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WOODSIDE PRIMARY SCHOOL ADMISSION ARRANGEMENTS 2021 / 2022

Pupil Admission Number = 90 per year group.

At Woodside Primary School, our learning community creates pupils with inspiration, ambition, academic success where pupils are passionate to learn.

Through our challenge curriculum, pupils develop a love for the outdoors and learning in the local environment, being aware that learning can come in many forms.

Pupils are respectful of and celebrate each other's differences, heritage and culture. They are self-motivated, confident pupils able to apply their skills.

We are a school built on interdependence, encouraging all staff, pupils, parents and carers and the community, to work together to achieve more than they ever could have accomplished as individuals.

- All pupils are polite, well rounded, inquisitive individuals who are respectful of others
- All pupils develop thinking skills enabling future success outside of school and in years to come
- We expect the best from every pupil in all that they do

RECEPTION

Applications should be made directly to the local authority: Woodside Primary School does not require a SIF.

ADMISSIONS CRITERIA

Admission of children with an Education Health and Care Plan (EHCP) that names the school will be admitted first. Should applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below:

1. Looked after children and previously looked after children (see Note 1).
2. Children who have a sibling currently attending the School (see Note 2).
3. Where there are medical grounds (supported by documentation from a registered medical practitioner) for admitting the child to this school. (see Note 3)
4. Children of staff. (See Note 4)
5. Proximity of the child's home to the school, with those living nearer being accorded the higher priority (see Note 5).

TIEBREAKER

Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for pupil, the authority will use random allocation. This will be independently verified.

WAITING LISTS

A waiting list is held for the first term of the Reception year, and thereafter applicants are required to complete the local authority in-year application form if they wish to remain on the waiting list. In-year waiting lists are maintained for one academic year and applicants are required to re-apply for each academic year. A child's



position on the waiting list will be determined in accordance with the admissions criteria and will not take account of the date on which the application was made. A child's position on the waiting list can go down as well as up; e.g. if a child on the waiting list moves nearer the school.

The waiting list will be managed in accordance with Paragraph 2.14 of the Code which says *"Each admission authority **must** maintain a clear, fair and objective waiting list until at least **31 December** of each school year of admission, stating in their arrangements that each added child will require the list to be ranked again in line with the published oversubscription criteria."*

IN YEAR APPLICATIONS

Applications for a place at the School in-year must be made using the Common Application Form from the Local Authority where the child resides. This form must be returned to the Local Authority. The offer of a place at the School will be made by the Local Authority.

Once a place has been offered by the Local Authority, parents will be asked to attend a meeting and additional information will be collected. The current school may be contacted to gain any information which may be of use in enabling us to ensure that we can meet the child's needs.

APPEALS

Parents whose application for a place at this School is unsuccessful may appeal to an independent appeal panel. Appeals must be made in writing, setting out the reason on which the appeal is made, and sent to Mr Tariq Hafeez, Admissions Appeals Clerk, at the school address, so that it is received by the date given in the letter confirming the governors' decision not to offer a place. Parents/carers have the right to make oral representations to the appeal panel.

CHILDREN OF MULTIPLE BIRTHS

Woodside Primary School will admit all the children of a multiple birth, even if this exceeds the Key Stage One class size limit.

NOTES FOR CLARIFICATION

NOTE 1 – Looked-after children are defined as children in public care at the date on which the application is made. Previously looked after children are children who are looked, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order, immediately after being looked-after. An application under this category must be supported by a letter from the relevant local authority.

NOTE 2 – A sibling is defined as a brother or sister, half brother or sister, step-brother or sister, adopted brother or sister, or foster-brother or sister whose main residence is the same address.

NOTE 3- Medical evidence consists of letters/reports from appropriate medical practitioners. The decision will be made by the Head teacher the SENCO and a school governor.

NOTE 4 - Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

NOTE 5 – The distance will be measured in a straight line from the child's home address to the designated entrance(s) of the school using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority. If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes. 'Home' is defined as the address where the child normally resides as their only or principal residence. Parents may be asked to provide documentary evidence to confirm an address and parental responsibility.

Admission to school for all children is provided in the September following their fourth birthday. Parents have the right to request that their child:

- Start school full-time in September with the natural academic cohort.
- Start school on a part-time basis for a selected period of time or until the point of reaching statutory school age (statutory school age is the term after the child's fifth birthday)
- Defer Entry. Entry can be deferred, however a child must attend school within the Reception year, entry cannot be deferred until Year 1

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Parents can request that their child is admitted outside of their normal year of entry so that their child starts school in Reception when they would normally be starting year 1.

It is the expectation of our School that a child is educated alongside his/her age equivalent peers, in almost all cases. We would strongly advise that all children enter into their normal year group. The responsibility for addressing individual educational needs lies with the School through an appropriately differentiated and enriched curriculum.

Parents may request that their child is exceptionally admitted outside their normal age group. The governing body will decide whether or not the individual child's circumstances make this appropriate on educational grounds.

All 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.

There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

The School will take into account the child's individual needs and abilities and to consider whether these can be best met in Reception or Year One. It will also involve taking account of the potential impact on the child of being admitted to year one without first having completed the Reception year. The views of the Head teacher will be an important part of this consideration.

It is helpful, but not necessary for parents to submit supporting evidence from a professional. In some cases parents may have professional evidence that would be appropriate for them to submit, for example, when a child receives support from a speech and language therapist. However, there is no expectation that parents will obtain professional evidence that they do not already have. We will still consider information which might simply be the parent's statement as to why they have made their request.

Parents must consider the impact of a child being educated with children of a different age both within primary school and at transition to secondary where admission outside the cohort cannot be guaranteed.

The process for requesting such an admission is by writing to the school detailing all the circumstances and providing any relevant supporting evidence.