



Woodloes Primary School

Admissions Policy 2027-2028

Document Reference Number (if already used)	
Title	Accessibility Policy
Policy Owner	Sharon Byrne
Version	1.0
Approved Date	Spring 2026
Approving Body	SSC
Next Review Date	Spring 2027

Version Control

Version	Last Modified	Last Modified By	Document Changes
1.0			New policy

1. Introduction

The Community Academies Trust, as the admissions authority, has determined the following arrangements for entry to the school.

These admission arrangements should be read in conjunction with the Warwickshire coordinated scheme for admission to school in 2027.

A separate application must be made for any transfer from nursery to primary provision, and from infant to junior school.

The Published Admission Number (PAN) for Woodloes Primary School is **60**. This is the number of pupils who will be admitted to Reception.

If the number of applications is less than the PAN, all applicants will be offered a place.

The Admissions Service may request additional evidence to determine a child's eligibility within the oversubscription criteria.

These admission arrangements comply with the School Admissions Code.

2. Oversubscription Criteria

Where there are more applications than places available, after the admission of pupils with an Education, Health and Care Plan naming the school, priority will be given to children who meet the following criteria, in priority order:

a) Looked after children and all previously looked after children, including those children 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.

b) Children eligible for the Early Years Pupil Premium, Pupil Premium or Service Premium at the time of making the application, with no more than 14% of places allocated under this criterion on National Offer Day.

c) Children who are currently, or have been at any point since birth, subject to a Child in Need Plan or a Child Protection Plan, with no more than 9% of places allocated under this criterion on National Offer Day.

d) Children living in the Priority Area for the school, who will have a sibling attending the same school in Years 1 to 6 at the time of admission in September 2027.

e) Other children living in the Priority Area for the school.

f) Children living outside the Priority Area for the school, who will have a sibling attending the same school in Years 1 to 6 at the time of admission in September 2027.

g) Other children living outside the Priority Area for the school.

3. Definitions

Looked After and Previously Looked After Children

A looked after child is one who is in the care of a local authority or provided with accommodation under Section 22(1) of the Children Act 1989 at the time of application.

Previously looked after children are those who were formerly in care and then adopted, made subject to a child arrangements order, or a special guardianship order, including children adopted from state care outside England.

Child arrangements orders are defined under Section 8 of the Children Act 1989, and special guardianship orders under Section 14A of the same Act.

4. Pupil Premium and Service Premium

Priority under criterion (b) is limited to **14%** of available places. Eligibility must be confirmed at the time of application.

If more applicants qualify than places available, priority within this criterion will be determined by distance.

Children not offered under this criterion will be re-ranked according to criteria (d) to (g).

5. Children in Need / Child Protection Plans

Priority under criterion (c) is limited to **9%** of available places.

Where more applicants qualify than places available, priority will be determined by distance.

Children not offered under this criterion will be re-ranked according to criteria (d) to (g).

6. Priority Area

Each school has a defined Priority Area (sometimes referred to as a catchment area).

Parents can find their Priority Area, or nearest school, by using the calculator which can be found on the Warwickshire County Council website by visiting:

[https://www.warwickshire.gov.uk/school-transport/nearestpriority-area school-calculator](https://www.warwickshire.gov.uk/school-transport/nearestpriority-area-school-calculator)

7. Priority Within Each Oversubscription Criterion

Where applicants fall within the same oversubscription criterion, priority will be given based on distance between the child's home address and the school, with the shortest distance given highest priority.

Distance will be calculated using a straight-line measurement from the address point of the home address (as set by Ordnance Survey) to the pre-determined point (centroid) of the school. Distances are subject to change as mapping data is updated.

8. Tie Break

Where the distance from home to school is identical for two or more applicants within the same oversubscription criteria individual priority will be determined by random allocation using a random number generator. The allocation will be carried out by two officers of the Admissions Service in the presence of a local authority solicitor.

The result of the draw will be recorded and countersigned at the time by all parties involved. Applicants will be notified of the outcome in writing.

9. Definition of Sibling

Sibling is defined as a brother or sister, a half brother or sister, a step brother or sister, an adopted brother or sister, a child living at the same address who is being Looked After by a local authority, or the child of a parent's partner, where the child for whom the place is sought is living in the same family unit at the same address.

10. Child's Home Address

Details of the child's permanent address must be included on the application for a school place, even if the family are planning to move house after any application deadline.

Where children spend part of their week with one parent and part with another, at different addresses, parents must apply using the address at which the child spends the majority of the school week. This address will be used for determining any school Priority Area and the distance from the relevant school(s).

If arrangements are such that a child resides at two addresses for equal amounts of the school week, then parents must agree which address to use for the application.

Where parents cannot agree on the address to be used on the application, it will be processed in accordance with the section on application disputes below.

11. Who Can Apply

Section 576 of the Education Act 1996 defines "parent" as: All natural (biological) parents, whether they are married or not; any person who, although not a natural

parent, has parental responsibility for a child or young person; any person who, although not a natural parent, has care of a child or young person.

12. Application Disputes

Parents must agree on the address and school preferences used in their child's application and should submit only one application.

If parents disagree and no court order is in place, Warwickshire County Council will attempt to secure agreement. If this is not resolved by the National Closing Date, a random number generator will decide which address or application is processed. The process is overseen by Admissions officers and a local authority solicitor, and the outcome is confirmed in writing.

13. Children of UK Service Personnel and Crown Servants

Warwickshire County Council supports service families and crown servants returning from overseas by processing school applications in advance of relocation, provided official confirmation of the move is supplied.

Applications can be made before the family has moved or secured a permanent address. Oversubscription criteria will be based on the intended home address where evidence is provided. In some cases, a Unit or quartering area address may be used temporarily.

14. Waiting Lists

Children will automatically be added to the waiting list of any community and voluntary aided schools listed as a higher preference than the school allocated.

Waiting lists are ranked according to the relevant oversubscription criteria above and will not take into account the date individual applications were received or the Page 9 of 16 length of time a child has been on the list.

Waiting lists are held until at least 31 December of each school year of admission and any new child added will require the list to be ranked again in line with the published oversubscription criteria.

15. Admission of children below compulsory school age and deferred entry to school

Children are entitled to a full-time Reception place in the September following their fourth birthday. Parents may defer admission or choose part-time attendance until their child reaches compulsory school age, but not beyond the start of the final term of that school year.

Applications must be made through the coordinated admissions process. Once a place is offered, parents should notify the school if they wish to defer entry or arrange part-time attendance.

16. Admission Outside Normal Age Group

Children may be taught outside their normal age group for reasons such as exceptional ability, special educational needs, disability, ill health, or delayed entry for summer born children.

Parents of children born between 1 April and 31 August may request admission to Reception rather than Year 1 when compulsory school age is reached.

The Local Authority (LA) guidance explains the potential risks and implications of out-of-year-group education, including that future schools may require a child to repeat or skip a year. While admission outside the normal age group is possible, parents cannot insist on a particular year group placement.

Application forms for children yet to start school are available within the LA guidance.