



## Admission Policy 2025-2026

### Woodlands C.of E.Primary School

#### Policy Review

This policy will be agreed and ratified by the Governing Body annually, or before should legislation change.

Signature .....

Date .....

Headteacher

Signature .....

Date .....

Chair of Governors

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### **Mission Statement**

Woodlands Church of England Primary School is part of the Bradford Diocesan Academies Trust.

Woodlands is a Christian School that aims to provide high quality education to all our pupils within a secure and caring environment.

Woodlands is a school where we value and respect the individual through the celebration of diversity and achievement.

As a Church School, the Governors expect parents choosing the school to allow their children to be full involved in the religious life of the school.

### **Admissions**

Woodlands is a half form entry Church of England primary school. As the school is an academy, the multi-academy trust is the admission authority and follow the School Admission Code.

#### **Woodlands Published Admission Number (PAN):**

The school admission number is 15, for the age group 4-5 = Reception Class.

Children with an Education, Health and Care Plan, naming Woodlands CE Primary School, will be admitted without reference to the oversubscription criteria below and where possible these children will be admitted as part of the PAN.

Where the number of applications exceed the number of places available, the following criteria will be applied in the order set out below.

1. Looked after children and children who were previously looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.

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2. Children whose parents are regular worshipping members of the Christian Church, will be given priority. In this instance, regular worship is defined as attendance on a twice monthly basis as a minimum over a period of a least two years. Applications under this criteria must be supported by the Supplementary Information Form (SIF) and Church Leader Confidential Reference Form (Appendix A and Appendix B) and returned to the Head teacher at school.
3. Pupils who have siblings who will still be attending school at the expected time of admission.
4. Pupils who live closest to school as measured by a straight-line distance from the Ordnance Survey address point of the house to the main entrance of the school building.

TIE BREAK: When demand exceeds places in any of the following policies, the distance between the child's home and school, measured by a straight-line distance from the Ordnance Survey address point of the home to the main entrance of the school building, will be used to decide who is given a place; those living nearest being given the available places. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.

*"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 made available for public worship"*

## **Application Procedure**

Woodlands CE Primary School admission are co-ordinated by Bradford Local Authority.

Parents wishing to apply for a place at Woodlands CE Primary School must:

- Complete and return the **common application form**, this is available here <https://www.bradford.gov.uk/education-and-skills/school-admissions/apply-for-a-place-at-one-of-bradford-district-schools/>
- This form is to be completed by 15<sup>th</sup> January
- Only one application to be submitted per child
- Only complete the Bradford online form if you are a Bradford Resident

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- If you are resident of a different council, please complete their common application form naming Woodlands.
- If parents are applying for Woodlands CE Primary School on faith grounds it is in their interest to provide as much relevant information as possible so that governors have access to this when applying the oversubscription criteria. They can do this by completing the **Supplementary Information Form** which is available from school, and which should be returned directly to the school by the same date.

The Local Authority will send letters to parents advising them of the outcome of their application on 16<sup>th</sup> April. Unsuccessful applicants will be advised of their right of appeal to an independent appeal panel.

### **Late Applications**

If an application is received late and there are no spaces available at Woodlands, your child will be allocated the next closest school with places available. You still have the right to appeal. Please see the link above to the Bradford Admissions website page where more information can be found. **If you do not have access to a computer, please contact school and we will support you in this process.**

### **Notes and Definitions**

Christian Church means a church that is affiliated to the Council of Church together in Britain and Ireland or one which is full sympathy with its Trinitarian Creed.

The School's Supplementary Information Form (SIF) in support of the child's application is required and the Church Leader Reference form (CLR) from the Minister of the church. It is the responsibility of the parent to ensure the SIF and CLR are completed and returned to school by 15<sup>th</sup> January marked for the attention of the Head teacher. If the applicants are new to the area, applicants will also need to contact the church leader of their previous church who will also need to fill in a Confidential Reference Form.

Siblings are brothers or sisters of statutory school age at the time of admission, including stepbrother and sister, adopted children and foster children, who live at the same address or children living in the same family home.

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'Home Address' refers to the child's permanent home at the date of admission. Where the child lives with split parents who have shared responsibility, it is for the parents to determine which address to use when applying for a Primary School. Proof of residency may be required at any time during or after the allocation process.

### **Admission to Reception/Children below compulsory school age**

- Children who are offered a reception place in the school will be able to start school in the September following their 4<sup>th</sup> Birthday. The child is entitled to a full-time place.
- Parents may request that the date their child is admitted to the school is deferred until later in the same school year or until the child reached compulsory school age in that school year.
- Parents may request that their child attend part time until the child reaches compulsory school age.
- Requests for a child to start their schooling on a part time basis or to defer the start until they reach compulsory school age should be addressed to the Headteacher.
- Compulsory school age is the beginning of the term following the child's fifth birthday.

### **Deferred entry to primary school**

Parents of children who are offered a place at the school before they are of compulsory school age may defer their child's entry until later in that school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child for the remainder of the school year for which the application was made. It should be noted, however, that such children will only be allowed to start at the beginning of a term. Parents may not defer entry beyond the beginning of the term following the child's fifth birthday, nor beyond the beginning of the summer term of the school year for which the original application was accepted.

### **Appeals**

Parents/guardians of children who are not offered a place have the right to appeal. Parents should contact the school office in writing to inform the school that they are going to appeal, (within 20 days of receipt of the refusal letter), followed with immediate contact to the local Authority, who deal with appeals for school.

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## **Waiting List**

In addition to the right of appeal, unsuccessful applicants can apply to be placed on a waiting list. This waiting list will be maintained in order of the over subscription criteria set out above. This will remain in place throughout the academic year and parents will be invited to re-apply at the start of each academic year. All admissions, including in-year applications and the waiting list are co-ordinated by the Local Authority. Priority will not be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

## **In-year applications & admissions outside the normal age group**

In-year applications are co-ordinated by the Local Authority, but parents wishing to apply for a place in-year should also inform the school.

We actively encourage all applicants for admission to Woodlands CE Primary School outside the normal admission round to be made in consultation with the Headteacher in the first instance.

A request may be made for a child to be admitted outside of their 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, (i.e., born between 1<sup>st</sup> April and 31<sup>st</sup> August) may request that the child be admitted out of their normal age group, to reception rather than year 1. Parents should still apply in the normal admissions round and indicate on this form, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place. Parents should also submit a written request directly to the school and attach any available supporting evidence. This request should be addressed to the headteacher. The Academy trust is the admission authority in this instance.

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## Appendix A

### Woodlands Church of England Primary School

Mill Carr Hill Road, Oakenshaw, Bradford, BD12 7EZ

#### Supplementary Information Form

*'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.'*

Child's Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Tel.No \_\_\_\_\_

I confirm that I (or the child's other parent or guardian) worship at the church named below.

- We worship there at least twice a month; and
- We have worshipped there for at least two years

Name of the officiating minister: \_\_\_\_\_

Name and address of church: \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Return completed forms (with the CLR form) to the Headteacher at Woodlands CE Primary school by 15<sup>th</sup> January.

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## Appendix B

### Woodlands Church of England Primary School

Mill Carr Hill Road, Oakenshaw, Bradford, BD12 7EZ

#### Church Leader reference Form

*'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.'*

Please ask the Minister of you church to complete the section below.

Definition of regular worship defined as attending Christian church service at least twice a month and have done so for at least two years.

Child Name \_\_\_\_\_

Parent/Carer Name \_\_\_\_\_

Church Leader – please tick only one box below

I can confirm that:

The parent/carers named above attend church service at least twice a month

(Allowing for holidays and illness) and have done so for at least two years.

Church Leader Sign: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Church Name: \_\_\_\_\_ Date \_\_\_\_\_

Church Leader – Please return this form to the parent/carers.

Parent/carers – Please return this form to the school along with the SIF by 15<sup>th</sup> January, marked for the attention of the Headteacher.

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