

# **WOODBOROUGH WOODS FOUNDATION SCHOOL**

*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.*

## **ADMISSION ARRANGEMENTS 2009-2010**

The Governors welcome applications for admission for any child between reception year and year six.

Every year the governors will admit 30 children to the reception class. Places in other year groups throughout the school will be allocated according to availability, which may vary from year to year. The Governors will seek to plan for a maximum of 218 children on roll, throughout the whole school, broken down into maximum class sizes as follows:

Reception – 30, Class 1 – 30, Class 2 – 30, Class 3 – 32, Class 4 – 32, Class 5 – 32, Class 6 – 32.

Applications for a reception class place must be made on the Common Application Form. A Supplementary Application Form, available from the school office or in the prospectus, should also be completed and both forms returned to school by the closing date. (.....) These must be accompanied, if appropriate, by the reference from the parents' priest/ minister on the form also supplied by school.

Children who are five years old between September 1<sup>st</sup> and February 28<sup>th</sup>, and who are successful in their application, will be offered a full time place from the beginning of the Autumn Term. Children who are five years old between March 1<sup>st</sup> and August 31<sup>st</sup> and who are successful in their application, will be offered a mornings-only part-time place from the beginning of the Autumn Term. Full- time attendance will then commence at the beginning of the Spring Term.

Parents will be notified by the LEA of the result of their application on the published date. Successful applicants will then need to confirm their acceptance or refusal of a place with the school in writing. If a parent has not responded to the offer of a place within 21 days after issue date, they will be contacted by the school. The governors will reserve the right to withdraw the offer after a further 7 days if still no response is received. Unsuccessful applicants will be informed by the LEA and notified of the details of their right of appeal.

Applications received on or after the closing date, but before the offer date, will only be considered if the governors feel there is a good reason as stated in the Schools Admissions Code of Practice. Evidence may be required.

If there are more applicants than there are places available, the Governors will admit using the admissions criteria below.

Applications outside the normal admissions round, including those from traveller children will be considered, as quickly as possible, at the next meeting of the appropriate governing body committee considering admissions. If there are more applicants than places available the Governors will admit using the admissions criteria below.

The school operates a waiting list, for all year groups, which is maintained throughout the school year. 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.



## CONSIDERATION OF APPLICATIONS

The governors are required to admit any child who has a statement of special educational needs and who names this school. 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. **Looked after child applications** i.e. a child who is looked after by a local authority in accordance with section 22 of the Children's Act 1989 at the time of application and admittance.
- B. **Foundation Place applications** i.e. children living in the Ecclesiastical Parish of Woodborough.
- 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'.

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 the life and work of that church.
6. Children who do not meet any of the above criteria.

*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 on its own merits and may be accorded a high priority. The evidence must be presented at the time of application.

## DEFINITIONS

\* **'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 the Local Authority's designated software programme.

\* **'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

Please check the admissions policy for definitions of the highlighted words in the following questions. If you are in any way unsure about a criterion, please contact the head teacher for clarification.

<b>A. LOOKED AFTER CHILDREN</b>	<b>TICK ONLY THIS BOX</b>
<i>i.e. In public care.</i>	

<b>B. FOUNDATION PLACE</b>	<b>TICK ONLY THIS BOX</b>
<i>i.e. Living in the Ecclesiastical Parish of Woodborough.</i>	

<b>C. OPEN PLACE</b>	<b>COMPLETE ALL APPROPRIATE BOXES</b>
<i>i.e. Living outside the Ecclesiastical Parish of Woodborough.</i>	<i>Please give details if you are applying under criteria 1,2,3 or 4. If you are applying under criteria 5 please just tick the box.</i>
1. Does the child have a sibling who will be at this school during the year 08-09? Please give the name of the sibling.	
2. Is either parent a regular worshipper at a C. of E. church? Please give details.	
3. Is either parent involved in the life and work of a C. of E. Church? Please give details.	
4. Is either parent either a regular worshipper, or involved in the life and work at a church of any other Christian denomination? Please give details.	
5. Applicant does not meet any of the above criteria.	

Please use the box below for any further information that supports your application.

**I hereby make an application for a place at Woods Foundation School, Woodborough in accordance with the published admissions criteria, which I have read and understood.**

**I also hereby state that all information given on this form is the truth and that I will supply further clarification of any details that the governors may request.**

**I enclose with this application form any appropriate reference as requested in NOTE 1 or 2 overleaf and understand that my application WILL NOT BE CONSIDERED without a reference under criteria 2,3,4,5,6, 7 or 9.**

Name.....

Relationship to child.....

Signed..... Date.....

**Please return this form to school by 8<sup>th</sup>. January 2009**

It is the responsibility of the parent to ensure that the school receives the application form before the closing date.



**REQUEST FOR A REFERENCE TO SUPPORT AN APPLICATION FOR AN OPEN PLACE  
AT WOODS FOUNDATION SCHOOL, WOODBOROUGH.**

<b>NAME OF CHILD</b>	
<p>Is either parent a regular worshipper at your Church of England Church.?</p> <p>Does either parent have an ongoing involvement in the life and work of your church?</p> <p>Please give brief details.</p>	
<b>OR</b>	
<p>Is either parent a regular worshipper at your church of any other Christian Denomination?</p> <p>Does either parent have an ongoing involvement in the life and work of your church of any other Christian Denomination?</p> <p>Please give brief details</p>	

**Please note:**

# **'Parent'** is defined as that person or persons who have legal responsibility for the upbringing of a child.\*

# **'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.

**NAME**.....

**POSITION**.....

**SIGNATURE**.....

**DATE**.....

