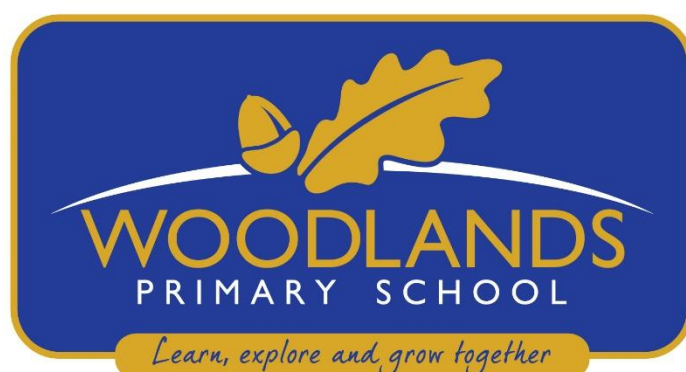


Woodlands Primary School

Admissions Policy



Written by	Helen Wilson
Ratified by Governors	Spring 2026
Date for Review	Spring 2027
Signed – Chair of Governors	
Signed – Headteacher	
Is this an internal or external policy	External
Is this based on a model policy	Yes

This policy has been impact assessed by Mark Burns in order to ensure that it does not have an adverse effect on race, gender or disability equality.

Introduction

The governing body of Woodlands Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. Kent County Council operates the admission code for this school (www.kent.gov.uk/education-and-children/schools/school-places/admissions-criteria).

Aims and objectives

We are an inclusive school that welcomes children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. Our pupil admission number (PAN) in year groups 2, 3, 4, 5 and 6 is 90 and Years R and 1 is 60. From September 2025 our PAN for Year R will reduce to 60. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

Application Procedure

- Woodlands Primary School follows the procedures, timetable and deadlines set by Kent County Council. Kent County Council is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the Local Authority (LA) are published each year by the LA. Parents can request a copy of these regulations directly from the LA.
- A Reception Common Application Form has to be completed at the appropriate time, online, and returned to Kent County Council.
- Kent County Council allocate places based on the criteria for Community and Voluntary Controlled Schools:
 - Children in Local Authority Care
 - Current Family Association (sibling)
 - Health and Special Access Reasons
 - Nearness of Children's Home to School

The Primary Admission Scheme is an Equal Preference Scheme, which means that all the schools that parents expressed a preference for will consider your child for a place. We do not take into account whether parents have placed the school 1st, 2nd or 3rd preference as this information is not shared with us by Kent County Council.

Oversubscription Criteria

Where the number of applicants exceeds 60 for a new intake, the following criteria will be

applied.

Before the application of oversubscription criteria, children with an Education, Health and Care Plan, which names the school, will be admitted. As a result of this, the published admissions number will be reduced accordingly.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order:

1. **Children in Local Authority Care or Previously in Local Authority Care** – A looked after child is a child 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 at the time of making an application to a school. A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
2. **Current Family Association (sibling priority)** - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the distance definition (below).

In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

3. **Health and Special Access Reasons** – Children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
4. **Distance to school** – Children living nearest the school will be given highest priority. The distance between the child's permanent home address and the school is measured in a straight line by KCC using the National Land and Property Gazetteer (NLPG) address point.

In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

If siblings from multiple births (twins, triplets, etc) apply for a place at Woodlands Primary School and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as “excepted” for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

Withdrawal of an offer of a place

Kent County Council has the right to withdraw an offered place in the following circumstances:

- When a parent has failed to respond to an offer within a reasonable time.
- If an application has been made by a parent in a fraudulent or intentionally misleading way. A fraudulently obtained place can be withdrawn up to the end of the first term.

Appeals

Woodlands Primary School is a popular school. If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

If it has not been possible for you to be offered a place at Woodlands Primary School, you may have the right to appeal against this decision to an Independent Appeal Panel.

A Primary Appeal Pack can be obtained from the Kent County Council website at <https://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places> or by contacting the Primary Admissions team at Kent County Council on 03000 412121. Once completed please return to:

The Appeals Panel Administrator
Kent County Council
Democratic Services
Sessions House
County Hall
Maidstone
Kent ME14 1XQ

Or email your appeal to appeals@kent.gov.uk or appeals online at www.kent.gov.uk/schoolappeals.

An independent appeal panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel’s decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the [Code of Practice on School Admissions Appeals](#), which came into force in February 2012.)

Admission Arrangements for Reception

At Woodlands Primary School we admit all children in the September after their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Requests for admission to Reception outside of the normal age group should be made to the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede the school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper Reception Common Application Form (RCAF) to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at www.kent.gov.uk/primaryadmissions

Admission for Year Groups other than Reception

In Year Casual Admissions are admissions which take place outside of the normal entry to school. Please contact the school for further information on available places.

Review

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

Document History	
Date	Summary of changes
July 2016	Document created
January 2021	Current family association explained fully. Withdrawal of an offer added and reasons explained. Appeals address added and information updated. In Year Admissions information added.
February 2022	Tie-breaker for applications that cannot otherwise be separated added. Current family association further clarified. Clarification about admission arrangements for multiple births (twins/triplets etc.) added.

	Admission arrangements for Reception explained fully, including requests for admission outside of normal age group, based on KCC's latest Determined Admission Arrangements for Community & Voluntary Controlled Primary Schools.
February 2023	Amended first sheet Oversubscription criteria – children in local authority care, or previously in local authority care. Current family association, health and special access reasons, nearness of children's home to school.
February 2024	No amendments needed.
February 2025	Amended the PAN to 60 for Year R from Sept 2025. Amended the title of criteria 4.
February 2026	Updated our PAN details.