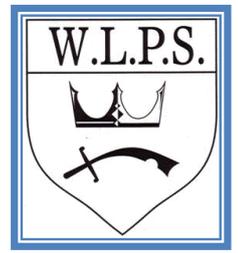


# Woodham Ley Admission Policy

2019-2020



The Published Admissions Number (PAN) for Woodham Ley Primary School is 30

## **Admissions into the Early Years Foundation Stage**

As required by law, this school provides for the full-time admission of all children offered a place in the Reception Year group from the September following their fourth birthday. All of the children who become 5 years old between 1st September and 31st August of that school year will start school full time in September.

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the term in which the child reaches compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. Parents may request that their child takes up the place part time until the child reaches compulsory school age. Where parents choose to defer entry, the school may reasonably expect that the child would start at the beginning of a new school term/half term. The parent would not however, be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

## Over Subscription

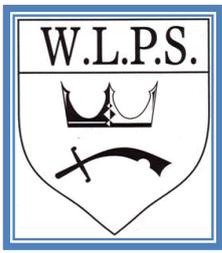
**There is no guarantee of a place for children living in the priority admission area.**

Any child for whom the school is named in a Statement for Special Educational Needs would be offered a place at our school.

In the event of over subscription, places will be allocated using the following criteria in the order given:

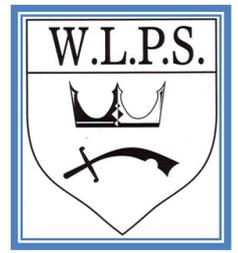
1. Looked After Children (as defined below);
2. Children with a sibling attending the school;
3. Children living in the priority admission area;
4. Remaining applications.

In the event of over subscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority.



# Woodham Ley Admission Policy

2019-2020



## **Looked After Children**

Relevant Looked After Children as defined in section 22 of the Children Act 1989 is:

- A child who is looked after by a Local Authority in accordance with Section 22 of the Children Act 1989 at the time an application for their admission to a school is made, and who the LA has confirmed will still be looked after at the time when they are admitted to the school.

## **Siblings**

A relevant sibling is a child who has a brother, sister, adopted brother or sister, or step-brother or step-sister living in the same family unit in the same household and address who attends Woodham Ley Primary School in any year group **excluding the final year**.

## **Priority Admissions Area**

Please see attached map or contact the school for details of the priority admissions area.

## **Waiting Lists – Reception year**

Unsuccessful applicants will be placed on a waiting list. The criteria for the waiting list will comply with the over subscription criteria set out above. Essex School Admissions will maintain the waiting list for the main round of admissions (Reception year), making offers as places become available. Waiting lists will be retained by the school for the remainder of the Reception Year.

## **Mid-Year Applications**

For mid-year applications, a mid-year application form needs to be completed and returned directly to School Planning and Admissions, who will apply to Woodham Ley Primary School, on your behalf. A copy of the application form is available from our school office. Unsuccessful applicants will be placed on a waiting list. This list is maintained by the school and will comply with the criteria set out in the over subscription section of this document.

## **Appeals against admission decisions**

Parents and carers have the right to appeal against admissions decisions to an independent appeal panel, as specified in the Code of Practice. Please contact the school for further details of the appeals process.

## **Admissions Arrangements**

All applications will be handled in accordance with the co-ordinated admissions scheme.