



Admissions Policy 2025 - 2026

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

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

The Admissions Team

The Guildhall

Frankwell Quay

Shrewsbury

SY3 8HQ

0345 678 9008

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 st April and 31 st August	Autumn Term – after the child's third birthday
1 st September and 31 st December	Spring Term – after the child's third birthday
1 st January and 31 st 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 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 3:

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 4:

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 5:

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 6:

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 7:

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 8:

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.

When can my child start school?

Children can attend primary education from the September following their 4th birthday. The law requires that children attend school from the prescribed day⁴ following their 5th birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year, or until the child reaches compulsory school age in that year. They can also request that their child attends part-time until they reach compulsory school age. However, the offer of a place cannot be held over until the next academic year.

NB: Children become of compulsory school age on the first prescribed day following their 5th birthday: 31 August, 31 December or 31 March (or on that day if any of these dates are the child's birthday).

Shropshire Council does not offer the option for a child to start primary school before they are eligible.

Deferred Transfers

Children born from 1 April to 31 August – known as summer born children – do not need to start school until the September after their fifth birthday, a year after they could first have started school. Most summer born children start at age 4 with no issues.

Parents of summer born children have two options if they feel their child is not ready to start Reception with their natural cohort. These are outlined below:

Option 1 - Delayed Start

If a parent of a summer born child does start school aged 4, they can, if they wish, agree with the allocated school a pattern of part time attendance or a deferred start until later in that school year for your child. You can discuss this with the school. This will require the parent to apply on-time (by 15 January) using the application process provided by Shropshire Council. Once places are allocated on the 16 April the parent can contact the Headteacher to discuss the delayed start.

Option 2 - Defer for a full year

If a parent decides their summer born child will start school aged 5 and wants their child to start school in reception (not Year 1), they need to make a request to the school's admission authority. This is called requesting admission out of the normal age group – because children born from 1 September in one year to 31 August the following year are normally educated together in one year group.

To defer for a full year parents must submit a request for admission out of the normal age group ideally by 15 January. Shropshire residents can email school-admissions@shropshire.gov.uk to request this. The admission authority decides whether children who start school at compulsory school age should be admitted to reception or

year 1. They must make this decision in the child's best interests. The nursery provision (in the case of Reception deferrals) and primary schools (in the case of Secondary deferrals) will need to complete forms and assessments and submit to The School Admissions Team at Shropshire Council for processing. Deferral requests ideally need to be submitted no later than the deadlines for the respective transfer groups (15 January for Reception). We do appreciate that in extenuating circumstances, submitting such a request before the closing date does present a challenge. Should this occur, the Admissions team at Shropshire Council will do their best to process prior to the end of the academic year, though there is no guarantee of this.

If a summer-born child defers for a year, it's currently a requirement to make another request to defer their entry to the next phase of their education. When a child of year 6 age is being taught in year 5, an application for secondary school and a request to defer their entry to secondary school will need to be made.

If parents do not make a request for admission out of the normal age group your child will start school in year 1. Parents should consider the potential impact of missing the reception year. The admission authority makes the decision in the child's best interests. The government believes it is usually not in a child's best interests to miss the teaching that takes place during the reception year, and that it should be rare for a child to start school in Year 1.

It is important to advise a parent that, should their summer born child defer for a year, they will reach school leaving age at the end of year 10, rather than year 11. The school will not ask them to leave, but they will no longer be required by law to attend school and the school may not be able to enforce their attendance. Children usually take their GCSEs in year 11.

Children with special educational needs or a disability

Having special educational needs and disabilities (SEND) does not necessarily mean a child should delay starting school. It may be better for them to start school before compulsory school age so they can access the support available there.

All teachers are trained to support all children to succeed, including those with SEND. Every mainstream school must have a special educational needs coordinator (SENCO) – a qualified teacher with an additional SEND qualification.

If a parent is worried about their child starting school because of their SEND, they can speak to their health visitor or to staff at the school they would like their child to go to, for example the headteacher or SENCo. The parent can also speak to the local [Special Educational Needs and Disabilities Information, Advice and Support service](#).

If a child is going through an EHC needs assessment, and the parent intends to request admission to reception aged 5, they will need to discuss this with the Local Authority.

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 state Woodside School as their preference 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 an Education Health Care Plan where the school is named has been managed, children will receive precedence in the following order:

Priority 1

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 order⁹⁰ 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

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 3

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 4

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 5

Children out of the school's designated catchment area with a 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 6

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.

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.

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.

Mid-term or In-Year Applications

Woodside Primary School has devolved the responsibility for the coordination and processing of any and all applications for places at our school to Shropshire Council. However, the school still makes all decisions regarding admissions of children to their schools.

Mid-term applications will be dealt with using the same admissions criteria given above. Applications must be made via the Shropshire Council online portal ([Synergy - Homepage \(shropshire.gov.uk\)](http://www.shropshire.gov.uk)). If there is a space in the relevant year group a place will be offered. A formal letter from Shropshire Council's Admissions Team will be sent to the parent advising them of the offer and the need to contact school directly to arrange a start date.

If there are no vacancies in the year group, Shropshire Council's Admission Team will speak to the Headteacher to consider whether additional places can be offered. A decision must be notified to parents within 15 days of making the application.

If a place cannot be offered, parents will receive a formal letter and information on how to appeal against the decision from Shropshire Council's School Admissions Team on behalf of the school.

Shropshire Council, on behalf of the school, will maintain a waiting list for unsuccessful applicants. If any vacancies arise, places will be offered to applicants included on the waiting list in strict accordance with normal published oversubscription criteria. If a place can be offered the applicant will be expected to take up the place within 6 school weeks or by the start of the next half term, whichever is the earliest date, with the exception of Reception children who have deferred entry until later in the same academic year. If an offer of a place is refused, the name will be removed from the waiting list.

Appeals in line with the school admission code

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact Shropshire Council School Admissions Team for information on how to appeal. Information on the timetable for the appeals process is on the website www.shropshire.gov.uk/schooladmissions Parents must be given at least 10 school days from the date of notification that their application was unsuccessful to lodge an appeal.

Catchment Area Map

Please see below our catchment area map, however parents can access an interactive online map for further details - [General Map Viewer](#)

