

Recognising the Christian tradition of our historic foundation, we value all pupils and encourage them to grow academically, spiritually, morally, socially and culturally. We encourage children to aspire to a standard of excellence within a caring and stimulating environment.

All parents/guardians seeking a place for their child at this school must complete the Common Application Form which should be returned to the home local authority AND this supplementary form which must be returned direct to school. It is the responsibility of the parent to ensure that the school receives this application form before the 15th January 2015, and that, if required, it is accompanied by the reference from the parent's priest/ minister on the form.

ADMISSION ARRANGEMENTS 2015-2016

The Governors welcome applications for admission for any child between reception and year 6. Every year the governors will admit 30 children to the reception class. Classes 1&2 also have a maximum number of 30 children, and classes 3,4,5 and 6 have a maximum of 32 children.

All applications are considered in line with Nottinghamshire County Council's coordinated scheme. If there are more applicants than places available, the Governors will admit using the Admissions Criteria. The school will offer places, over and above the planned admission number, where a child who has multiple birth siblings is admitted e.g. both twins would be admitted. In the case of infant class size, additional siblings would be 'excepted pupils'.

If information submitted on the application form is found to be incorrect and the child has not started the school term, the offer of a place will be withdrawn. If the child has already started at the school, the sibling criteria will not be applied to any further applications from that family.

IN YEAR APPLICATIONS.

Applications outside the normal admissions round, will be considered in line with Nottinghamshire County Council's in-year co-ordinated admission scheme. If a place is available, it will be offered. If there are more applicants than places available the Governors will admit using the Admissions Criteria.

The school operates a waiting list, for all year groups, which is maintained throughout the school year in partnership with Nottinghamshire County Council. All children on this list, including applications received in respect of children already at school elsewhere, will be considered at the earliest opportunity after a place becomes available. All existing applications will then be prioritised by the admissions criteria. Waiting lists will then be closed at the end of each school and parents will need to re-apply if they wish their application to be reconsidered during the next year.

CONSIDERATION OF APPLICATIONS

Children with statements of special educational needs that name a school in the statement are required to be admitted to that school regardless of their place in the priority order. This may reduce the number of places available to other applicants

Children will be admitted to Woods Foundation School in three sections, in the following order of priority:

- A. A 'looked after child' or a child who was 'previously looked after' but immediately after being looked after became subject to an adoption, residence or special guardianship order 1
- B. **Foundation Place applications** i.e. children living in the Ecclesiastical Parish of Woodborough on the 15th January 2015.
- C. **Open Place applications** i.e. any other applications.

ADMISSION CRITERIA

These will be used in any of the above sections where there are more applications than places available. In the event of two or more applications having equal weight for the same vacancy, under any of the following criteria, the Governors shall offer admission to the child living nearest the school, 'as the crow flies'. In the event of two distances being equal, lots will be drawn and independently verified.

1. Children who, at the time of admission, have a sibling attending the school.
2. Children where either parent is a regular worshipper at a Church of England Church AND is also involved in the life and work of the Church.
3. Children where either parent is a regular worshipper at a Church of England Church but is not otherwise involved in the life and work of the Church.
4. Children where either parent is involved in the life and work of a Church of England Church but is not a regular worshipper.
5. Children where a parent is either a regular worshipper at a church of any other Christian denomination, or is involved in
6. All other children.

NOTE: - Any application under criteria 2, 3, 4 or 5 must be accompanied by a reference on the school form, from an appropriate minister which supports the information you have given. No application will be considered under these criteria without a current reference, but will be considered under criterion 6.

SPECIAL CIRCUMSTANCES

Children will be given special consideration if their particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional. Each case will be considered by the pupil and personnel committee on its own merits and may be accorded a high priority. The evidence must be presented at the time of application. Children who are successful in their application will be offered a full time place from the beginning of the Autumn term. Some parents may wish to defer until the child is of compulsory school age and if you are considering this option it would be advisable to talk to the headteacher in the first instance.

DEFINITIONS

- A '**looked after child**' will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2012. 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 (as defined in Section 22(1) of the Children Act 1989). Children who were '**previously looked after**' are defined as those who immediately after being in care became subject to an adoption, child arrangement/residence, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)
- '**As the crow flies**' is defined as the distance from the child's home address to the main entrance of the school as measured using Nottinghamshire County Council's computerised distance measuring software.
- '**Parent**' is defined as that person or persons who have legal responsibility for the upbringing of the child.
- '**Sibling**' is defined as any of the following:
 - A brother or sister who share the same parents.
 - A half brother or sister where two children share one common parent.
 - A step brother or step sister where two children are related by a parent's marriage.
 - Adopted or fostered children living in the same household under the terms of a residence order.
- '**Regular**' is defined as a minimum attendance at church equivalent to once a month for the last year.
- '**Involved**' is defined as demonstrable, ongoing involvement in any respect of the life and work of the church other than worship.
- '**C. of E. Church**' – Church of England Church

SUPPLEMENTARY APPLICATION FORM

If you are in any way unsure about a criterion stated above, please contact the head teacher for clarification.

Child's full name	
Parent's/Carer's Name	
Parent's/Carer's E-mail	
Please tick box for criterion under which you would like to apply:	
Foundation Place	
Open Place Criterion 1	
Open Place Criterion 2	
Open Place Criterion 3	
Open Place Criterion 4	
Open Place Criterion 5	
Open Place Criterion 6	

Please supply an original utility bill, dated in the last 3 months that can be copied by the school.

I hereby make an application for a place at Woodborough Woods Foundation School in accordance with the published Admissions Criteria, and state that all information on this form is correct.

Name _____ Relationship to child _____

Signed _____ Date _____

CONFIRMATION OF AN APPLICATION FOR AN OPEN PLACE USING RELIGIOUS CRITERIA.

Please refer to the school's admissions criteria and tick the appropriate box.

	YES	NO
Is either parent a regular worshipper at your Church of England Church.?		
Does either parent have an ongoing involvement in the life and work your Church of England church?		
OR		
Is either parent a regular worshipper or have an ongoing involvement in the life and work of your church of any other Christian Denomination?		

NAME.....

POSITION.....

SIGNATURE..... DATE.....