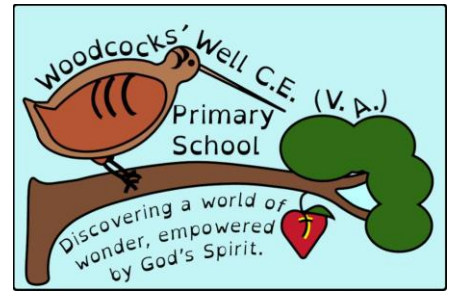


# Admissions Policy 2025-2026

- Amendments to policy: November 2023
- Policy effective from: September 2025
- Review date: Annually - 2 years in advance
- Full Governing Body



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“Discovering a world of wonder, empowered by God’s Spirit.”

Woodcocks' Well is a unique, semi-rural church school. We will ensure that children feel safe and happy at school and are given a range of experiences to develop the knowledge and skills they need to be able to *live life in all its fullness*.

The Planned Admission Number (PAN) for our school is 15. Applications for admission to the school should therefore be made on the common application form which is issued by the Local Authority (LA) and also on the School’s own supplementary form for those applying under criteria 4 or 5 on the year of admission. Applications may also be made on-line by using both the common application form and the **supplementary form** (to be used if applying under criteria 4 or 5) obtainable from the school <http://www.woodcockswell.cheshire.sch.uk> or the LA website. It is not normally possible to change the order of your preferences for schools after the closing date. Whether application is made on paper or electronically, both forms must be completed.

The school Governing Board is the admissions authority for the school (not the Local Education Authority or the Headteacher). Decisions about admission to the school are made by the school Governing Board. However, on behalf of all schools, applications for admission to Reception classes for September start dates are co-ordinated centrally by the Local Authority.

Letters informing parents of the results of their application will be posted out or emailed to them by the Local Authority on 16<sup>th</sup> April 2025.

This policy pertains to children whose parents are applying for a place in the Reception class, however, please see the paragraph at the end of this document for non-routine admissions.

Parents are asked to note the timetable set out below. It is essential for parents to adhere to this in order to have their application considered:

- All applications for admission to the school's reception class in September 2025 must be received by the Local Authority and the supplementary information form by the school if applying under criteria no later than 15th January 2025.
- Letters informing parents of the results of their application will be posted out or emailed to them by the Local Authority on 16<sup>th</sup> April 2025.

## Admission procedures

The number of places available for admission to the Reception class will be a maximum of 15. No restrictions will be placed on admissions unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

Places are allocated according to the criteria, with each application treated equally regardless of where the school sits within the preferences expressed. All children with an Education Health and Care Plan in which the school is named will be admitted. In the event that there are more applicants than places remaining, the Governing Board will allocate these places using the following criteria, which are listed in order of priority:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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 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 (see the definition in Section 22(1) of the Children Act 1989). 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 main purpose is to benefit society.
2. Children who have a sibling in school who will still be attending school the following year. *“Sibling” means a brother or sister, or a step brother, step sister or other child normally resident at the same address, prior to the date of application and up to the date of admission.*
3. Children resident in the ecclesiastical parishes of Odd Rode.

*“Resident” refers to the child’s permanent home address - For applications made during the normal admission round this will be where your child lives on the date published for the receipt of supporting documentation. The Governors may seek proof of a child’s address. The address used on the school’s admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g. documentation of various sorts showing the child’s address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.*

To find out if you live in the parish of Odd Rode please see the map in the appendices or visit <https://www.achurchnearyou.com/>

4. Children who are resident outside Odd Rode Parish but whose parents are faithful and regular worshippers\* in the ecclesiastical parishes of Odd Rode.

*“Faithful and Regular worship” is to be understood as: attended a minimum of one service per month for the six months prior to the closing date for applications.*

*\* 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.*

5. Children who are resident outside Odd Rode Parish whose parents are faithful and regular worshippers\* at their parish church of England church.

*“Faithful and Regular worship” is to be understood as: attended a minimum of one service per month for the six months prior to the closing date for applications.*

*\* 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.*

6. Children resident outside Odd Rode Parish; priority being decided on the basis of the distance from school to home measured by a straight line using an Ordinance Survey address point system which measures straight line distances in miles from address point of the school to the address point of the place of residence those living nearest being given the priority.

## **Tie-Break**

Random allocation will be used as a tie-break in the final category above to decide who has highest priority for admission if the distance between two children’s homes and the school is the same. This process will be independently verified. If a tie-break is required in earlier categories to decide who has priority for admission between two children, distance from the school will be used to decide as measured above.

## **Appeals**

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should notify the school within 20 days of receiving the letter refusing a place, if they wish to appeal.

School will contact either the school's admission committee or (in the case of Reception starters) the Local Authority to organise the start of the appeals process. Parents will have the opportunity to submit their case to the panel in writing noting additional evidence to support their appeal and also to attend in order to present their case. The Local Authority or Clerk to Governors will send appeal papers to the panel and parties. You will normally receive 14 days' notice of the place and time of the hearing. Decisions from the meeting will be sent within 5 school days of the hearing wherever possible.

The right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

### **Waiting list**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. Any places declined are then re-offered to parents of children held on the school's waiting list including late applications processed alongside these. You can request in writing (including e-mail) that your son or daughter is added to our school's waiting list. All requests must be sent to the Local Authority.

This waiting list will operate until the 31st December of the year of admission.

### **Deferred admission**

Children are eligible for a Reception place from the beginning of the school year in which they become 5 years old. However, they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents may defer the school place until later in the school year and if they do this the place will be held for the child. They cannot however defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the summer term. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

Parents of Summer born children may choose not to send that child to school until the September following their 5<sup>th</sup> birthday and may request that they are admitted out of their normal age group - to Reception rather than Year 1.

### **Fraudulent applications**

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a

child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

### **Pre-School**

At this school there is a private Pre-School provider. Admission to the private Pre-School provider does not guarantee a place at our school.

### **Late Applications**

Cheshire East decide whether an application is late or not as part of their co-ordinated role.

### **Children educated outside of their normal age group**

Parents who wish to delay entry until the following year due to specific circumstances, such as ill health or summer born children (those between 1st April and 31st August), must speak to the school and Local Authority as soon as possible as this would involve either an in-year application for year 1 or a new application for Reception in the following year. The decision as to which year group the child will enter will be made, considering information from the parents and headteacher, and should be in the best interests of the child.

Parents should be aware that agreement by the school to allow a child to enter Reception in the following year does not guarantee a place in the class. Parents must apply to the school in the normal co-ordinated round and the application will be considered in the normal manner following the oversubscription criteria. Parents may also choose to apply in-year for admittance to year 1 and the child's normal age group.

Parents whose children have been educated outside of their normal age group because of being a summer born child will need to apply once again for an outside normal year group place alongside an application for a school place and should do so when their child's 'correct' cohort are making applications for a school place. This means that for a summer born child who started in reception a year later than is usual, parents will need to apply for a secondary school place and for an out of year group place when the child is in year 5 rather than year 6.

These requests will be considered based on the best interests of the child and will take into account the fact the child has been educated in a different year group up until this point.

For many children, it will be right for them to remain with their adopted year group but it is possible that others may be better off joining their normal year group. All decisions will be made taking the circumstances of the case into account and considering all of the child's needs, including their social and emotional needs.

Unless there are sound educational reasons to do otherwise, the assumption would be that children remain outside their normal year group (that is, in the year which they have been educated so far).

Similarly, if the parents of a gifted and talented child wish to apply for a place outside of their child's normal age group they should speak to the school and the Local Authority. Any application will be considered to ensure any decision is in the best interests of the child and parents informed of the outcome.

### **In-year admissions**

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. For children who move schools outside of the normal admissions round the in-year application process applies. Parents should contact the school to enquire about any spaces available in the appropriate year, and complete an application form and supplementary information form. If a parent wishes to apply for a place at the school outside the normal admission round (known as in-year admission), they can apply via the Cheshire East website:

<https://www.cheshireeast.gov.uk/schools/admissions/in-year-applications.aspx>

The admissions panel will meet to discuss the application. If a place is available, the school will arrange for admission and inform the Local Authority. If there are more applications than places, the children will be ranked in accordance with the oversubscription criteria. In both cases, parents who have been unsuccessful in securing a place will have the right to appeal.

Parents can request their child is included in a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. This waiting list will operate until the end of the academic year.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Admissions criteria may be reviewed by the Governors and amended at any time according to new legislation and the changed circumstances of the school.

Fair Access Protocol: Woodcocks' Well CE Primary School participates in Cheshire East LA Fair Access protocol. Further information can be found on the Cheshire East Website.

**Woodcocks' Well Church of England (VA) Primary School**

Supplementary Information Form: to be used if applying under criteria 4 or 5

Name of child	
Date of Birth	
Gender	Male / Female *delete as appropriate
Name of Parent/Carer	
Address of Parent/ Carer	Post Code:
Telephone	Home: Mobile:

Place of worship one of Parents/Carer regularly attends:

Name of place of worship	
Name of Vicar/Priest/Minister/Faith Leader/ Church Officer	
Address	Post Code:
Telephone	

Worship Attendance:

Please tick if you have attended a minimum of one service per month for the six months prior to the closing date for applications as in criteria.	
Church Vicar or Minister confirmation of worship attendance.	Name:  Signature:

Please note:

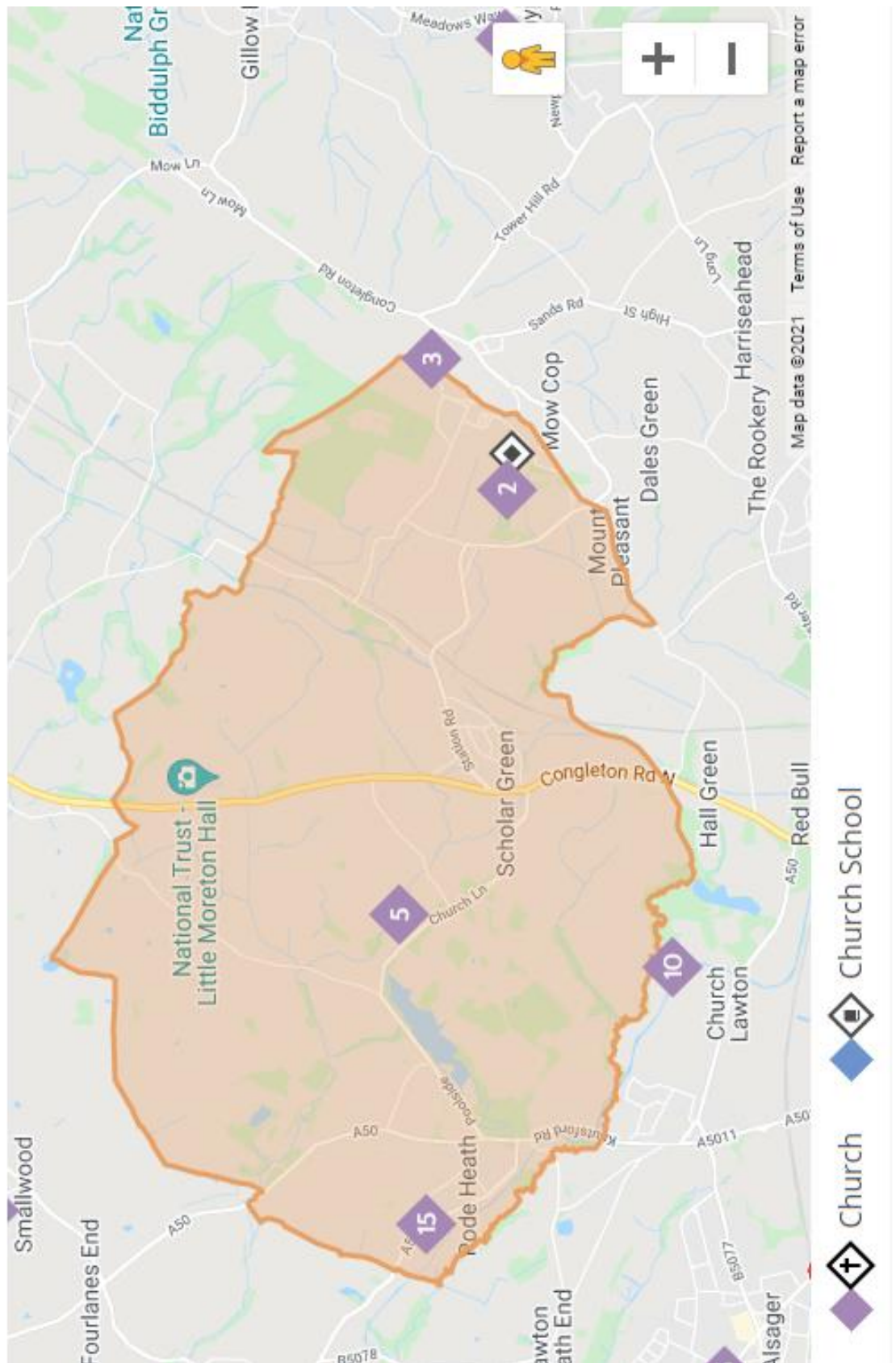
In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

*See admissions policy for details*

Please send the completed form to [admin@woodcockswell.cheshire.sch.uk](mailto:admin@woodcockswell.cheshire.sch.uk)



## The Parish of Odd Rode



This map can be found on [www.achurchnearyou.com](http://www.achurchnearyou.com) or by clicking on the link: <https://www.achurchnearyou.com/search/?lat=53.1082349&lon=-2.2221285&place=Church+St%2C+Mow+Cop%2C+Stoke-on-Trent+ST7+3NQ%2C+UK&text=>