

Admissions Policy

Woodside Primary

Academy

2024 – 2025

Audience:	Parents REAch2 Staff Local Governing Bodies Cluster Boards Trustees
Ratified:	REAch2 Education Committee December 2022
Other related policies:	
Policy owner:	Calum Marriott, Project Manager
Review:	Annually

At REAch2, our actions and our intentions as school leaders are guided by our Touchstones.



Leadership

Finding the leader in all of us.



Inclusion

Realising the greatness in our difference.



Learning

Creating exceptional opportunities for learning.



Enjoyment

Loving what we do.



Inspiration

Feeling the power of the possible.



Integrity

Being courageously true to our purpose.



Responsibility

Unwavering commitment to seeing things through.

Policy Overview	4
Definitions	4
Policy In Detail.....	5
Statutory Maximum Infant Class Size.....	5
Equality	5
Home Address.....	5
Children at the School's Nursery.....	6
Children with an Education Health and Care Plan (EHC Plan)	6
Oversubscription criteria.....	6
Definitions relating to the criteria.....	6
Tie Breaker.....	7
Late applications.....	7
Deferred entry for Reception places	8
Admission of children outside their normal age group, including for 'summer-born' children.....	8
Waiting Lists.....	8
Appeals	8
In-year Admissions.....	9
Fair Access Protocol	9
Policy Review.....	9

Policy Overview

Admission arrangements for all mainstream academy schools must comply with the [School Admissions Code](#) and the [school admission appeals code](#).

Academies must publish the admission arrangements for their school on their website by 15 March each year, and keep them there for the whole of the offer year. This is the school year in which offers for places are made.

They must also set out how in-year applications will be dealt with for their schools by 31 August at the latest each year and also publish a timetable for organising and hearing admission appeals for their schools by 28 February each year

Woodside Primary Academy is a primary academy located at Wood Street, Walthamstow, London, E17 3JX and is part of REAch2 Academy Trust (the Trust).

Woodside Primary Academy is larger than the average-sized primary school and is spread over two sites, which are within a short walking distance of each other. The school was judged outstanding in 2023, for the second time.

More information about the school is available on its website: www.woodsideprimaryacademy.com

The Trust is the 'admission authority' for all of its academies and has developed an Admissions Policy which is compliant with the School Admissions Code 2014 (the Code) and other guidance/legislation using a Trust-wide approach to admissions, following public consultation. The Trust's aim is to ensure all of its academies have simple, consistent admission arrangements that focus on serving the local community and reflect the Trust's vision and values.

More information about the Trust is available on its website: www.reach2.org

Definitions

The following definitions apply for the purposes of this policy:

EHC Plan – An education, health and care (EHC) plan is for children and young people aged up to 25 who need more support than is available through special educational needs support. EHC plans identify educational, health and social needs and set out the additional support to meet those needs.

In-Year Admissions – An in-year admission application is one that is made outside of the normal time of transfer between schools, for example when a family moves house part way through a school year.

Oversubscribed – Having more applications than available places.

PAN – The PAN is the number of pupils the school will admit into Reception.

Parent – In this policy, the term 'parent' means a natural or adoptive parent of the child, as well as a person who is not the natural or adoptive parent of the child, but who has care of the child, or parental

responsibility for the child. This is the legal definition of a 'parent' in education law.

Policy In Detail

The published admission number (PAN) for Reception at Woodside Primary Academy is 180 pupils.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications than this are received, the Academy Trust will offer places at the school to all those who have applied.

Applications in the 'normal round' (that is the main cycle of applications for Reception places from the beginning of the school year) are administered on behalf of the Academy Trust by Waltham Forest Council in accordance with the local coordinated scheme.

Statutory Maximum Infant Class Size

By law, infant classes (i.e. classes in Reception Year, Year 1 and Year 2 class) with a single school teacher are not permitted to contain more than 30 pupils, except in certain circumstances as set out below.

Some children are deemed to be 'excepted pupils', which means that they can be admitted to year group over its PAN and into a class over 30 pupils. These include (but are not limited to) children with an EHC plan and looked after children and previously looked after children placed outside the 'normal admission round'. Further information is contained in the Code.

Equality

The Trust and the School are familiar with, and fully comply with, their duties and responsibilities under the Equality Act 2010 in relation to children with protected characteristics, and this policy has been developed with regard to those responsibilities.

Home Address

The 'home address' is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer. In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. This may also be the case where a child resides between two parents at different addresses following the breakdown of the parental relationship. Where this is the case, the application may be processed on the basis of that address (where the child resides for the majority of the school week) and proof of address and residence arrangement will be required with the application. The child must be living with the parent, relative or carer 24 hours per day, for the majority of the school week. Arrangements where parents can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person. In all cases we expect that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child (where eligible).

The exceptions to this rule are the children of UK Armed Forces service personnel with a confirmed posting to their area, or Crown Servants returning from overseas to live in the area, for whom an application for admission may be made in advance of their move where it is accompanied by an official letter that confirms the intended relocation date and a Unit postal address or quartering area

address for the child.

Children at the School's Nursery

Parents should note that children who attend the School's nursery will not automatically transfer to Reception Year at the School. An application for admission to Reception Year must be made in the normal way.

Children with an Education Health and Care Plan (EHC Plan)

Children with an education health and care plan (EHC plan) are admitted to school under separate statutory procedures managed by the child's Local Authority, and not under this policy.

Where the child with an EHC plan which names the School will be admitted in the 'normal admission round', they will be allocated places in Reception Year before other applications are processed, which will reduce the number of available places within the published admission number (PAN). At all other times, the child will be admitted even where this means exceeding the PAN.

Oversubscription criteria

When the school is oversubscribed (that is, there are more applications than places available), after the admission of pupils with an Education, Health and Care Plan that names the school, priority for admission will be given to those children based on the criteria set out below, in the order shown:

1. Looked after children and previously looked after children
2. Children with siblings in the school
3. Children of school staff fulfilling a skills shortage role
4. All other children

Definitions relating to the criteria

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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 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).

Children will be regarded as having been in state care outside England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applicants under this criterion will also need to fill in a Supplementary Information Form (SIF) evidencing state care outside of England. The SIF is available from the school website or school office.

2. 'Siblings' – For applications made in the normal admission round a relevant sibling is a child who has a brother or sister, adopted brother or sister, stepbrother or stepsister, foster brother or sister, or the child of a parent's co-habiting partner; living in the same family unit in the same family household and address who attends the school in any year group excluding the final year. Biological and adopted siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. For mid-year applications a sibling is a child who has a brother, sister,

adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address as a child who attends or has been offered a place at the preferred school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

3. This option is only available for all staff with a permanent contract to work at the school (and not employees in REAch2 cluster or central teams); it will be subject to confirmation by an independent REAch2 non-executive that, on the evidence available, the member of staff is recruited to fill a post where there is a demonstrable skills shortage. Staff must contact the school Headteacher when applying for a place under this criterion. The Headteacher will provide a letter to the Admission Authority and Local Authority Admissions Team confirming the staff members' full-time employment.
4. 'All other children' refers to all applicants who do not fall in to any of the categories above.

Tie Breaker

Where the number of applications exceeds the number of places available within any of the categories above, the order in which places will be allocated will be determined by reference to the distance between the child's home address (as defined by this policy) and the School, with those living nearer receiving higher priority.

Distance is measured using a straight line from the centre of the child's permanent address (as defined by the Local Land and Property Gazetteer) to the designated main gate of the school. We have to make a decision of where the child's home address is because the allocation of school places under the Admissions Policy, where the criteria of distance is used, is determined by reference to the child's 'home address'. Where a child lives with each of their separated parents for different parts of the week, we will consider the child's home address on any application to be where the child sleeps for most of the school week. Where this is an equal time this will be determined by reference to the parents' address who receives the Child Benefit. In cases where the recipient of child benefit is clearly not a main carer of the child, or no one receives Child Benefit, we will consider all of the circumstances and make a determination as to the 'home' address which will be used and provide our reasons for doing so. • All distances will be measured in miles using a computerised mapping system called Route finder GIS. • All distances will be measured using this system, which is the only one that that will be used in the allocation of school places by Waltham Forest School Admissions Service. • If more than one applicant lives in a multi-occupancy building (for example, flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.

Where it is not possible to separate two or more applications because the children concerned live an equal distance from the School, the order in which places are allocated will be determined by the drawing of lots in front of an independent witness.

Where multiple birth siblings (twins and triplets etc.) from the same family are tied for the final place, we will admit them all, as permitted by the infant class size rules and exceed our PAN.

Late applications

All applications received on or by the January 15th 2025 will be considered equally. Late applications can be accepted for good reasons until 16th April 2025. All applications received by the Local Authority after the deadline will be considered to be late applications. These will be considered after those received on time. If all available places are allocated to children whose applications were received on time, parents or carers who have made a late application may request that their child is placed on the school's waiting list

Deferred entry for Reception places

Parents/carers offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school age. Children reach compulsory school age on 31 August, 31 December or 31 March – whichever of those three dates follows (or falls on) the child's 5th birthday.

Places cannot be deferred beyond the beginning of the summer term of the school year for which the offer was made.

Admission of children outside their normal age group, including for 'summer-born' children

Parents or carers may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request.

When such a request is made, the Admission Authority will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents/carers.

Waiting Lists

Where the school receives more applications for Reception places than there are places available, a waiting list will operate until 19th December 2025, after which parents/carers must re-apply for a place in Year 1.

The waiting list will be maintained by the school or Waltham Forest Council if agreed at School level and it will be open to any parent or carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria (not by date in which the child's name was added). Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

Parents have a statutory right of appeal to an Independent Admission Appeal Panel against the refusal of a place at the School for their child. Admission Appeal Panel Hearings are conducted strictly in accordance with procedure and criteria set out in the School Admission Appeals Code 2012, which is accessible on the Department for Education's website:

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

If your child is not offered a place at one of the schools, you listed on your application form you can appeal against this decision to an independent appeal panel. You will be given details of how to make an appeal with your offer. The deadline for receipt of appeals is 15 May 2025 in order for appeals to be heard in May/June. If you submit your appeal after this deadline, it will be heard within 40 days.

Appeals are heard by panels of people who have not taken part in deciding how places were offered on 16 April. The clerk to the independent appeal panel will write to you with details of your appeal date. You will be invited to present your case in person, and you will be allowed to bring a friend or representative to help you, if you wish. We can normally only consider one appeal for each school within the same school year. In exceptional circumstances you may be able to appeal for the same school more than once, but there would have to be changes to your personal circumstances for this to be allowed. If you are appealing for an Academy, foundation or voluntary aided school or a school in another local authority, you must check the closing date with that school or local authority, as they might be different. Your appeal must be sent directly to the school or local authority concerned. This

appeals process is the only recourse for a parent and any lobbying of Councillors or MPs will not influence the school offer in advance of an appeal.

In-year Admissions

In-year admissions is when a child is looking for a school place during the academic year.

You can apply when:

- you have moved to (or within) Waltham Forest and need a school place
- you want your child to move to another school in the same year group

If your child has an Education, Health and Care Plan (EHCP) and you want to change their school, contact the SEND Service on 020 8496 6503 or 020 8496 6505.

We aim to process all applications for an in-year transfer within 10 school days. The school admissions service remains open during the school holidays. Admissions applications and email enquiries will continue to be processed.

You can apply through [Home | eAdmissions](#)

Where can I get help? Admissions drop-in service: Waltham Forest School Admissions Service
Sycamore House
Town Hall Complex
Forest Road London
E17 4JF
Open Monday – Friday 9.00am – 4.30pm
For advice; to hand in forms and documents; to pick up forms.
For telephone advice: 0208 496 3000

Fair Access Protocol

Woodside Primary Academy participates in Waltham Forest Council fair access protocol. For a copy of Waltham Forest fair access protocol, please visit –
admissions@walthamforest.gov.uk
[Home | London Borough of Waltham Forest](#)

Policy Review

The Admissions Policy will be reviewed annually or sooner, taking into account any legislative changes and the latest guidance issued by the DfE.

Any changes made to this policy will be communicated to all relevant stakeholders.