



PRIMARY ACADEMY

## ADMISSION ARRANGEMENTS FOR SEPTEMBER 2020

### Admissions criteria for Primary classes at Woodpecker Hall Academy 2020

The Governing Body is responsible for the admission of pupils into Woodpecker Hall Academy and the agreed admission number is 60 pupils full-time to the Reception year. The Academy is required to comply with the infant class size rules which requires that reception, year 1 and year 2 classes must have no more than 30 children with a qualified teacher. The admission number for Woodpecker Hall Academy takes this into account.

If there are fewer applications for the Academy than there are places available, everyone is offered a place.

After the admission of pupils with a statement of special educational needs naming the Academy, Governors use the following criteria to decide which children should be offered places when there are more children wanting to go to the Academy than there are places available.

1. Looked after children (as defined by Section 22(1) of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted<sup>1</sup>, or became subject to a residence order<sup>2</sup> or special guardianship order<sup>3</sup>.
2. Children of staff at Woodpecker Hall Academy where:
  - a. the member of staff has been employed at the school for two or more years at the time at which the application for admission is made; or
  - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
3. Children with a sibling who is attending Woodpecker Hall Academy at the time of application and who will remain on roll at the time of admittance. Long term foster children will be accepted as siblings of the foster carers own children and other children in foster care at the same address. The children concerned must be living at the same address and evidence may be required to verify the sibling link.

Priority within this group will be given in the following order:

- a. Children of twin/multiple births living at the same address.
- b. Other children
4. Other children by distance with those who live closest being admitted first. Priority within this group will be given in the following order:
  - a. Children of twin/multiple births living at the same address.
  - b. Other children

<sup>1</sup> Under the terms of the Adoption and Children Act 2002, Section 46

<sup>2</sup> Under the terms of the Children Act 1989, Section 8

<sup>3</sup> Under the terms of the Children Act 1989, Section 14A

If a tie-break is needed to determine who is admitted under criteria 4, priority will be given to children living nearest to the Academy. For all purposes nearness to the Academy will be measured as the crow flies, that is, in a straight line from the child's home to the main entrance of Woodpecker Hall Academy<sup>4</sup>. Random allocation will be used if the distance between two children's homes and the school is the same. This process will be independently verified.

### **Waiting Lists**

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained by the Academy in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list.

Parents/carers will be consulted regularly on whether they still wish to remain on the waiting list and the waiting list will be maintained until the end of the academic year.

### **Application procedures, late applications and timetable for admissions to reception classes for September 2020**

Application to Woodpecker Hall Academy is not dependent on any ability test and in order to apply for a place at the Academy a standard LA application form must be completed and returned to Enfield Schools Admission Service by the due date for the common admissions application timetable. Further information is available on the London Borough of Enfield admissions website at <http://www.enfield.gov.uk/admissions> . Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to the independent appeals panel.

Late applications will be allocated to the waiting list and places will be allocated as vacancies occur.

The admission of pupils with a statement of Special Educational Needs, where a local authority has named the Academy on a child's statement (under Section 324 of the 1996 Education Act), this is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by local authorities. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

After an offer has been made of a place at the academy, we will proof of residence of the permanent home of the child to confirm the place.

For evidence of your address you should provide two of the following:

- Recent Council Tax Bill
- Utility bill less than 3 months' old
- Driving licence/insurance documents
- Benefit letter i.e. tax credits/housing benefit
- If you are not liable for Council Tax or Utility bills you will need to provide official evidence that you are resident at the address given.

Confirmation of date of birth of the child will also be required.

<sup>4</sup> Distances from home to school are calculated by the London Borough of Enfield admissions service. The Governing Body has been advised that the distances provided are calculated by the London Borough of Enfield admissions service using ADDRESS-POINT®. This provides a national grid co-ordinate and a unique reference for each postal address in Great Britain to a resolution of 10cm, with each point falling within the addressed building. In the case of multi-occupancy buildings such as flats where there may be only one address point, priority will be given to applicants whose door number is the lowest numerically or alphabetically

**Where the Child Lives**

Where parents have shared responsibility for a child and the child lives for part of the week with each parent, then the child will be deemed to live where they spend the majority of school nights.

School nights are Sunday night, Monday night, Tuesday night, Wednesday night and Thursday night. In the event of joint parental responsibility with the child spending equal time with either parent, the child will be deemed to live with the parent with the Child Benefit Award Notice.

**Siblings**

A sibling is defined as a full brother or sister, a step/half brother or sister living at the same address, a child who is living as part of the family by reason of a court order or a child who has been placed with the family as foster carers as a result of a being looked after by a local authority.

**Looked after children**

In the case of a previously looked after child, Woodpecker Hall Academy will require a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

**Note**

*Unfortunately it appears that there have been some cases where parents have been tempted to supply false or inappropriate information to try and get a place at a particular Academy or school, for example by giving the address of a relative instead of the home address. Information supplied by parents/carers is checked. If it is found that false information has been provided and a place has been obtained because of this, the place offered is likely to be withdrawn. Parents/carers will still have the right of appeal if the place is withdrawn.*