Woodside Academy

Admission Arrangements 2027/2028

Introduction

Woodside Academy has a Planned Administration Number of 90 pupils for entry in Reception. The school will accordingly admit up to 90 pupils in the relevant age group each year.

Woodside Academy follows Thurrock Council's Primary School Admission Criteria

If the school is oversubscribed, after the admission of pupils with Special Educational Needs where the school is named in the Education, Care & Health Plan, priority for admission will be given to those children who meet the oversubscription criteria set out below, in this order:

Oversubscription Criteria

If there are fewer requests for places at a school than the published number to admit, then the admission authority can agree to all requests. Where there are more applications than places, the admission authority is required to have criteria for deciding which requests have priority. These form the admission authority's Admissions Policy, which is published annually on the schools' website.

Where there are more applicants than places, the following oversubscription criteria (admission criteria) will be used for deciding which applications have priority. These criteria are set out below in the order in which they will be applied.

- 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).
- Children with a sibling attending the school at the time of admission. Sibling is defined here as children who live as brother or sister in the same house, i.e., full or half brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.
- Children, including those where the staff member is a carer or guardian, whose parents are employed by the academy where: The member of staff has been employed for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Other children by distance from the home where the child normally lives to the main gate of the academy, with priority for admission given to children who live nearest to the school as measured by a digital mapping system
Parents of children who have a place at our Nursery should note the following information:

- Parents of children who are admitted for Nursery provision *must* apply for a place at the school (via Thurrock Council) if they want their child to be admitted to the main body of the school for their Reception year
- Admission to or attendance at a school nursery class does not guarantee, or give any priority, for admission to the main part of a primary or infant school.
- Parents can request that the date their child is admitted to the school is deferred until later in the school year, or until the child reaches compulsory school age in the school year for which the original application was accepted

Nursery

For a space in our Nursery, please speak to a member of the school office staff who will provide you with an application form. Places are allocated in order of early years Pupil Premium (maximum 10% of places), siblings, staff children, distance. There is no appeal process against the refusal of a place.

The Nursery will keep a waiting list which will be used to fill casual vacancies occurring as a result of an enrolled child leaving during the academic year or withdrawing from a place that has been offered. The list will be compiled in the order of our criteria.

Reception

Each year the parents of children who are aged 4 within the academic year must apply for a school place for the following September. Even if you do not want your child to start full time school until reaching statutory school age in the term following their fifth birthday you should apply during this time. Information will be given to all parents giving details of the schools available, ways in which to apply and a deadline. Applications received after this deadline date will be dealt with after all other applications have been processed.

Reception – Year 6

If you wish to apply for a space in any year group from Reception to Year 6, at any time during the year, applications must be made via Thurrock Council. Admissions authorities for primary schools must provide for the admission of all children in the September following their fourth birthday.

<u>Early Years Pupil Premium</u>

Up to 10% of places to be allocated to children eligible for the Early Years Pupil Premium. If you wish to be considered under this criterion, please complete the free school meal application form on the Thurrock Council website and send it as evidence to the school office at the time of application. Woodside will not accept late requests. Where there are more applications that meet this criterion than the allocated 10% of places, places will be allocated by the use of a ballot system, which will be independently operated.

Tie Breaker

Random allocation will be used as a tie-break if a decision needs to be made between two children who are ranked the same on the above criteria. This process will be independently verified.

Home Address

The child's home address provided on the application must be the child's current permanent place of residence. Future addresses will not be accepted as a basis for allocating school places. If a family moves after applying the School Admissions Team must be informed so that the application is considered using the correct address for admission purposes.

Siblings

For the purpose of allocating places, siblings will be defined as

- Full siblings living at the same address
- Half siblings living at the same address
- Step siblings living at the same address
- Long-term foster siblings living at the same address at the date of application and admission

Children attending a school Nursery class

Admission to or attendance at a school nursery class does not guarantee, or give any priority, for admission to the main part of a primary or infant school.

Multiple Births

We do not use multiple births as an admissions criteria, however we put multiple births in different classes.

Reception Year Summer Born Delayed Admission, Deferred Entry and Part-Time Admission (for pupils below compulsory school age)

Parents of summer born children (born between 1 April and 31 August) may request not to send them to school until the September following their fifth birthday and may request that they are admitted outside their normal age group – to Reception rather than Year 1. The request must be made at the same time as making the online application for the child's actual age group and supporting documentation uploaded. If the request is not made at the same time as the online application, we may not be able to consider this at a later date. The admission authority for each school will decide based on the circumstances of the case and in the best interests of the child.

The application will be processed and a school place will be secured. This place can later be withdrawn if the request for delayed admission is approved. If it is agreed that the child can delay entry, a new application will need to be made for the following September and this will be considered along with all the applicants for admission in that year. It is not possible to reserve a place for the following year. Therefore, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. The

decision will be reviewed once the child has started school at intervals agreed by the family and the school.

Parents have the right to appeal against the refusal of a place at a school for which they applied. This right does not apply if the child is offered a place at the school but it is not their preferred age group.

Deferred Admission

Parents may defer their child's start for a term or two (until they are compulsory school age). Applications must be made online as usual. Once a school place has been allocated, parents will need to write to the Principal to request deferred admission.

The child must take up the school place that has been allocated within this year group. If they do not take up the place, they will need to reapply again and the child will be allocated a place in Year 1 (not Reception) in a school with availability.

Withdrawing Places

In certain circumstances the school may decide to withdraw a place offered if one of the following circumstances occurs:

(a) Where a parent has not yet responded to the offer of a place, even after chasing.
(b) Where fraudulent or intentionally misleading information is used as part of the application, or
(c) Where the offer was made in error

Waiting List

For in-year admissions, if there is a waiting list for that year the child will be placed on a waiting list until a space becomes available or the child finds a new school setting. The list will set out the priority places in the same order as the admissions criteria at the start of the year. When a place becomes available it will be offered to the parents of the child at the top of the list.

If a child on the waiting list is offered a position at the school, the parents will be notified by the LA and will have the option of accepting or rejecting the place within 2 weeks.

Appeals

If your child's application for a place at the school is unsuccessful, the parent(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact.
Where an appeal is successful the School must admit the child.

Locally Agreed Protocols

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed.

Contact details for Thurrock are:

Website:
https://www.thurrock.gov.uk/primary-school-admissions/applying-for-primary-school-place
https://www.thurrock.gov.uk/in-year-admissions/applying-in-year
https://www.thurrock.gov.uk/school-meals/free-school-meals

Phone number:

01375 652652

Email:

school.admissions@thurrock.gov.uk

In person:

Thurrock Council Civic Offices, New Road, Grays, RM17 6SL
(Office hours: 8.45am to 5.15pm, Monday to Thursday, and 8.45am to 4.45pm, Friday)

Thurrock Council Primary School Admissions Brochure:
https://www.thurrock.gov.uk/sites/default/files/assets/documents/admissions-primary-2025-v01.pdf