



# Woodlands Primary School

## Admission Arrangements for Entry in September 2019

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Version 1.0

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Woodlands Primary School is part of the Greenshaw Learning Trust. The Greenshaw Learning Trust is a charitable company limited by guarantee, registered in England & Wales, company number 7633634, registered at Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY.

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## **Admission Arrangements for Woodlands Primary School for Entry in September 2019**

Woodlands Primary School is an academy in the Greenshaw Learning Trust and the Greenshaw Learning Trust is the admission authority for the school.

The admission 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.

### **1. Admission for entry to the Reception Year, September 2019**

Woodlands Primary School is part of the co-ordinated admission scheme for primary admissions. Parents must complete their Home Local Authority (LA) Common Application Form (CAF) and return it to their Home Local Authority by the closing date.

Woodlands Primary School has a Published Admission Number of 60 students in Reception.

#### **1.1 SEN / EHCP**

Children with Statements of Special Educational Needs (SEN) or an Education, Health and 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 a Statement that has named the school.

Parents of children with Statements of SEN or EHC should contact their child's casework officer for further information.

#### **1.2 Oversubscription**

The school has 60 places available in Reception. Where the number of applications for admission is greater than the Published Admission Number, the following criteria will be applied to determine those children that will be offered places.

##### **1.2.1 Priority One: Looked After Children**

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), and for the purposes of these admission arrangements includes a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

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

Children living within the Academy's Area of Prime Responsibility (APR) who have a sibling attending the school at the time of the child's admission. You must name the Academy as a preference on the Common Application Form if you wish for your child to be considered for a place under this criteria. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother 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.

### **Priority Three: Children of Staff**

Where the member of staff has been recruited at Woodlands Primary School 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. Distances from home to school are measured in a direct line between the address point of the child's home and a central point within the main school building using the Local Authority's computerised mapping system.

### **1.2.3 Priority Four: Geographical Considerations with the Area of Prime Responsibility**

Priority will be given to applications from children living within the Area of Prime Responsibility who live closest to the preferred school. Distances from home to school are measured in a direct line between the address point of the child's home and a central point within the main school building using the Local Authority's computerised mapping system.

### **1.2.4 Priority Five: Geographical Considerations outside of the Area of Prime Responsibility**

After places have been allocated from within the Area of Prime Responsibility, any remaining places will be allocated to those children living closest to the school. Distances from home to school are measured in a direct line between the address point of the child's home and a central point within the main school building using the Local Authority's computerised mapping system.

### **1.2.5 Tie-break**

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

### **1.3 Notification and Acceptance of Offers**

Notification of offers will be sent to parents/carers by the Home Local Authority on National Offer Day.

Written acceptance of the offer of a place should be received by the Home Local Authority by the closing date as determined in the offer letter.

South Gloucestershire Council reserves the right to seek documentary evidence to support a claim of residence. An offer found to have been gained fraudulently will be withdrawn.

### **1.4 Late Applications**

Late applications including changes of preferences are dealt with only after the demand for places received by the closing date has been met. If places become available following the allocation of places for the school the same criteria will be applied to late applications and formal appeals, where the number of requests received still exceeds the number of places available.

### **1.5 Waiting lists**

Where the school is over-subscribed in the normal admission round and places have been refused to some applicants a waiting list will be maintained for any vacancies which subsequently occur in the school. All waiting lists will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list.

## **2 In-Year Applications**

All applications made during the academic year (in-year applications) including applications outside of the normal year of entry for Reception Year 1, 2, 3, 4, 5 or 6, must be made directly to the School.

Waiting lists will be held by the school for In-Year Applications in Year 1, 2, 3, 4, 5 or 6 or for In-Year admissions for Reception after 1<sup>st</sup> September of the first year.

## **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.

Appeals will be heard by the Independent Appeal 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.

Parents 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 for entry to Reception in September 2019 must be received by 21<sup>st</sup> May 2019.

Parents/carers wishing to appeal must send a written request for an Appeals Pack to [mfrancis@greenshawlearningtrust.co.uk](mailto:mfrancis@greenshawlearningtrust.co.uk) or;

Head of Admissions

The Greenshaw Learning Trust

Grennell Road

Sutton

SM1 3DY

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