

# Woodstock Primary Academy

## Admission Policy for 2025/2026

### Introduction

1. This Admission Policy forms part of the admission arrangements for Woodstock Primary Academy (**Academy**), which is part of Learning without Limits Academy Trust (**Trust**), a multi academy trust.
2. The Academy is a co-educational, non-selective, publicly funded primary school that welcomes applications for the admission of children regardless of aptitude, ability, special educational or other needs, disabilities or other protected characteristics.
3. The Academy has a nursery, however there is no automatic transfer from the nursery to Reception Year at the Academy. Parents must apply for admission in the usual way, via their home Local Authority in the 'normal admission round'.

legally required to attend school full-time) until one of three prescribed dates after their fifth birthday:

- 9.1. Children born on or after 1 September to 31 December reach compulsory school age on 31 December on or after their fifth birthday.
- 9.2. Children born on or after 1 January to 31 March reach compulsory school age on 31 March on or after their fifth birthday.
- 9.3. Children born on or after 1 April to 31 August reach compulsory school age on 31 August on or after their fifth birthday. These children are known as 'summer born children'.

### **Deferred Entry, Delayed Entry and Part-Time Attendance**

10. Parents have a right to decide that their child will not start school until they reach compulsory school age. Where this is for one or two terms, this is known as 'deferring' entry, and the place offered and accepted will be retained for that child until they start school.
11. However, entry cannot be deferred beyond the end of the second term of the school year. The parents of summer born children can defer entry for one or two terms (and retain their place), however if they decide that their child will not start school until the following school year in September (known as 'delaying' entry), the place offered and accepted will be lost, and the parents will have to make a new application for admission the following year.
12. Parents also have a right to decide that their child will attend school part-time until they reach compulsory school age. Unlike with deferred entry, this may be for the whole school year (in the case of summer born children), and it can also be combined with the right to defer entry. For example:
  - 12.1. Children born on or before 1 September to 31 December can defer entry until the first day of school in January, or attend part-time until then.
  - 12.2. Children born on or before 1 January to 31 March can defer entry until the first day of school in January or April, or attend part-time until either of those dates, or a combination of the two can be arranged (e.g. defer until January, then attend part-time until April).
  - 12.3. Summer born children born on or before 1 April to 31 August can either:
    - a) Defer entry until the first day of school in January or April, or attend part-time until either of those dates or for the whole school year, or a combination of the two can be arranged (e.g. defer until January or April, then attend part-time until April or the end of the school year); or
    - b) Delay entry until September the following year, when the place offered and accepted will be lost and a new application for admission must be made the following year. This would normally be for admission to Year 1 with the child's normal age group, unless a Request for Admission Outside Normal Age Group is made and agreed in principle for entry to Reception Year instead (see further below).
13. In all cases, parents are asked to let the Academy know their decisions as soon as possible, to assist with operational planning.

### **Statutory Maximum Infant Class Size**

14. The statutory maximum infant class size for Reception Year, Year 1 and Year 2 is 30 pupils per teacher.
15. Some categories of children may still be admitted over the statutory maximum. These categories are set out in regulations and summarised at Paragraph 2.15 of the Admissions Code. Where this happens, the additional pupils are deemed to be 'excepted pupils' who do not count towards the class size until it falls back to 30.

### **Published Admission Number (PAN)**

16. The PAN for Reception Year is **60**.

### **Oversubscription Criteria**

17. Where there are fewer applications than places available, all children will be offered a place. Where there are more applications than places available, the order in which places will be allocated will be:

#### **17.1. Looked after and previously looked after children**

A 'looked after child' is one 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, in England. A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Applications in this category may need to be supported by documentary evidence, such as a signed letter from the child's current or former Social Worker confirming their status, and/or an adoption, child arrangements or special guardianship order. In the case of children adopted from state care outside England, evidence of having been in state care outside England and of being adopted may be required, ideally accompanying the application. When considering the evidence provided, the DfE's current guidance will be followed.

Where the Virtual School Head (**VSH**) at the Local Authority has already verified the child's status and the Academy is able to confirm this with them, there will be no need for evidence to be provided with the application.

#### **17.2. Children with an exceptional medical and/or social need to attend Woodstock Primary Academy**

The child must have an exceptional medical and/or social need that means that only Woodstock Primary Academy is suitable for them to attend, and no other local school would be suitable.

A completed Exceptional Medical and/or Social Need Form (published on the Academy's website or available from the Academy's main office) must be submitted with the application for admission for inclusion in this category to be considered. Part A of this form must be completed by the parent whose details are given in the application for admission. The form must then be given to a

medical or other professional (e.g. GP, hospital consultant, psychiatrist, psychologist or social worker) for completion of Part B, signing, dating and stamping, before it is submitted with the application.

The criteria in this category is designed to set a high threshold to meet. For the avoidance of doubt, simply having a medical or behavioural condition, or special educational or other needs, will not be sufficient, as these needs are generally able to be met by any school. There must be compelling satisfactory evidence that only Woodstock Primary Academy is suitable for the child to attend and no other local school is suitable, which is caused by the exceptional need.

A decision will be made as to whether the child meets the criteria for inclusion in this category. If this is not the case, the child will be placed into the next category that applies to them.

**17.3. Children living in the catchment area of Woodstock Primary Academy who have a sibling at that school at the time of application and admission**

The applicant child's home address (as defined in this policy) must be located within the catchment area for the Academy, as defined in the Catchment Area Map which is published alongside this policy.

The sibling must be on the roll at Woodstock Primary Academy at the time of application, and will still be on the roll in at the time of the applicant child's admission. This means children with a sibling in Year 6 at the time of application will not meet this definition if they will have transferred to secondary school at the time of admission.

A 'sibling' means a full brother or sister (sharing both parents), a half brother or sister (sharing one parent), an adopted brother or sister (sharing one or both parents), a foster brother or sister on a long term placement (a looked after child), a step brother or sister (where one child's parent is married or in a civil partnership with the other child's parent) and a child of the applicant's parent's partner.

In all cases, the sibling must live at the applicant child's home address (as defined in this policy) at the time of application and admission. For the avoidance of doubt, a child who does not meet this definition will not be eligible for admission to Woodstock Primary Academy.

in this policy) as part of the same core family unit. For the avoidance of doubt, a child of a family member (e.g. cousin, niece/nephew, grandchild) or of a friend will not meet this definition of a 'sibling', even if they live at the same address as the applicant child.

**17.5. Other children living in the catchment area of Woodstock Primary Academy**

The applicant child's home address (as defined in this policy) must be located within the catchment area for Woodstock Primary Academy, as defined in the Catchment Area Map published alongside this policy.

**17.6. Children of staff employed at Woodstock Primary Academy**

The staff member must have been:

- a) employed at Woodstock Primary Academy for more than 50% of their working week during term time, on a permanent contract or consecutive fixed term one year contracts, for two or more years at the time of application;

and/or;

- b) recruited to fill a vacant post at Woodstock Primary Academy, for more than 50% of their working week during term time, on a permanent contract or fixed term one year contract, for which there is a demonstrable skill shortage.

The staff member may be full or part time, teaching or non-teaching staff. For the avoidance of doubt, it is not possible for staff to have priority for the admission of their children at more than one school within the Trust.

A 'child of a staff member' means their natural child, adopted child, long term foster child, step-child (the child of their spouse or civil partner) or the child of their cohabiting partner. In all cases, the child must live and sleep for more than 50% of their time from Sunday to Thursday night during term time at the home address recorded for the staff member in their HR file (which will also meet the definition in this policy for the child's home address). For the avoidance of doubt, a child of another family member (e.g. niece/nephew, grandchild) or of a friend will not be a 'child of a staff member', even if they live at the same address as the staff member.

The staff member must be the parent whose details are given in the application form, as obtaining details for more than one parent during the application process is prohibited.

A signed and dated letter on headed notepaper from the staff member's HR Manager confirming that they meet (a) and/or (b) above must be submitted with the application for inclusion in this category to be considered.

**17.7. All other children**

All applicant children not included in any of the categories above will be included in this category.

**Tie Breaker**

18. Where there are more applicants than places in any of the oversubscription categories



28. The 'normal admission round' for applications for admission to Reception Year in August covers all applications made by the statutory deadline for applications (**15 January 2025**), as well as applications made after this date but in time for the child's home Local Authority to offer a place by 'national offer day' (**16 April 2025**).
29. Applications in the 'normal admission round' for must be made to the child's home Local Authority using their Common Application Form, which will be available on their website. For applicants resident in the Leicester City Council area, their primary admissions webpage can be accessed by clicking here:

**[Starting infant or primary school \(leicester.gov.uk\)](https://www.leicester.gov.uk/starting-infant-or-primary-school)**

30. Parents should carefully consider the overs

school days, but in any event within a maximum of **15 school days** of receipt.

### **Requests for Admission Outside Normal Age Group**

39. Parents have a right to request permission for admission to a year group outside their normal age group, which may be above or below, however this is not an absolute right. The request must be considered by the Admission Committee which must decide whether to agree it in principle, or refuse it, taking into account the factors set out below.
40. These requests are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make these requests as early as possible, preferably well ahead of any deadlines for their normal age group, so that they make informed decisions when they subsequently apply for admission. A request must be made to the 'admission authority' for each school for which admission is sought outside normal age group, as the outcome may not be the same for all.
41. The Admission Committee make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the parents' views, the Principals' views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended nursery out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. This is not an exhaustive list, and parents may put forward any matters or documents for consideration.
42. Parents must complete a Request for Admission Outside Normal Age Group Form (published on the Academy's website or available from the Academy's main office) and submit it to the Admission Committee by email to [admissions@lwlat.org.uk](mailto:admissions@lwlat.org.uk) or by post/hand delivery to the Academy's main office, along with any supporting documentation.
43. The Admission Committee will notify parents of the outcome of their request in writing, and will explain its reasons in sufficient detail for them to understand why it came to that decision. Where the request is agreed in principle, the letter should accompany the application for admission subsequently made.
44. Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, however they may complain to the Academy about the outcome if they wish.

### **Statutory Right of Appeal**

45. Parents have a statutory right of appeal to an independent Admission Appeal Panel against the refusal of a place at the Academy. The refusal letter will set out full details of this right, including where the grounds of appeal must be sent and the deadline for doing so.
46. The Academy will publish an admission appeal timetable for appeals against refusals in the 'normal admission round' on or before 28 February after the admission arrangements are determined.

### **Waiting List**

47. The Academy has a waiting list for each year group, throughout the whole of the school year. Names are not deleted at any point, unless parents contact the Academy to say that they no longer want their child's name to be included. Depending on the size of the waiting list, the Academy may write to parents at the end of each school year to ask them to confirm that they are still seeking a place.



48. Waiting lists are ranked by reference to the oversubscription criteria above, and not by reference to the date that the child's name was added to the list. This means a child's name can go up as well as down the waiting list, as more names are added. When a place becomes available, the tie breaker set out above will be used to determine which child in the highest category will be offered the place, if there is more than one in that category.
49. Children allocated a place under the Fair Access Protocol (which all schools are required to participate in) will take precedence over children on the waiting lists.

#### **Review and Determination of Admission Arrangements**

50. The admission arrangements for the Academy must be determined every year by the Board of Trustees. Where any changes are proposed from the criteria determined for the previous intake, these must be consulted on for a minimum of 6 calendar weeks between