



APPLICATION FORM AND FULL ADMISSIONS CRITERIA

Entry for Academic Year 2025/2026

Our vision

At Woodborough Woods Foundation C of E Primary School, we 'Grow Together' following Jesus' example to 'Love your neighbour as you love yourself' (Matthew 22:37-39) because through love for one another, we can build a strong learning community ensuring that everyone has the opportunity to flourish.

All parents/guardians seeking a place, either normal round (first admission) or for in year applications for their child at this school must apply through [Nottinghamshire County Council](#) online, by telephone or by downloading a form. It is the responsibility of the parents to ensure that the school receives a Supplementary Information Form, if required, before the 15th January 2025, accompanied by the reference from the appropriate priest/ minister on the form.

ADMISSION ARRANGEMENTS 2025/2026

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, including late applications. If there are more applicants than places available, the Governors will admit using the oversubscription 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application form is found to be incorrect and the child has not started the school term, the offer of a place will be withdrawn.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 must be submitted to [Nottinghamshire County Council](#) online, by telephone or by downloading a form. If a place is available, it will be offered. If there are more applicants than places available the Governors will admit using the oversubscription 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 oversubscription criteria. Waiting lists will then be closed at the end of each school year and parents will need to re-apply if they wish their application to be reconsidered during the next year.

PUPILS WITH AN EDUCATION, HEALTH & CARE PLAN (EHCP)

Where an Education, Health and Care plans (EHCP) name a school in the statement, the school are required to admit that pupil to the school regardless of their place in the priority order. This may reduce the number of places available to other applicants.

OVERSUBSCRIPTION CRITERIA

Where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

1. Looked after children and children who were previously looked after. This also includes 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.
2. Children living in the Ecclesiastical Parish of Woodborough on the 15th January 2025 who, at the time of admission, have a sibling attending the school.
3. Children living in the Ecclesiastical Parish of Woodborough on the 15th January 2025 and who have a parent that is a regular worshipper at a Church of England church.
4. Children living in the Ecclesiastical Parish of Woodborough on the 15th January 2025 and who have a parent that is a regular worshipper at a church of any other Christian denomination.
5. Other children living in the Ecclesiastical Parish of Woodborough on the 15th January 2025.
6. Children living outside the Ecclesiastical Parish of Woodborough on the 15th January 2025 who, at the time of admission, have a sibling attending the school.
7. Children living outside the Ecclesiastical Parish of Woodborough on the 15th January 2025 who have a parent that is a regular worshipper at a Church of England church.
8. Children living outside the Ecclesiastical Parish of Woodborough on the 15th January 2025 who have a parent that is a regular worshipper at a church of any other Christian denomination.
9. All other children.

In the event of oversubscription in any of the above criteria, proximity to the school will be used with those living nearer being given priority. Distance measurements will be made 'as the crow flies' from the home address to the main reception office of the school. In the event of two distances being equal, lots will be drawn and independently verified by someone independent of the school.

Any application under criteria 3, 4, 7 or 8 must be accompanied by a reference from an appropriate minister on the Supplementary Information Form. It must support the information given on application. No application will be considered under these criteria without a current reference but will, instead, be considered under criterion 5 or 9 as appropriate.

In the event that, during the period specified for attendance at worship, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship for a period of 12 months ending with the date of the application

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 admissions committee on its own merits. 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** 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 in accordance with Section 22(1) of The Children's Act at the time of making an application to a school.

A **previously looked after child** is a child who was looked after but ceased to be so because they were adopted (or became subject to a Child Arrangements Order or Special Guardianship Order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the section 46 of the Adoption and Children Act 2002. Child arrangement orders are defined in section 8 of the Children's Act 1989, as amended by section 12 Of the Children's and Families Act 2014. Child arrangement orders replace residency orders and any residency order in force prior to 22nd April 2014 is deemed to be a child arrangement order. Section 14a of the Children's 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).

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.

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 worship is defined as a minimum attendance at church equivalent to once a month for the last year.

Home address is the address at which the child resides for the majority of the school week (Monday - Friday). If a child spends an equal amount of that time at 2 different addresses the parent will nominate which address will be used for application

The **Ecclesiastical Parish of Woodborough** is shown on a map appended to this policy.

APPEALS

In the event of a refusal, all parents' have the right of appeal. This must be lodged within 20 school days of the date of refusal. An appeals form can be obtained from the school office.

ADMISSION OUTSIDE THE NORMAL AGE RANGE

Parents may seek a place for their child outside of the normal age group (for example, if the child is gifted and talented or has experienced problems such as ill health). In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Children should only be educated out of the normal age group in very limited circumstances.

Parents wishing to apply for a place outside of the child's normal age group should contact the school office by telephone or email to discuss the admission. An application should then be made in the usual way. Applications for places outside the normal age group will be considered on an individual case-by-case basis by the school's admissions committee. The school's admissions committee will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of: the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the head teacher will also be taken into account. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision.

Where it is agreed that a child will not be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and school will process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent has a statutory right to 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 the school but it is not in their preferred age group.

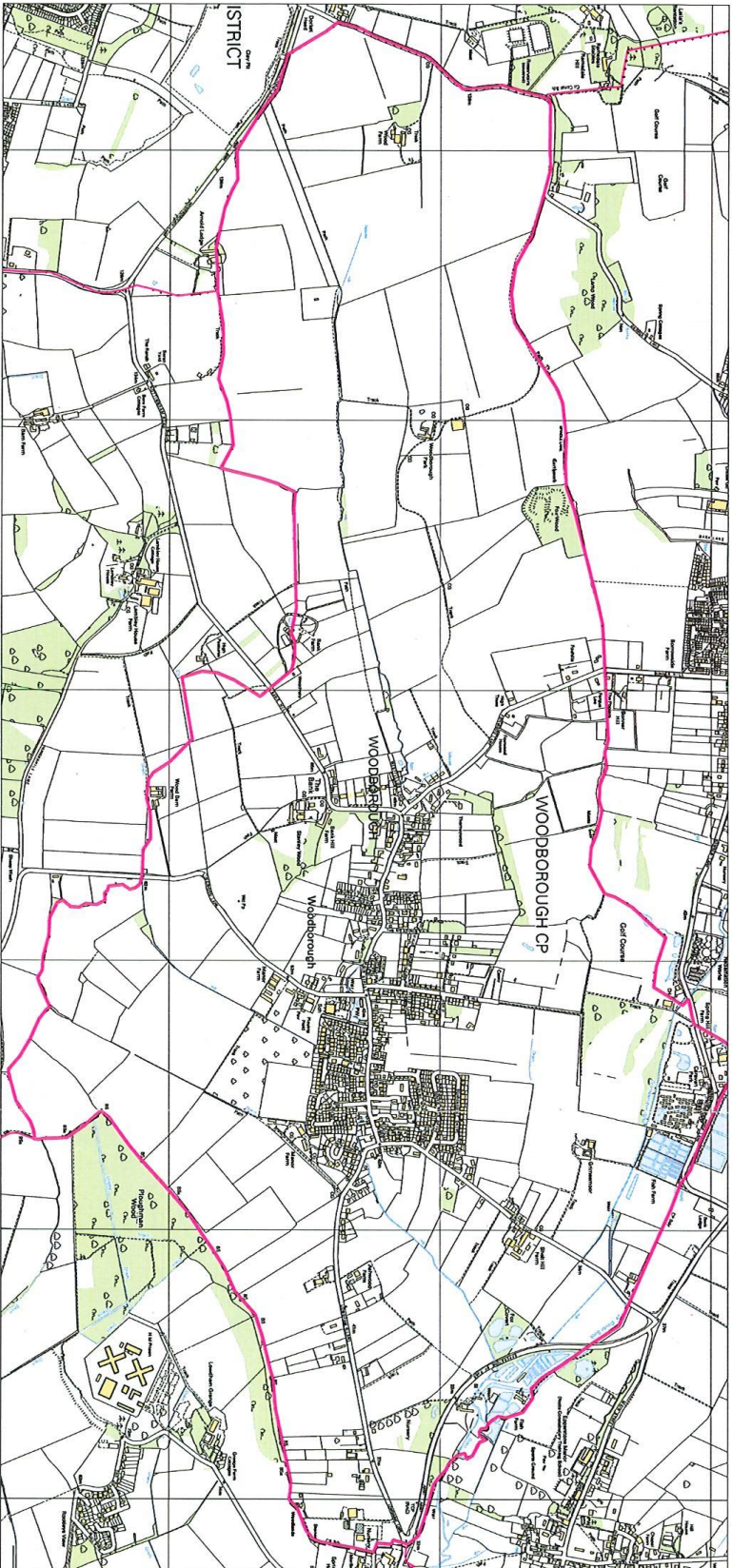
TRANSFER TO SECONDARY SCHOOL

Where a child has been educated out of the normal age group it is the parent's responsibility to again request admission out of the normal age group when they transfer to secondary school. It will be for the admission authority of the preferred school to decide whether to admit the child out of the normal age group. The admission authority must make a decision on the basis of the circumstances of each case and in the child's best interests, and will need to bear in mind the age group the child has been educated in up to that point.

FAIR ACCESS PROTOCOL

The school participates in the Nottinghamshire Fair Access Protocol.

Parish of Woodborough St Swithun



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Supplementary Information Form

Child's Full Name	
Child's Date of Birth	
Parent / Carer's Name	
Parent / Carer's Email Address	

Please tick the box to indicate the criterion that applies

Parent is a worshipper at a Church of England church (for criteria 3 or 7)	
Parent is a worshipper at a church of any other Christian denomination (for criteria 4 or 8)	

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

I hereby make an application for a place at Woodborough Wood's Foundation C of E Primary School in accordance with the published Admissions Criteria, and confirm that all information on this form is correct.

Name		Relationship to child	
Signed		Date	

VERIFICATION (by appropriate minister)

Please tick the box to indicate the criterion that applies

Parent is a worshipper at a Church of England church	
Parent is a worshipper at a church of any other Christian denomination	

Name			
Name of Church			
Position (must be an appropriate minister)			
Signed		Date	