



Woodside Junior School

Admissions Policy 2022/23

Policy Level:	2	<u>ODBST Statutory and Mandatory Policy</u> All schools must adopt these policies with local amendment strongly discouraged. These policies are centrally amended and binding on LGBs from the date of Board approval. They must be displayed on the School's website. Approval for all proposed local amendments apart from where highlighted must be sought from the ODBST Governance Lead prior to Local Governing Body resolution.
Other related ODBST policies and procedures:		Level 5 Guidance: The education of children out of their chronological year group.
Committee responsible:		Finance Resource, Audit, Pay & Personnel
Approved by:		Exec Committee
Date Approved:		010920
Date for Next Review:		010721



Contents

Page

4	A Local Governing Body advice, requirements and notes
7	B Model Policy - ADMISSION ARRANGEMENTS (Junior) SCHOOL 2022/23
12	C Notes (to the model policies)
15	D Objections to and referrals about determined school admission arrangements



Our Vision, Values and Aims.

MISSION STATEMENT

We seek to provide a positive and healthy environment where children feel happy, safe and secure and enjoy and appreciate the rewards of learning. We recognise that every child has particular abilities and aptitudes and every one of them will have the opportunity to develop them here in our school.

Children will receive an education of excellent quality, which caters for the wide range of learning styles, where all areas of their development are individually met and celebrated. This includes being taught the importance of a healthy lifestyle. The school will provide a stimulating learning environment, which allows children to fully develop their physical, academic and creative skills.

Every member of our school:

- Will have a very high expectation of behaviour, so that a culture of trust, honesty, politeness and consideration is demonstrated by all.
- Will have a sense of respect and responsibility towards themselves and to others, where they demonstrate understanding of the needs of others.

Our aim for children is to:

- Grow into confident, independent and motivated individuals, in preparation to take their place in society in an informed, positive and active way
- Be encouraged to develop lively, creative and enquiring minds to nurture a life-long love of learning.
- Understand that working hard reaps success and that achievement is celebrated and rewarded.
- Have an understanding and appreciation of the world and its people and have an interest in their environment, their heritage and their future.
- Develop a sense of pride in belonging to the school and the wider community.

Our Learning Values are:

We all strive for Woodside pupils to be:

- Responsible
- Positive
- Proud
- Collaborative
- Inquisitive
- Resilient



A. Local Governing Body advice, requirements and notes

1 Admissions Authority

For the purpose of the [School Admission Code](#) and this policy, academies are schools set up under a Funding Agreement between the Secretary of State and the proprietor of an Academy Trust. Academy Trusts and their schools are required by their funding agreements to comply with the Code and the law relating to admissions. For each school in the Trust, the responsibility as the admission authority falls to the Academy Trust. It is the responsibility of Trustees as the admission authority to ensure that admission arrangements⁴ are compliant with the Code.

Type of School	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at a school?
Academies	Academy Trust	Schools Adjudicator	Academy Trust

2 Consultation on Admissions Policies for 2022/23

There have been several problems in the past relating to the consultation requirements of the School Admissions Code. This guidance is intended to set out the requirements. For ODBST schools. formal consultations must

- start on **1 October 2020**,
- last at least **6 weeks**
- for ODBST school, this needs to be concluded no later than **27 November 2020**. This will allow Trustees at their Full Board Meeting on **15 December 2020** to determine admission arrangements for the Trust and contact LGBs where there are questions.
- determination by the Board of Trustees no later than **28 February 2021**

Admission authorities must consult at least once every 7 years . If material changes are proposed, other than PAN (published admission number) schools must consult. Increases to PAN require academies to notify LA and publish information on the school's website. Decreases in PAN do require full consultation. Minor changes to definitions, dates, etc do not trigger the need to consult.

IF IN DOUBT IT IS BEST TO CONSULT!

The suggested timeline is as follows:

Jul-Sep 2020	Consider any changes needed to the 2021 policy
No later than mid-Sep 2020	Consult with the MAT and Diocese on any changes and take into account any advice received, particularly on faith-based criteria (1.38)
Between: 1 Oct 20 – 27 Nov 20	Statutory consultation period is for a minimum of 6 weeks starting 1 October 2020 through to 31 January 2021 (1.43). However: ODBST Academies – to allow Trustees to consider the outcomes to any consultation at their meeting on the 15 December, the consultation period for ODBST academies will be 6 weeks over the period Friday, 1 October to Friday, 27 November .



	<ul style="list-style-type: none"> • Parents of children between 2 and 18 • All other admission authorities in “relevant area” – normally the whole of the LA¹ (primary schools need not consult secondary schools) • LA • Other persons in “relevant area” who might have an interest, e.g. nurseries, play groups, local councils, etc • Adjoining neighbouring LAs where admission authority is the LA • Must publish draft admission arrangements on school website with details of how and to whom to comment, preferably drawing attention to major changes • Suggest send copies to LA for possible publication on LA website • Suggest send email to all other admissions authorities in “relevant area” • Suggest provide copies to local nurseries, play groups, etc • Must send copies on request to anyone listed in 1.44 • Keep records/evidence (paper trails) of all those consulted as the OSA will require this information if your policy is referred
<p>28 Feb 21</p>	<p><u>DETERMINATION</u></p> <p>For academies in ODST the responsibility for determination must be undertaken by the Trustees, it cannot be deferred to individual schools or governing bodies. Admission authorities must determine their policies by 28 Feb 2021 even if no changes and no consultation needed. Trustees:</p> <ul style="list-style-type: none"> • Must notify all those consulted or who would have been consulted had consultation been necessary <u>plus GBs of community and VC schools in “relevant area”</u> (1.47) • Must send copy to Diocese (1.47) • Must publish copy of determined arrangements on each school’s website (1.47) with details of how to refer objections to Schools Adjudicator (by 30 June 2021) • Must send copy to LA no later than 15 Mar 2021 (1.47) • Clearly mark the policies as the school’s ‘Determined Policy 2022’ • IF YOU HAVE BEEN OUT TO FULL CONSULTATION CLEARLY MARK ON THE DOCUMENT THE DATE OF THE CONSULTATION AND CARRY THIS FORWARD ANNUALLY.

Please note that the Schools Adjudicators have ruled that admission authorities are not permitted to delegate the responsibility of consulting to the LA.

3 Specific Criteria

Use of Church affiliation criteria - Our Diocese (ODBE) does not encourage the use of church affiliation criteria in their admissions policies. Trustees note that almost all C of E schools were established to educate the ‘poor of the parish’ with no requirement for families to be members of the church and will work with its Local Governing Bodies to remove such faith criteria from future admission policies.

Social and medical criteria - Trustees recommend to all our schools that they should include social/medical criterion immediately after the looked-after children criterion. Such priority represents the Trust’s commitment to those most in need. ODBST also includes the medical or social

¹ Schools within the MAT can join a Trust advertisement in a local newspaper alerting any interested parties that their admissions policies are out for consultation and can be viewed on the admission authority’s website, LA website and that copies are also available from the individual school.



needs of a parent under such a criterion, which is the reason for mentioning ‘families’ in the model policies.

Reception Class entry - It is a legal requirement under the Code) that “admission authorities must provide for the admission of all children in the September following their fourth birthday.” Some schools make arrangements for Reception children to come to school part time for the first few weeks and then gradually increase the attendance to full time. Some parents may have problems with childcare if the school only offers part-time attendance for the first few weeks, particularly where children have been full-time in a nursery or similar setting prior to starting school. Our view, shared by the Schools Adjudicators, is that the clear intention of the Code is to make it compulsory to offer the full-time place from the first day of the Autumn Term.

Sibling criteria – There are differing opinions around the wording of sibling criteria. Trustees have settled on the wording “with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school”.

Use of different definitions from those used by the home LA - To avoid confusion, Trustees have considered the definitions for such terms as “parent”, “sibling”, “normal home address”, for Buckinghamshire and Milton Keynes and set this out in its policy where materially different. They have also matched the compliance description for specific criteria to the relevant LA and the same definition of measurement of distance as the local LA.

Pupil, Service and Early Years Premium priority – While the Code enables schools to give such priority within their oversubscription criteria, but, as yet, it is not a requirement. Trustees have not chosen to include this in their policy.

Children of staff - The Code allows schools to prioritise children of staff under certain circumstances. Trustees are not inclined to include such criteria as it could lead to complaints from parents to the adjudicator, particularly where a school is normally oversubscribed and catchment children miss out on a place .

Summer born children - The current Code requires Trustees to consider carefully the circumstances of the case made by the parents of a summer born child and to take a decision in the best interests of the child. ODBST schools will act as in the model policy until there has been a change in the Code, but that GBs look favourably on cases for later entry.

Supplementary information forms – With the removal of additional criteria such as church attendance there should be no need for any supplementary information requests apart from the Common Application Form (CAF) used by the co-ordinating authority.

Co-ordination of in-year admissions - Both Buckinghamshire and Milton Keynes provide for in-year co-ordination of applications. Trustees would recommend continuing to be part of this. However, school Local Governing Bodies do not have to participate unless they wish to do so, but they must be able to service, within the timescales set down (15 school days of receipt), a robust LGB process for considering in-year applications, respond to parents and provide the LA with details of the application and its outcome so that the LA can keep up-to-date figures on the availability of places. Where a school decides not to take part in an LA’s in-year co-ordination scheme, it must notify Trustees and provide its own application form.



“B ADMISSION ARRANGEMENTS (Woodside Junior School) 2022/23

Woodside Junior School is part of the Oxford Diocesan Bucks Schools Trust (ODBST), who are the admissions authority for the school. The Board of Trustees have delegated the consultation and operation of the individual schools’ admissions policy to the Local Governing Body of the school but hold to the Board of Trustees the agreement to the admissions policies of its academies.

We provide an inclusive, supportive and caring environment, shaped by our core values, in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of faith. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

The Trust has made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation, including that on infant class sizes and equal opportunities.

In reviewing this policy the Trust Board has had regard to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged

Admission numbers

Woodside Junior School has a published admission number of 60 for entry at Year 3.

Admission arrangements to Year 3 in September 2022

Parents (see Note 1) wishing to apply for a Year 3 place in September 2022 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2022. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 16 April 2022².

There are 60 places available (the published admission number or PAN) in Year 3 in September 2022.

Procedures for applying to any school in Buckinghamshire are explained on Buckinghamshire Council’s website:

<https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/>

Over-subscription criteria

Children with a Statement of Special Educational Need or with an Education, Health and Care Plan naming Woodside Junior School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:



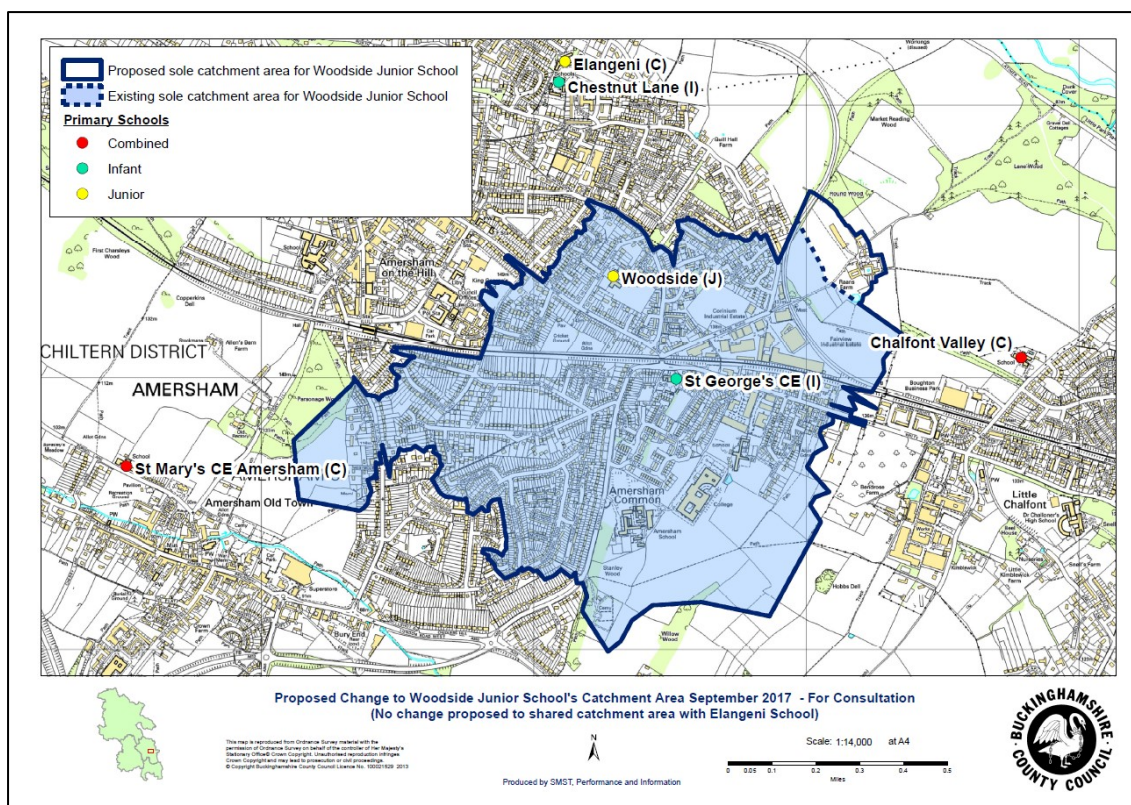
1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after they were adopted or became subject to a special arrangements' order or special guardianship order. (See Note 2)
2. Families who have exceptional medical or social needs that make it essential that their child attends Woodside Junior School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 3)
3. For the main point of entry: Siblings (See Note 5) of children who are attending the school or 'linked primary' school(s) (St. George's C of E Infant School) in Reception – Year 6 at the time allocations are made, and are expected to be on the school roll or linked school roll at the time of the proposed admission, or who have already been offered a place to start in the current academic year at the school or 'linked primary' school.

For immediate in-year admission, after the normal point of entry: Siblings of children who are in Year R to Year 6 at either the school or 'linked primary' school at the time of admission to the school.

4. Children attending a 'linked primary' school(s) (St. George's C of E Infant School) at the time allocations are made.
5. Children with a normal home address (see Note 4) in Woodside Junior School catchment area and with a sibling (see Note 5) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
6. Children with a normal home address in Woodside Junior School catchment area
7. Children with a normal home address outside the Woodside Junior School catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
8. Other children.

Proximity of the child's home, as measured by the straight-line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1-6 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.





All Other Admissions

Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have 60 places.

In-year applications are managed by Buckinghamshire Council and parents should apply directly to the LA in which the school is situated using the CAF and any online portal provided for parent application for school places

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-6 above), a place will be offered.

In-year admissions or admissions at the beginning of school years will only be considered by the Governing Body up to half a term [using the three-term year] in advance of the desired date for entry. For example, for entry in January, the application will not be considered until after the October half term break.

If parents are moving house, the school will ask for evidence of the move, when considering any application for a place. Documentary evidence in the form of a solicitor’s letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care



arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof

Admissions outside normal age group

Requests from parents for places outside a normal age group will be considered carefully, e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

Waiting Lists

The school maintains waiting lists for those children who are not offered a place and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

After National Offer Day (16 April 2022), Buckinghamshire Council will automatically add the names of the children who have not been offered a place at Woodside Junior School to the waiting list for the school. If you don't remove your child from the waiting list and the Local Authority is able to offer you a place at a higher preference school, they will automatically re-allocate your original offer to another child. **It is important to inform the school and Local Authority if you no longer want your child's name to be included on a waiting list.** Details of these arrangements are available on Buckinghamshire Council's websites.

The school maintains waiting lists for those children who are not offered a place in other year groups, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

Multiple births

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 60 for Year 3 2022/23 or the number of places 60 in other year groups.

Fair Access

The school participates in the Buckinghamshire County Council Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and may take priority for admission over children on the waiting list.

Appeals



There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

Further information

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through contacting the school office [Tel:01494 725 897](tel:01494725897) / office@woodside.bucks.sch.uk

Admissions in September 2021

Note: this information will be added once known

The school received ___ applications expressing a preference for admission to the Reception Year in 2021 by the closing date in January 2021. These were ranked as follows:

	Number
Children with statements or EHC plans naming the school	
Criterion 1	
Criterion 2	
Criterion 3	
Criterion 4	
Criterion 5	
Criterion 6	

___ places were offered, with the cut-off coming under criterion ___ at a distance of ___ miles

Further information

Further information can be obtained from the school [Tel:01494 725 897](tel:01494725897) / office@woodside.bucks.sch.uk



(These notes apply to both policies. Please ensure these are included at the end of your policy.)

D NOTES

Note 1 “Parent” is defined in law (The Education Act 1996) as either:

- a. any person who has ‘parental responsibility’ (defined in the Children Act 1989) for the child or young person; or
- b. any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

Note 2 By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Note 3 When applying under criterion ii (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Woodside Junior School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child’s or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Buckinghamshire

A panel comprising of independent education professionals will consider the applications under this rule on receipt of information from the parent to indicate strong reasons for the child attending a particular school. When making an application parents should send evidence from an independent professional person. This might be a doctor, health visitor, or Education Welfare Officer, who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered. The panel will consider which children can be considered under this rule prior to each admission round.

Note 4 By normal home address, we mean the child’s home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child’s parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence



- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, when considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

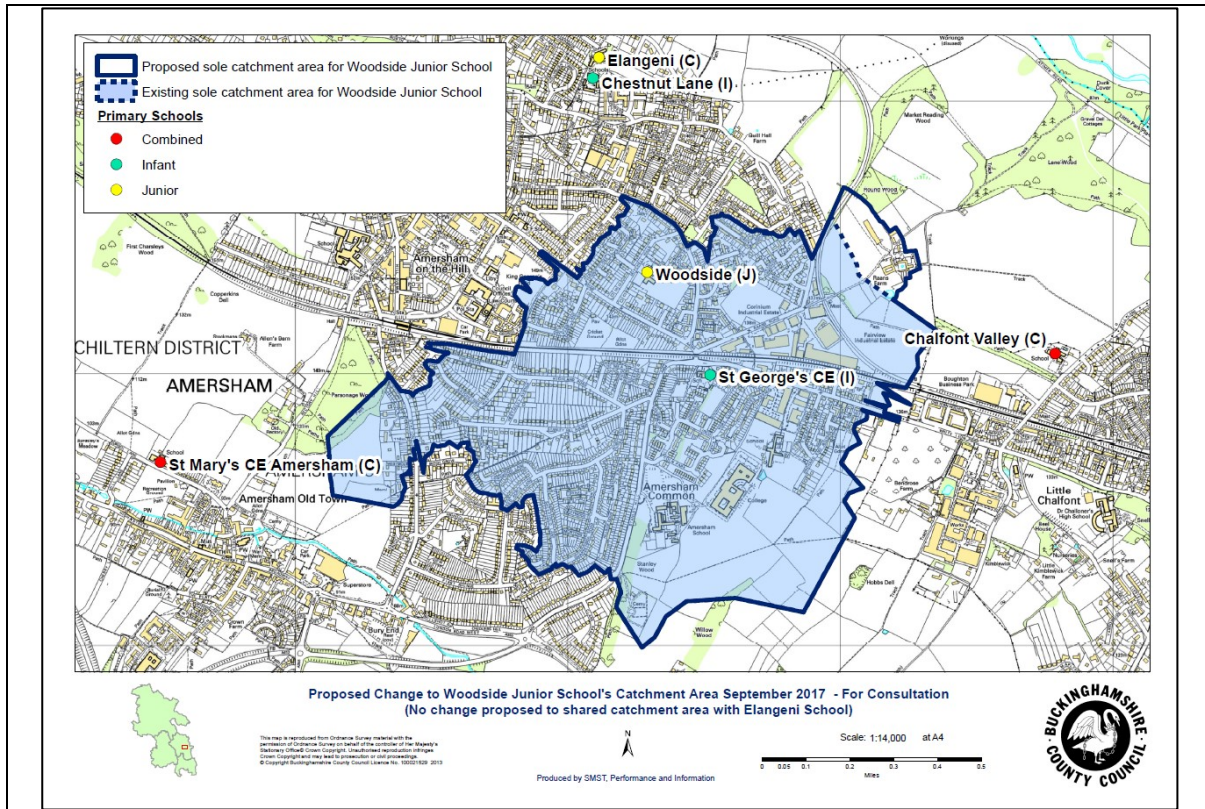
Note 5 By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 6

Buckinghamshire

Buckinghamshire uses a straight line distance for admission purposes. This is the distance from your child's Normal Home Address, to the nearest open school gate available for pupils to use. They use a computerised system to measure the straight-line distance to your child's address as determined by the Ordnance Survey *AddressBase*. This is an Ordnance Survey data product that provides a National Grid coordinate and a unique reference for each postal address in Great Britain that is on the Royal Mail's Post Office Address File. This is different to the shortest walking route which is used for transport purposes





Appendix 1

Objections to and referrals about determined school admission arrangements

Members of the public can make an objection to the Office of the Schools Adjudicator (OSA) if they think that the admissions arrangements of a maintained school or an academy do not comply with the 'School Admissions Code' (the Code) or other legislation relating to school admissions.

All admissions authorities must determine their admission arrangements by 28 February every year, even if they have not changed from previous years and a consultation has not been required. Complainants have until 30 June to contact the adjudicator if you have an objection.

If people wish to make an objection they must complete the '[school admission arrangements objection form](#)'

Further guidance is available on the [Office of the Schools Adjudicator web site](#)

