



Woodside Primary Academy admission arrangements for 2018/19

Woodside primary Academy is a primary academy in Walthamstow in Waltham Forest local authority and is part of REACH2 Academy Trust. This admissions policy was finalised following public consultation on a Trust-wide approach to admissions. Our aim is to ensure all our academies have simple, consistent admissions arrangements that focus on serving the local community, reflect our vision and values and are as easy as possible for parents/carers of potential pupils to understand. More information about REACH2 is available on our website: www.reach2.org

At Woodside Primary Academy, our priority is the well-being and progress of every child. We have worked hard to develop an atmosphere of trust, happiness and achievement, to ensure that your child feels cared for and supported on their educational journey. We strive to meet the needs of individual children and support them in becoming enthusiastic and successful learners, ambitious and creative dreamers, and ethical and responsible members of society. With this in mind, we have the **'Seven Life Values'** which we believe are essential for our children to be successful, while they are with us and beyond: Respect, Responsibility, Independence, Kindness, Confidence, Honesty and Determination. We run across two sites – our Forest site is in Wood Street and accommodates up to Year 3, our Bridge site is in Barrett Road and accommodates Years 4-6. For more information, see www.woodsideprimaryacademy.com

Admission number and process

The school has an admission number 180 for entry in Reception.

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 Local Authority as part of the local coordinated scheme. The Local Authority also administers so-called 'in-year' applications for Reception and other year groups.

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 or previously looked after children i.e. children in foster care, care homes or who were before being adopted
2. Children with siblings in the school
3. Children of school staff fulfilling a skills shortage role
4. Home-to-school distance – meaning that the remaining places are allocated in order of each child’s proximity to the school.

Definitions/information relating to the criteria

1. ‘Looked after children’ are (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 definition in Section 22(1) of the Children Act 1989). ‘Previously looked after children’ are children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. These definitions are set nationally, by the Department for Education.
2. ‘Siblings’ are defined as “a full brother or sister, half brother or sister, adoptive brother or sister, foster brother or sister, or step-brother or sister, as well as a child of the partner of the applicant child’s parent where they live together, and in all cases the sibling must live at the home address of the applicant child and is being brought up with the applicant child as their sibling”. The sibling must be at the school at the point of proposed admission. Note – this definition is the one used by the Local Authority in relation to admissions to schools that they maintain - REAch2 schools adopt the same definition to avoid any confusion and keep arrangements as simple as possible for local parents and carers. The only difference is that the 0.5 mile limit on distance from the school in the Local Authority’s definition of sibling, where the family has moved since the previous child’s admission, does not apply to the REAch2 definition.
3. This option is only available for teaching or leadership staff with a permanent contract to work at the school (and not employees in REAch2 regional or central teams); it will be subject to confirmation by an independent REAch2 regional non-executive that, on the evidence available, the post does indeed relate to a skills shortage in the area. This is compliant with the statutory School Admissions Code – in fact the code allows for a wider definition/scope for children of staff but REAch2 has chosen a more limited approach.
4. ‘Home-to-school distance’ is defined/measured as “from the child’s home address to the main gate of the school. Distance is measured using a straight line from the address (using the Local Land and Property Gazetteer) of the child’s home address to the main gate of the school [for Woodside this is done using the Forest site gate]. All distances will be measured in miles using a computerised mapping system called Routefinder GIS”. ‘Home address’ is defined as “the address that the child lives at for 51% or more of his or her time from Monday to Friday during term time. It will usually be the address at which child benefit is claimed or, if ineligible, the address at which the child is registered with their G.P.” Note – these definitions are used by the Local Authority in relation to admissions to schools that they maintain – REAch2

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Tie-breaker

Where the admission number given above is reached part way through one of the above over-subscription criteria, the remaining places available are allocated on proximity to the school¹; but only after any applications are considered where there is third party evidence (e.g. from a medical specialist or a social worker), provided at the time of the application, setting out the exceptional medical/social need of the child (or their parent/carer) and why only this school, rather than any other, is able to meet that need; the final decision on such applications will be made by the school's governors.

Late applications

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.

Admission of children outside their normal age group

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 Headteacher 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 places than there are places available, a waiting list will operate. 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. The waiting list will be maintained by the Local Authority until end August 2018 – the list is closed at that point and any parent/carers still wanting a place at the school will need to make a fresh application (using the In-Year Common Application Form or 'iCAF' form available from

¹ As measured according to the earlier 'Definitions' section. If the distance is exactly the same for two or more children, the remaining available place will be allocated on the basis of random allocation undertaken by the Local Authority. Note that random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all and exceed our admission number.

www.walthamforest.gov.uk/content/year-admissions); the new waiting list will then be maintained until end of June 2019.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. 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

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the school for information about how to appeal – appeals will need to be received within 20 school days of the refusal to admit the child. The appeals process is run in accordance with the statutory processes and timescales set out in the School Admissions Appeals Code.