



# Admissions Policy

## 2024-25

<b>Category</b>	Statutory
<b>Reviewed by</b>	Headteacher
<b>Approved by and when</b>	Local Governing Body in January 2023
<b>Frequency of review</b>	Annually
<b>Next Review</b>	September 2024

## **1 INTRODUCTION**

Woodlands Park Primary and Nursery School is a one form entry school catering for children aged 3 to 11.

In September 2024, there will be 30 places available in Reception.

The school has a long history of serving the Woodlands Park community and surrounding area. As a small school, we pride ourselves in knowing our children individually. In November 2022, we became an Academy and joined the Slough and East Berkshire CofE Multi Academy Trust, SEBMAT, which gives us access to the wealth of opportunities that brings, working closely with other schools in the Trust.

Parents are very welcome to telephone or email the school directly to arrange a visit and request information about current availability of places. We encourage all prospective parents to visit the school and we would be delighted to show you around and answer any queries. Contact details can be found on the school website:

<https://www.woodlandsparkschool.co.uk/>

We are committed to straightforward, open, fair and transparent practices and policy in relation to Admissions. The school will act in accordance with the School Admissions Code, the School Admission Appeals Code and admissions law as they apply to Academies.

## **2 ADMISSION OF CHILDREN TO RECEPTION 2024**

### **2.1 Application Process for Foundation Stage Applications (Reception Places)**

The Planned Admission Number (PAN) for 2024/25 for Reception is 30 (one form of entry). We are required to organise our infant classes in groups of 30 or fewer to a teacher.

In line with national policy, all children at Woodlands Park Primary and Nursery School start school in the September prior to their fifth birthday and are entitled to a full Reception (Foundation 2) year.

Admission dates by birth are:

Date of birth: 1st Sept 2019 - 31st Aug 2020 Entry: Sept 2024 Apply by: January 2024

Applications for initial school entry at Foundation Stage are dealt with by the Royal Borough of Windsor and Maidenhead (RBWM).

Applications for Foundation Stage are made via a Common Application Form (CAF) provided by your Local Authority.

The Royal Borough of Windsor and Maidenhead (RBWM) processes these applications for the school. If the number of requests for places is equal to or less than the number of places available, then all applicants could be offered a place.

Full details of the admissions criteria, catchment areas, appeals and further details on the admissions process is published in the RBWM Determined Admissions Arrangements. Information is also available on the RBWM Website

The main Admissions Criteria are also set out in paragraph 2.6 below.

## **2.2 Waiting Lists**

Once the offers have been sent out by RBWM, any questions about waiting lists should be made directly to Woodlands Park Primary and Nursery School and parents will be signposted by RBWM. If there is pupil movement after allocations have been made and we can offer additional places, we will keep RBWM informed and they will offer these places on our behalf. For full details please see the RBWM website.

Priority order on the waiting list will be determined by the over-subscription criteria, not by the date of joining the waiting list, and the child's position can go up or down. Places available on the waiting list will be offered from May 2023.

## **2.3 Late Applications**

Late applications will be dealt with according to the Local Authority coordinated scheme and will be dealt with after any 'on time' applications have been processed. Enquiries for late applications should be directed to the RBWM School Admissions Team in order to receive the relevant application form.

They can be contacted by email: [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk)

## **2.4 In-Year Transfers**

Applications for in-year entry (where children are changing schools within a school year) must be made directly to the school. Should you wish your child to join Woodlands Park Primary and Nursery School mid-year, please complete the In-Year Application form which can be found on the Woodlands Park Primary and Nursery School website and email it to [office@woodlandsparkschool.org](mailto:office@woodlandsparkschool.org).

## **2.5 Admissions Policy: Reception**

The published admission number (PAN) for Reception for 2024 is 30.

## **2.6 Admissions Oversubscription Criteria**

Children who have an Education Health and Care Plan (formerly a statement of Special Educational Needs) which names the school must be considered by Woodlands Park Primary and Nursery School. Where the school feels it can meet the needs of the child a place will be offered.

Places will then be allocated in line with the following objective over-subscription criteria in this order:

1. Looked after children (a child who is in the care of the Local Authority).
2. Children of compulsory school age whose home address is in the area served by the School.
3. Children of compulsory school age who have brothers or sisters still attending the School when the applicant would enter the School.
4. Children of compulsory school age who have strong medical or social grounds for admissions.
5. Children of compulsory school age who have any other reason for their choice.

Please note:

If the School does not have places for all the children in the designated area places will be offered first to those designated area children who already have an older sibling attending, on condition that the older sibling will still be on roll when the younger child starts school. If there are still insufficient places and no distinction can be made between applicants in this and all other categories, a final decision will be made on the straight line distance between the home and the school with those living closest considered first.

Where demand exists, places are allocated up to the School's admission number. The law does not permit places to be reserved for pupils moving into the designated area.