



# ADMISSIONS POLICY

## **Admission Arrangement and Over-subscription Criteria Arrangements as Determined:-**

### **ADMISSIONS POLICY FOR: The Academy of Woodlands**

The Academy of Woodlands takes in children from 2-11yrs (including Nursery and Pre-School) with inclusive provision.

The main principle of admission to The Academy of Woodlands is to maintain the character of the Academy as a local Academy serving its community. The Academy of Woodlands is an inclusive Academy that welcomes children from all backgrounds and abilities.

There is no guarantee of a place for any child meeting our over-subscription criteria. Admission to our Academy is not dependent upon any 'voluntary' contribution. The Academy participates in the Local Authority co-ordinated scheme for Year R applications, and all deadlines within that should be adhered to by applicants.

As required by the Regulations of 2005 the Academy will give top priority in their oversubscription criteria to applicants on behalf of looked after children (A 'child looked after' 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) at the time of making an application to The Academy) and previously looked after children. Previously children looked after are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Home address: Proof of residence will be required. The offer of a place may be withdrawn if proof of residency is not met. Where a child lives part of the week with one parent and part with another member of the family, the 'home address' will be considered to be the residence where the child spends at least three school nights per week.

### **YEAR R ADMISSIONS**

Detailed information and guidance will be published on the Medway Council website: *Admission to Primary School: A Guide for Parents*. Admissions should be made electronically online on Medway Council's website <https://admissions.medway.gov.uk/Synergy/Admissions.aspx> or paper form (RCAF) which can be collected in person from Medway Council, Gun Wharf, Dock Road, Chatham, ME4 4TR.

The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this Academy where we are properly equipped to deal with the needs of the child.

The Academy of Woodlands meets the agreed criteria concerning the delivery of the Foundation Stage of Learning in accordance with the Local Authority's policy and will admit four year olds to the Foundation Stage Classes in one intake in September. The children due to be admitted during academic year 2026/2027 are those born between September 2021

and 31 August 2022. However, children reach compulsory school age at the start of the term following their fifth birthday.

Parents are not obliged to start their child at The Academy until the beginning of the term after the child is five. Therefore parents who have been offered a September place may ask to defer their child's admission until the beginning of the spring term without losing the offer of a place. Parents of children with summer term birthdays (1 April to 31 August 2022) may ask to delay their start date and start their child in Year R in September 2027 but the reception place will not be saved. Written agreement from the Head of School to delay needs to be sought in advance. Parents will then have to re-apply for a year R place for 2027 through the Medway Council process, but there is no guarantee of a space.

The Planned Admission Number (PAN) for the year commencing September 2026 will be 90.

### **IN YEAR ADMISSIONS**

The Academy of Woodlands control their own in year admissions for years 1-6 all year round, for year R it is as per paragraphs below. Children will be added to a waiting list and offered a space as and when one becomes available on the oversubscription criteria listed below. Please fill out a Medway Casual Admissions form [https://www.medway.gov.uk/downloads/file/3941/in\\_year\\_casual\\_admissions\\_application\\_form](https://www.medway.gov.uk/downloads/file/3941/in_year_casual_admissions_application_form) and had it into the school office. We will let you know about the outcome of the placement within 15 days.

### **OVERSUBSCRIPTION CRITERIA**

Where the number of applications received via the Medway co-ordinated scheme exceeds 90, the PAN, places will be allocated in the following priority order:

- ❖ Children that are LAC (Looked after children), PLAC (Previously Looked after Children) and IAPLAC (Internationally Adopted Previously Looked after Children) - as defined in the Medway Council Co-ordinated admissions scheme.
- ❖ Current family association - (a brother or sister in The Academy at the time of application and still attending in the following September).
- ❖ Child Medical need – Medical evidence must be provided to The Academy of Woodlands. This evidence must demonstrate a specific link between the child's medical condition and needs and how the school can meet these needs.
- ❖ Children of staff at the school – where the member of staff has been employed at the school for 2 or more years at the time at which the application for admission is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- ❖ Nearness of children's homes and ease of access to The Academy (In the event of a tie within any criterion, before the last criterion, places will be allocated to those living closest to The Academy measured by the shortest available walking route.)

Evidence of residence is required, in the form of a Council Tax bill for your current address.

In cases of over subscription, parents can ask for the children's names to be placed on a waiting list held by The Academy of Woodlands. (Although Medway Council hold the waiting list for Year R admissions only until the 31<sup>st</sup> December 2026, then it is passed over to the school).

The children will be ranked according to the school's over subscription criteria and the Local Authority co-ordinated scheme and not according to the date when the child's name was added to the list.

#### **Oversubscription Criteria Tiebreaker –**

In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

#### **RIGHT OF APPEAL**

If having applied the oversubscription criteria, the school is unable to offer a place, parents can submit an appeal. Parents wishing to appeal should submit an appeal form (which can be acquired from Medway Council) to their preferred school, then an appeal process can be started. The appeals process will usually be completed before the end of the current academic year.

#### **REVIEW**

The Admissions Policy will be reviewed annually by the Governing Body.

#### **LEGISLATION**

Academies are required by their funding agreements to comply with the Code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is demonstrable need. (School Admissions Code: Statutory guidance for school leaders, governing bodies and local authorities September 2021). [School admissions code 2021 \(publishing.service.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/101222/school-admissions-code-2021.pdf)

Policy: Reviewed March 2024

Next Review March 2025

Head of School: Mrs Chloe Brown

Signed:



Luke Geary (Chair of Governors)