



**WOOD END  
INFANT SCHOOL**

**Statutory Policy**

*Admissions Policy 2019 - 2020*

Committee with oversight for this policy – Resources	
Policy to be signed off by the Full Governing Body	
Policy last reviewed by the Resources Committee	
Policy last ratified and adopted by Full Governing Body	
Policy / Document due for review	

Matt Jeatt  
Chair of Governors

Wood End Infant School (Foundation)  
*Admission Policy and Procedures 2019 - 2020*

Wood End Infant School is a Foundation school within the London Borough of Ealing. It is proposed that the school has an agreed standard number for admissions of 120 children and in line with statutory requirements; the number of children in each class should not exceed 30.

Application forms for admission are available from the school on request and should be returned to the school or Local Authority (LA) by the deadline set.

Where applications for admission exceed the number of places available, the admission criteria is applied, in the order set out, to determine which children to admit.

Guided tours around our school are welcomed and available by appointment.

**Procedures for applying for a reception year place to start in September**

Pupils are admitted to a Reception Class, in the September following their fourth birthday.

- Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age and
- Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

N.B. Children reach compulsory school age the term after they are 5.

Under Ealing's Primary School Co-ordinated Admissions Scheme a *Local Authority common application form* must be completed by parents/carers.

Wood End Infant School will inform all parents/carers who have a child in our Nursery of the closing date set by the LA for admission into Reception Year.

The common application form for Ealing must be completed, either on line or on paper copy, listing a maximum of six schools in order of preference and returned to the LA or to the school of the parent's first preferred choice, with all relevant documentation before the closing date.

Applications can be made on line at [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

**PARENTS MUST COMPLETE ONLY ONE FORM FOR EACH CHILD.**

Parent/s or carers resident in boroughs other than Ealing need to apply on their home Local Authority common application forms.

If the school is oversubscribed, the published admissions criteria for the school will be used to decide the order in which applicants will be offered places. Ealing Council will not pass on details of where the school was ranked, and no school will be told about other schools a parent has applied for.

After the closing date places are allocated in accordance with the Local Authority Admissions Scheme. All parents are notified of the decision regarding their child. Parents who applied on-line will be notified via email, parents who completed paper applications will be sent a letter.

During the summer term parents are invited to a meeting in preparation for their child starting school in September of that year. During the meeting dates are given for play and stay sessions and start dates.

Late applications will be dealt with after all the on time applications have been considered.

Applications of parents not offered a place for their child will be put on a waiting list, which is managed by the LA. This waiting list is ranked by priority following the published admissions criteria.



# Wood End Infant School (Foundation)

## **Admission Criteria – September 2019**

1. Children in Public Care – Children taken into Public Care via section 20 or 38 of the Children’s Act. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order.
2. Sibling attending Wood End Infant School at the date of the applicant’s admission.
3. Sibling attending Wood End Academy at the date of the applicant’s admission.
4. Sibling attending Greenwood Primary School at the date of the applicant’s admission.
5. Confirmed special medical reason, which necessitates attendance at Wood End Infant School. Parents must provide a supporting letter or report from a consultant (not General Practitioner (GP)) explaining why education should be at Wood End Infant School.
6. Exceptional special social circumstances, which necessitates attendance at Wood End Infant School. Parents must provide a supporting letter or report from a professional explaining why education should be at Wood End Infant School. This should be submitted at the time of application.
7. Distance to the school. Those living closer to the school receiving the higher priority.
8. In instances where applicants have the same priority on distance a random allocation draw will be implemented.

### **Definitions**

#### **Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case, the child should be living in the same family unit at the same address.

#### **Distance**

The distance from home to school is measured by the shortest walking route from a point in the property determine by Ordnance Survey to the centre of the road, along the centre of the road, to the nearest gated entrance which is used by pupils to enter the school grounds.

For children who spend part of the week with one parent/guardian and part with another home will be considered to be the residence where the child lives most of the time during Monday to Friday.

### Parents

A parent is any person who has parental responsibility or care of the child.



# Wood End Infant School (Foundation)

## Casual Admission Procedure: (Admissions other than September)

1. Guided tours around our school are welcomed and available by appointment.
2. Application forms for in-year admission are available through the in-year admissions section at Ealing Council or online via [www.ealing.gov.uk/admissions](http://www.ealing.gov.uk/admissions)
3. Applications must be accompanied by evidence of proof of address and returned to the local authority
4. If the school is oversubscribed, the published admissions criteria for the school will be used to decide the order in which applicants will be offered places. Ealing Council will not pass on details of where the school was ranked and no school will be told about other schools a parent has applied for.
5. Once a place has been offered the school will contact parents to arrange a meeting with the Headteacher to discuss a start date and settling in period.

## Appeals Procedure:

Appeals are managed by the Local Authority. If you wish to appeal a decision, please contact the School Admissions Service for an appeal form.

1. In the event of an appeal being made against a decision not to give a place to a child, the appeal will be heard by an Appeals Panel, convened in line with statutory requirements.
2. Every parent has the right to appeal if a child is refused admission to the school.
3. An independent Appeals Panel is set up which is a legally constituted committee of people who were not involved in the original decision. This often includes governors from other unconnected schools.
4. At the Appeals Panel, parents present the case for their child to be admitted. The school also presents reasons for non-admission. The parents are notified of the Panel's decision, by letter, within 5 working days.
5. The decision of the Appeals Panel is final and legally binding on the school.