



# Admissions Policy

Accepted by Trustees in: December 2022

Due for next review in: December 2023

We serve the immediate area around our school but many parents/carers choose to send their children to our school from a much wider area. All prospective families are welcome to visit our school and our Headteacher, or another senior member of staff, will be happy to meet with them and show them around. Appointments can be made by telephoning or emailing our Administration Team on/at:

01691 652446

[admin@woodside.shropshire.sch.uk](mailto:admin@woodside.shropshire.sch.uk)

The Trustee Board of Woodside School as an academy school is responsible for setting the admissions policy for the school. We engage Shropshire Local Authority to act on behalf of the school in managing the policy. Full details of the policy together with information about the arrangements for admission are set out in the "Parents/ Carers' Guide to Education in Shropshire", copies of which are kept in school. Alternatively, contact the Admissions Team (details below) or view the electronic version on the website:

[www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions)

The Admissions Team

Shirehall

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SY2 6ND

0345 678 9008

[School-admissions@shropshire.gov.uk](mailto:School-admissions@shropshire.gov.uk)

### **Nursery Admissions**

Three and four-year-old children are entitled to a free education of either 15 or 30 hours per week depending upon eligibility.

If your child was born between.....	He/she is eligible for early education from.....
1 <sup>st</sup> April and 31 <sup>st</sup> August	Autumn Term – after the child's third birthday
1 <sup>st</sup> September and 31 <sup>st</sup> December	Spring Term – after the child's third birthday
1 <sup>st</sup> January and 31 <sup>st</sup> March	Summer Term – after the child's third birthday

Parents/carers should register for an Early Education place. It is recommended that they do this as soon as possible after their child's 2nd birthday.

Children with a Statement of Special Educational Needs or Education Health Care Plan (EHCP) which names Woodside School will be allocated a place at the school. Places are allocated according to an agreed set of criteria, in strict order of priority as follows:

**Priority 1:**

As defined in the School Admissions Code looked after children and adopted children who were previously looked after. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) as long as they have an eligible birthdate. If Woodside School is chosen, it is not essential to reside in the school's designated catchment area.

**Priority 2:**

Children who have been in state care outside of England and ceased to be in state care as a result of being adopted.

**Priority 3:**

Children already attending Nursery who wish to change the sessions they are attending or increase their sessions if they are not taking their full entitlement.

**Priority 4:**

Children living in the school's designated catchment area who have a sibling (including fostered and adopted siblings) in Nursery or school and that sibling (including fostered and adopted siblings) will be attending at the time the younger child starts Nursery. If new places are limited, priority will be given to older children.

**Priority 5:**

Children living in the school's designated catchment area without siblings in Nursery or school. If new places are limited, priority will be given to older children.

**Priority 6:**

Children whose parents/carers have been employed by Woodside School in any capacity for two years or more at the point of their child's admission to the school and whose contract continues beyond the date of admission

**Priority 7:**

Children out of the school's catchment area with one or more siblings (including fostered and adopted siblings) in Nursery or school at the time the younger child starts Nursery. If new places are limited, priority will be given to the children living closest to the school (distance from home to school measured as a straight line on a computerised mapping system).

**Priority 8:**

Children out of the school's catchment area without a sibling (including fostered and adopted siblings) in Nursery or school. If new places are limited, priority will be given to the children living closest to the school. Distance from home to school measured as a straight line on a computerised mapping system.

**Priority 9:**

If the school trustees decide to offer extra fee paying hours to children already attending for their 15 free hours, this offer will be made once all parental requests for free places have been dealt with and will not be given if it would prohibit another child from getting their free entitlement. The charges for these extra hours will be set at the identified price for the childcare.

**NOTE:**

Attendance in Nursery gives no guarantee that your child will gain a place at our school. Priority of admission works as below:

- Parents/carers must apply separately for their child to go to any primary or infant school via local authority online application form. Entering your child's details on a school's list at an early age is not a formal application for a school place.
- The child's usual home address determines whether they are in a particular school's catchment area.
- It is the parent's/carer's duty to ensure that they have obtained all the necessary information and the correct form on which to apply for an infant or primary school place.

**Children starting Reception**

Children in England are entitled to start school in the September following their fourth birthday and must start their education by the beginning of the term after their fifth birthday.

Many parents will be happy for their child to start school in the autumn term, but a small number of parents may have concerns that their child might be too young for mainstream school. Parents of a four-year old child can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age.

In order to assist us in making the necessary staffing arrangements, parents wishing to defer their child's entry to school are asked to inform the school as soon as they have been allocated a place.

Parents/carers can also request that their child attends school part-time until the child reaches compulsory school age, and/or choose a place at a Nursery or other early learning setting if they would prefer. Any parent considering part-time attendance for their child is advised to discuss this with our Headteacher as soon as a school place has been allocated. Parents/carers who opt to defer entry to the term after their child's 5th birthday, will not lose a Reception place which has already been allocated through the applications process. However, where a child's 5th birthday falls in the summer and parents wish to defer entry to the autumn term, the child would be required to join the school in Year 1, not Reception. In such cases, parents/carers must apply separately for a Year 1 place, which could only be considered for allocation after the summer half-term holiday, by which time there might not be any places available in the year group.

**Admissions in years other than Nursery**

Our admission limit in each year group is at present 90. If we have reached that limit in any particular year group, admission may be refused, but all parents/carers have the right of appeal to the local authority.

Admission to any other year is the responsibility of the school. Any parent who wants their child to join our school is encouraged to make an appointment to see the Headteacher who will always find time to talk to parents/carers and children about our school. Applications for places need to be made directly to our school. A decision to admit or refuse, based on our admission limit of 90, lies with our Headteacher. Oversubscribed years have a waiting list for places in chronological order of application. The same criteria as originally applied for admission will apply to the waiting list should a

place arise. Parents/carers have the right to appeal to the local authority against the refusal of a place.

### **Our Criteria for Admission from Reception to Year 6**

The number of children who can be admitted to our school in any one year group is limited. This is governed by the space within the school and by the agreed admission limit which is decided by the Trustee Board in consultation with Shropshire Local Authority. Woodside is a popular school and is often over-subscribed. In the event of more parents wanting to send their child to the school, the following will apply:

- The school will admit all children whose parents choose Woodside School up to the agreed admission limit of 90 children in each year group.
- Where the school is over-subscribed in any year group, consideration will first be given to whether the school can accommodate additional children without:

(i) prejudicing the education of other children as a result of unacceptably high numbers in any one class

(ii) exceeding legal class sizes in Reception and KS1

(iii) incurring additional costs which cannot be met by the academy trust or the Education & Skills Funding Agency

If after careful consideration of the above criteria the school is still over-subscribed, and once the admission of pupils with a Statement of Special Educational Needs or Education Health Care Plan where the school is named in the Statement has been managed, children will receive precedence in the following order:

#### **Priority 1**

As defined in the School Admissions Code looked after children and adopted children who were previously looked after. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

#### **Priority 2**

Children who have been in state care outside of England and ceased to be in state care as a result of being adopted.

#### **Priority 3**

Children with siblings (including fostered and adopted siblings) already at Woodside School. This includes adopted siblings (including fostered and adopted siblings) living at the same address within the school's identified catchment area.

#### **Priority 4**

All children living within the school catchment area as designated at any one time by Shropshire Local Authority, with preference if necessary according to proximity to the school.

#### **Priority 5**

Children whose parents have been employed by Woodside School in any capacity for two years or more at the point of their child's application to the school and whose contract continues beyond the date of admission.

#### **Priority 6**

Children out of the school's designated catchment area with an older sibling (including fostered and adopted siblings) of compulsory school age attending the school when the applicant is admitted. If new places are limited, priority will be given to the children living closest to the school (distance from home to school measured as a straight line on a computerised mapping system).

### **Priority 7**

All other children living outside the school's designated catchment area. If, in any of the above priority categories, there are more applications than there are places available, the rank order will be determined and priority will be given on the basis of distance measured as a straight line on a computerised mapping system between the home address and the nearest entrance gate of the school by pinpointing their eastings and northings. The shortest distance will be given priority. Where two addresses are within the same block of flats, the flat nearest the ground takes precedence. Where two or more flats meet this condition, the flat with the lowest number takes precedence.

In the event of one or more children not being allocated a place at the school, the academy trust will ask the local authority to establish an independent appeal panel. Parents will be informed they have the right to appeal against the decision. All parents will be informed about how this can be achieved at the appropriate time.

### **ADDITIONAL NOTES**

If you want more details of the designated catchment area for our school, please ring Shropshire's Admissions Team on 0345 678 9008 or visit [www.shropshire.gov.uk/maps](http://www.shropshire.gov.uk/maps).

Expressing an interest in a place does not guarantee admission to our school. Offers of places can only be confirmed in the academic year before the child is due to start school.

Admission limits cannot legally be breached, where to do so would necessitate class sizes in Reception and KS1 of more than 30 pupils.

All prospective parents, carers and children are welcome and encouraged to visit our school. Please telephone to make an appointment.

Parents/carers of Reception children in Shropshire are required by 15 January prior to the school year of admission to complete a Local Authority application stating preferences for up to three schools. If there are more applications for places than are available within the admission limit, the priorities are based upon the Academy Trust's Admissions Criteria priorities, listed above.

Parents/carers should be aware that attendance at a particular primary school does not in any way guarantee a place at a particular secondary school.

### **Admission Arrangements For Children With A Disability**

Admission arrangements for children with a disability are the same as for all pupils but priority will be given if the child has a statement of special educational needs or Education and Health Care Plan (ECHPs) or a medical need which makes our school more suitable than others.

All children and adults are treated equally with regard to their sex, gender, culture, religion, social background or special need. All children have complete access to a broad, balanced curriculum unless a particular special need/religious consideration makes any element inappropriate.

The whole of our site is accessible to adults and children with mobility difficulties.

Our school works very closely with families and the Local Authority in endeavouring to ensure that appropriate support is available within available resources.

Each year we devise an "Access Plan" for our school which covers three key areas of school activity:

- Increasing Access for Disabled Pupils to the School Curriculum
- Improving Access to the Physical Environment of the School
- Improving the Delivery of Written Information to Disabled Pupils

Our Access Plan is part of our annual school development planning cycle.

A copy of our Special Education Needs and Disabilities Policy is available on request.