



# Wood Field Primary School

## Admission Arrangements 2025/26

Wood Field 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.

The arrangements were determined by the Board of Trustees at the Greenshaw Learning Trust on: 9 February 2024.

The arrangements are due for review by: **summer term 2024**.

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

Wood Field Primary School has a Published Admission Number of 120 for entry into Reception in September 2025.

Wood Field Primary School is part of the London Borough of Sutton's Co-ordinated Admissions Scheme.

Applications for admission to Reception at Wood Field 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, naming Wood Field Primary School 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 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 has named the 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 Needs**

Priority for children who have an exceptional social and/or medical need.

Children who have either medical or social grounds for admission to this school. This evidence must set out the particular reason why the child should attend this school rather than any other, and show that this is the only suitable school to meet their stated needs, why no other local school could meet those needs and what the difficulties would be if the child had to attend any other local school.

Parents should complete the Trust's Social and Medical Form (in addition to the CAF), which can be found on the school's website at [www.woodfieldprimary.com](http://www.woodfieldprimary.com) The Social and Medical Form must be supported by relevant written evidence on letter headed paper from a Doctor, Social Worker or Attendance/Welfare Officer.

**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.**

Evidence submitted after the closing date will not be considered. Only in exceptional circumstances the Trust may apply discretion to consider evidence submitted after the closing date. It is therefore important that all relevant evidence is submitted at the time of application and should be submitted before the closing date to ensure full consideration.

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 Members of Staff**

Priority for children of members of staff of the school.

Where;

- The member of staff has been employed at Wood Field 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**

Priority for children who 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, step brother 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 5: Distance**

Any remaining places will be offered 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 Sutton 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 from the parents stating the pattern of residence. 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 in to 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 5, for distance.***

### **1.3 Tie Breaker**

Where two or more applicants share priority for a place, e.g. where two children live equidistant from the school and there is only one place remaining, 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.

Parents should contact the Headteacher to discuss requests.

### **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 actual age.

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.

The Headteacher will decide 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 wish to 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, you are not required to provide it. All requests will be considered, with or without evidence.

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 in the normal way.

The request for later admission should accompany the submission of the Common Application Form to the home Local Authority. 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.

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

### **3.1 Late Applications**

Applications made after the closing date of 15 January or changes to existing preferences after this date, will be treated as a late application. A late application will not be considered until after all those that were received on time.

If you plan to move house after the application has been submitted, you will need to check with the local authority you are moving into as to the latest date you can make a change to your application in order for the new address to be used for the allocation of places. Documentary evidence will be required.

### **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 at 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 prioritised 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**

Wood Field Primary School is part of Sutton Council's Co-ordinated Admissions Scheme for In-Year Admissions. To apply for a place at Wood Field Primary School outside of the normal round for admissions, parents should complete the In-Year application form provided by Sutton Council.

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.

#### **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 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.

Appeals for entry in September 2025 must be received by **20 May 2025** at the latest if these are to be heard by the Independent Appeal Panel by **18 July 2025**. Appeals received after **20 May 2025** where possible, will be heard by **18 July**, however, this will depend on the date the appeal is lodged and cannot be guaranteed.

Parents 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, Greenshaw Learning Trust, Oru Sutton, 7 Throwley Way, Sutton, SM1 4AF.