who had not previously named the school as a preference, ask to go on the waiting list after the initial allocation date.

Waiting lists are cancelled at the end of the academic year. Parents must re-apply if they wish for their child to be considered for a place at the school after this point by completing a new in-year application.

### **5 Appeals**

Parents have a statutory right of appeal against the decision not to offer a place at a school, under the School Standards & Framework Act 1998.

Appeals will be heard by an 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 in September 2025 must be received by **Monday 19 May 2025** at the latest if these are to be heard by the Independent Appeal Panel by **Friday 18 July 2025** Appeals received after **Monday 19<sup>th</sup>**

**May 2025** where possible will be heard by **Friday 18 July 2025**; however, this will depend on the date the appeal is lodged and cannot be guaranteed.

Further information on how to lodge an appeal can be found [here](#)

## **6 Nursery**

Applications for admission to nursery must be made directly to the school.

Children will be eligible for consideration for entry to nursery from the term after their third birthday.

Application forms can be obtained from the school office or via the school's website [here](#)

When the nursery is over-subscribed, applications will be prioritised in accordance with the oversubscription criteria at section 1, in the following age bands in this order:

1. Children who have reached the age of 3 years before 1 September of the year before admission.
2. Children who have reached the age of 3 years between 1 September and 31 December of the year before admission.
3. Children who have reached the age of 3 years between 1 January and 31 March of the year of admission.

***Attendance at the school's nursery does not give priority for a place in the school's Reception class.***

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