



# Woodloes Primary School

## Admissions Policy 2025-2026

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Date adopted by Governors	
Date for policy renewal	Autumn 2025

## **Proposed Admission Arrangements**

**2025 - 2026**

### **1 Introduction**

The Community Academies Trust, being the admissions authority, propose the following arrangements for entry to the school.

The school's arrangements are part of the Warwickshire County Council coordinated scheme.

The Published Admissions Number for Woodloes Primary School is 60. This is the number of pupils who will be admitted to reception.

Details of the school's priority area can be found on the Council website:  
<http://www.warwickshire.gov.uk/applyforschool>

### **2 Admissions Criteria**

In the event that there are more applications than places available the following oversubscription criteria will be used:

Please note that children with an Education, Health and Care Plan (EHCP) that names a school must be admitted and this may reduce the number of places available:

1. 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.
2. Children who receive the Early Years Pupil Premium for their early years provider at the time of making the application, with no more than 14% of the places available to be allocated under this category.
3. 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 the places available to be allocated under this category.
4. Children living in the Priority Area for the school, who will have a sibling attending the same school in Years 1 - 6 at the time of admission in September 2025.
5. Other children living in the Priority Area for the school.
6. Children living outside the Priority Area for the school, who will have a sibling attending the same school in Years 1 – 6 at the time of admission in September 2025.
7. Other children living outside the Priority Area for the school.

Within each criterion priority is given in order of distance between the child's home and school. (shortest distance = highest priority)

Distance will be calculated by straight line measurement from the address point location coordinate of the of the applicant's home address (as set by Ordnance Survey) to the centre point (centroid) of the school in question. (All distances are subject to changes which may occur with updates of mapping data).

### **3 Appeals**

Parents/carers will be informed by their home authority of their statutory right of appeal when they receive the outcome of their applications. Parents can appeal for any preference expressed, but not allocated, even if it was a lower preference than the one offered.

Appeal forms are available from the Local Authority.

### **4 Waiting Lists**

Waiting lists will be held by the Local Authority.

Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting lists as vacancies arise. A child's position can move both up and down the waiting list as other pupils are added to the list.

Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on the waiting list is irrelevant.

Waiting lists will be held until the end of the Autumn term. The parents / carers of all children on the list will then be contacted and asked if they wish their child to remain on the list. Parents / carers must respond within the relevant timescale. If they do not register their continued interest their child will be removed from the relevant list.

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## **7 In-Year Admissions**

In-Year admissions for Reception through to Year 6 are applications to enter a year group that has already started at the school. Warwickshire County Council will be responsible for co-ordinating in-year applications for all of the children wanting to come to the school. Therefore, parents seeking a place should complete the Council's In-Year Common Application Form and return this form directly to the Council. The council will then liaise directly with the school.

## **8 In-Year Fair Access Protocol**

Within Warwickshire, schools operate an in-year fair access protocol to ensure that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as soon as possible.

Warwickshire County Council will be responsible for implementing the school's in-year fair access protocol. If your application for a school place falls under the IYFAP then you will be notified of this when we receive your application. Further information is available in the Warwickshire primary admissions booklet.

## 9 Definitions

### **Looked After Children and previously looked after children**

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) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship order). All references to previously looked after children in this document mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and 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.

A copy of any relevant documents may be requested as evidence at any time during the admissions process.

### **Siblings**

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 parents' partner where the child for whom the school place is being sought is living in the same family unit and at the same address as that sibling. School will ensure that it keeps the data held on synergy-the system used by Warwickshire, up to date when children arrive or leave the school.

### **Home Address**

Where the child normally resides / sleeps when they attend school. Addresses involved in child minding arrangements, whether with professional childminders, friends, or relatives, are excluded.

Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address that place can be withdrawn. This includes situations where the address used to allocate a place changes prior to the place being taken up.

## **Priority Area**

Each community and voluntary controlled school has an area identified as its Priority Area (this is sometimes referred to as a 'catchment area'). Full details of Priority Areas are available on the Warwickshire County Council website and can be viewed using interactive maps. Infant and Primary School Priority Area Maps can be viewed at:

<http://www.warwickshire.gov.uk/mapinfantprimaryschools> Junior and Primary School

Priority Area Maps can be viewed at:

<http://www.warwickshire.gov.uk/mapjuniorprimaryschools>

## **Postal Address File (PAF)**

The address point location co-ordinate of the applicant's home address as set by Ordnance Survey.

**Applications made from the same multiple dwelling sharing a single Postal Address File (PAF)/Other applications where the distance from home to school is identical.**

Where required, individual priority for such applicants within a particular criterion will be set by random allocation (lottery). The draw will be carried out by two officers of the Admissions Service in the presence of a Local Authority Solicitor from Law & Governance Division. The order of draw will be recorded and countersigned at the time.

## **Separated Parents**

Where a child lives with each of their parents at separate addresses, the qualifying address will be the one where the child spends (i.e., sleeps) the majority of the school week. If the child spends exactly equal amounts of time in the two addresses the parents themselves will be asked to nominate which address, they wish to be the child's main address for school admission purposes.

Should they fail to do so by the published closing date the Council, in consultation with the admissions authority has the right to nominate the address that it considers appropriate.

In the case of disputes between parents, there is an expectation that parents will resolve these amongst themselves and make a single application which both are in agreement with.

## **Twins, Triplets or other multiple-births**

Where the final place in a year group is offered to one of twins, triplets or another multiple-birth child, the admissions authority will normally offer a place to the other multiple-birth Child(ren) even if this means going above the school's Published Admission Number.

## **Admissions above PAN**

Children with an Education, Health and Care Plan that names the school will be admitted. In this event the number of places that remain for allocation will be reduced or result in the school exceeding its PAN.

If a school has a waiting list, then it will not normally be possible to offer additional places as other applicants will have been refused places in the same year group. However, if the local authority and the school's admission authority (Community Academies Trust) agree, then all applicants on the waiting list, or groups of children falling under a particularly high criterion (such as out of area with siblings) may be offered a place.

## **Admission above PAN for Looked After Children**

Except where a child is placed in an emergency, no care placement should be made without the education element being satisfactorily arranged. Where the placement has had to be made in an emergency, and education has not been secured, or where educational provision breaks down, then local authorities must secure an educational placement within 20 school days. Moves of care placement can occur outside the normal admissions round when many schools are full. To avoid delays resulting from the local appeals procedure, Academy schools will be asked to admit, without appeal, looked after children resident within their priority area even though their admission limit has already been reached or exceeded.

## **Under Age and Over Age applications**

Warwickshire County Council's policy (which is adopted by the Community Academies Trust) is that all children should be educated within their appropriate age group. In rare cases where it might not be appropriate for the child to be educated in the normal year group, there is a detailed process to consider the child's physical, emotional, and social maturity before any decisions are made.

## **Children of UK service personnel (UK Armed Forces)**

For families of service personnel with a confirmed posting to their area, a place will be allocated in advance if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address which can be used for the application against the relevant oversubscription criteria.

### **Late applications (Entry or Transfer Year Groups)**

Late applications will only be considered after the applications received by the closing dates (on-time applications).

### **Late applications because of an impending move**

Offers of places will take account of a future move involving the child's address only if it can be confirmed i.e., if the parent can provide independent proof of the move, such as a tenancy agreement that terminates after the start of the autumn term or proof that there has been an exchange of contracts in the purchase of a house.

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