



Woodlands Primary School and Nursery

Admissions Policy

Date of policy creation:	Date: October 2023
Date of policy review:	October 2024

Introduction

Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. Our Admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice of December 2014 and the statutory Appeals Code of Practice.

Aims

We are an inclusive school, welcoming 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. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.

A child's level of ability is irrelevant to our school's admissions policy, as are any special needs the child may have.

How parents can apply for their child to be admitted to our school

Our school is a community school, and it determines the admission arrangements in agreement with the LA. The Admissions Authority for our school is therefore the LA, which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the LA.

The LA's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. To apply for a place in school you must contact the

Telford & Wrekin Council Admission Contact Details:

Telford & Wrekin Admissions at their email address: admission@telford.gov.uk.

Alternatively, use the following link to the Telford & Wrekin, Admissions page
https://www.telford.gov.uk/info/20026/school_admissions

In this area, children enter school at the start of the academic year in which they become five. There are three admission dates per year, early in September (i.e. when the autumn term begins) and early in January (when the spring term begins) and Easter in-take for Reception. Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they return the necessary application form to the LA by the required deadline. *E.g. Reception intake deadline is 15th January 2024.*

Nursery Admissions

Woodlands also offer Nursery provision to those parents wishing to apply. We currently offer 48 morning or afternoon spaces. We also offer a limited number of 30 hour spaces for those parents wanting additional sessions. Link to the government website: <https://www.gov.uk/apply-30-hours-free-tax-free-childcare>

To apply for Nursery places **ONLY** at Woodlands please contact the school direct on (01952) 386070. You will be asked to complete a Nursery Request Form and the Early Years Co-ordinator or Nursery Teacher contacts you directly, when your child is approaching the term where they can start.

In-Year Admissions

Parents seeking a place for their child outside of the normal entry times should contact the LA to request an in year transfer. The LA takes responsibility for allocating places for in year transfer requests. In line with the national agreement and admission guidelines that came into effect from December 2014.

Admission appeals

If we do not offer a child a place at this school, this will be because to do so would be detrimental to the education of other children by allowing the number of children in the school to increase beyond our PAN.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which came into force in December 2014.

Pupil Admission Number

The Pupil Admission Number (PAN) is the number of children the LA considers the school can accommodate. The PAN for our school is 60 in each cohort except Nursery. We keep this number under review, and the governors will apply to change the number if circumstances change.

Sizes of classes

We teach Key Stage 1 (KS1) children (aged five to seven) in classes that have a maximum number of 30 children. We try very hard to keep this number through the school.

Monitoring and review

This policy will be monitored by the governing body and reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the local Admissions Forum.