



**Woodfield Primary School**  
**Admissions Policy**

**Document Approval**

This document was reviewed and approved by the Governing Body as appropriate and effective.

Signed:		
Date:		
Name:	Mrs L Porter	Mrs J A Charnley
Position:	Chair of Governing Body	Headteacher

**Document Review**

The Governing Body will review this policy to ensure that it is appropriate and effective whenever necessary, and not less than once every three years.

**Document Control**

There is one controlled paper copy of this document located in the Business Manager's Office.

The master electronic copy is held within a designated folder. The latest issue will be marked with the highest number, ie Issue 2 is later than Issue 1. Files in the process of being edited have the words 'In Progress' in the file name.

**All other copies (electronic and paper) are uncontrolled.**

**Document History**

Filename: Admissions Policy				
Issue	Description of Change	Author	Checked	Date
1.0	Reviewed and agreed by staff/ approved by governors.	JC	SB	Oct 2012
2.0	Reviewed - February 2016			4.2.16
3.0	Review date – February 2019			

**Woodfield Primary School**

Wigan Lane,  
Wigan  
WN1 2NT

Telephone: 01942 243675

E-mail: [enquiries@admin.woodfield.wigan.sch.uk](mailto:enquiries@admin.woodfield.wigan.sch.uk)

Web: [www.woodfield.wigan.sch.uk](http://www.woodfield.wigan.sch.uk)



## **Admissions Policies and Procedures**

By Law, parents must arrange for their child to start school at the beginning of the term of their 5<sup>th</sup> birthday, unless they have made other suitable arrangements, which have been approved by the Local Authority. In Wigan, there is one admission date for all children at age 4 years' plus, with a closing date for accepting the place.

Woodfield Primary School has provision for 30 Reception age pupils.

## **Admission Criteria**

Admission criteria are used to allocate places when the number of applications for a school exceeds the number of places available. The admission criteria for schools in this section are:

- Children with a Statement of Special Educational Needs, which names the school.
- Children in Public Care.
- Children whose older brothers or sisters attend the school and who will still be there at the time of admission.
- Other children living closest to the school.

The Local Authority operates an "all preferences equal" scheme for the admissions process. Allocation of places and schools are decided by the School Placements Team.

In the event of over-subscription in any one criterion, priority will be given to those children living nearest the school.

If this School is your first choice and we are unable to offer your child a place, you have the right to appeal to an Independent Appeals Committee.

For details of admission to Woodfield Primary School, please contact the school to arrange a visit, a copy of the Prospectus and/or further details.

## **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, eg to a higher year group if the child is gifted and talented or to a lower age group if the child has experienced problems, such as ill health.

The parents of a summer-born child (born between 1<sup>st</sup> April and 30<sup>th</sup> August) may choose not to send their child to school until the September following their 5<sup>th</sup> birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

## **A decision is made on the basis of the circumstances of each case.**

The process is as follows:

### **Stage 1 – Request**

Parents make a formal request to the Local Authority School Organisation Team, in writing, with any supporting evidence they wish to be considered.

- A request for early entry into Year 7 should be made before 31<sup>st</sup> October in the previous academic year in order to give sufficient time for the case to be considered prior to the offer of school places on 1<sup>st</sup> March.
- A request for delayed entry to Reception Class should be made at the same time as applying for a place for normal entry (ie by the closing date of 15<sup>th</sup> January) in order to give sufficient time for the case to be considered prior to the offer of school places on 16<sup>th</sup> April.
- A request for in-year admission outside of the normal age group should be made on the normal in-year transfer form.



We do not accept requests for early entry to Reception Class for children who will not be of statutory school age.

### **Stage 2 – Decision**

Requests for voluntary-aided, foundation and academy schools will be referred to the school to be considered.

Requests for community and voluntary controlled schools will be considered by the Local Authority. We will look at the following factors, but these are not exhaustive:

- Parent's views.
- The needs of the child and the possible impact on them of being educated out of year group.
- The child's medical history and views of medical professionals, if appropriate.
- In the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth.
- Whether delayed academic, social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the Local Authority to consider.

### **Stage 3 – Outcome**

Parents are notified of the decision, in writing, by the School Organisation Team.

#### **Request Agreed:**

If the request is agreed, the application will be considered for the year group requested and ranked alongside any other applications in accordance with the over-subscription criteria for the school. **There is no guarantee that a place will be offered at the preferred school.** Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at a school, but it is not their preferred age group.

Where a child has been educated out of their normal age group, the parent may again request admission of the normal age group when they transfer to secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group.

#### **Request Refused:**

There is no statutory right of appeal against the refusal of a request for admission outside the normal age group. However, if the parents are dissatisfied, they have the right to complain through the Council's Complaints Procedure for decisions made by the Local Authority or under the School's Complaints Procedure where the decision has been made by the school.

#### **References:**

School Admissions Code, December 2014:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389388/SchoolAdmissionsCode2014 - 19 Dec.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/SchoolAdmissionsCode2014_-_19_Dec.pdf)

DfE Advise on the admission of summer-born children, December 2014:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389448/Summer born admissionsadvice Dec 2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389448/Summer_born_admissionsadvice_Dec_2014.pdf)