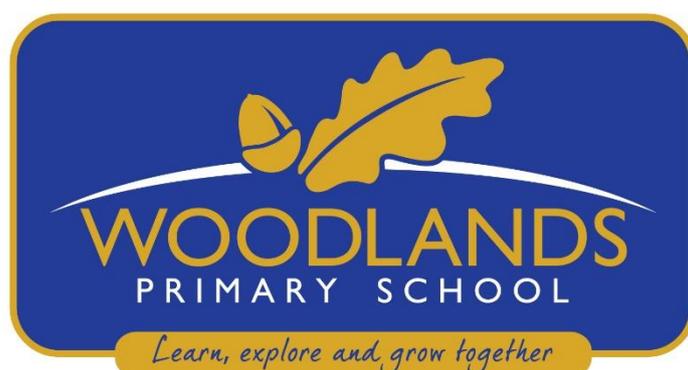


# Woodlands Primary School

## Admissions Policy



Written by	Wendy Tubb
Ratified by Governors	Spring 2021
Date for Review	Spring 2022
Signed – Chair of Governors	
Signed – Headteacher	
Is this an internal or external policy	External
Is this based on a model policy	Yes

This policy has been impact assessed by Mark Burns in order to ensure that it does not have an adverse effect on race, gender or disability equality.

## Introduction

The governing body of Woodlands Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. Kent County Council operates the admission code for this school ([www.kent.gov.uk/education-and-children/schools/school-places/admissions-criteria](http://www.kent.gov.uk/education-and-children/schools/school-places/admissions-criteria)).

## Aims and objectives

We are an inclusive school that welcomes children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. Our pupil admission number in each year group is 90. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

## Application Procedure

- Woodlands Primary School follows the procedures, timetable and deadlines set by Kent County Council. Kent County Council is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the Local Authority (LA) are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.
- A Reception Common Application Form has to be completed at the appropriate time, online, and returned to Kent County Council.
- Kent County Council allocate places based on the criteria for Community and Voluntary Controlled Schools:
  - Children in Local Authority Care
  - Current Family Association (sibling)
  - Health and Special Access Reasons
  - Nearness of Children's Home to School

The Primary Admission Scheme is an Equal Preference Scheme, which means that all the schools that parents expressed a preference for will consider your child for a place. We do not take into account whether parents have placed the school 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> preference as this information is not shared with us by Kent County Council.

## Oversubscription Criteria

Where the number of applicants exceeds 90 for a new intake, the following criteria will be applied.

Before the application of oversubscription criteria, children with an Education, Health and Care

Plan, which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order:

1. **Children in Local Authority Care or Previously in Local Authority Care** – A child in Local Authority care or previously in Local Authority care is a child which is either in the care of the Local Authority or is 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) or a child who ceased to be so because they became subject to an adoption, child arrangement order, or special guardianship order. An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A child arrangement order is an order settling the arrangements to be made to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian/guardians.
2. **Current Family Association** - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below).

In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

3. **Health and Special Access Reasons** – Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
4. **Nearness of children's homes to school** - we use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight-line measurements are used to determine how close each applicant's address is to the school.

### Withdrawal of an offer of a place

Kent County Council has the right to withdraw an offered place in the following circumstances:

- When a parent has failed to respond to an offer within a reasonable time.
- If an application has been made by a parent in a fraudulent or intentionally misleading way. A fraudulently-obtained place can be withdrawn up to the end of the first term.

### Appeals

Woodlands Primary School is a popular school. If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

If it has not been possible for you to be offered a place at Woodlands Primary School, you may have the right to appeal against this decision to an Independent Appeal Panel.

A Primary Appeal Pack can be obtained from the Kent County Council website at [www.kent.gov.uk/primaryadmissions](http://www.kent.gov.uk/primaryadmissions) or by contacting the Primary Admissions team at Kent County Council on 03000 412121. Once completed please return to:

The Appeals Panel Administrator  
Kent County Council  
Democratic Services  
Sessions House  
County Hall  
Maidstone  
Kent ME14 1XQ

Or email your appeal to [appeals@kent.gov.uk](mailto:appeals@kent.gov.uk) or appeals online at [www.kent.gov.uk/schoolappeals](http://www.kent.gov.uk/schoolappeals).

An independent appeal panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in February 2012.)

### Admission Arrangements for Reception

At Woodlands Primary School we admit all children in the September after their fourth birthday.

### Admission for Year Groups other than Reception

In Year Casual Admissions are admissions which take place outside of the normal entry to school. Please contact the school for further information on available places.

## Review

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

Document History	
Date	Summary of changes
July 2016	Document created
January 2021	Current family association explained fully. Withdrawal of an offer added and reasons explained. Appeals address added and information updated. In Year Admissions information added.