



ADMISSIONS POLICY FOR YEARS 7 TO 11

For first entry in September 2023 and subsequent years

Approved by:	Governing Body	Date:
Policy Lead:	Headteacher	
Next review due by end of:	Summer 2023	
Signed:		Date:
Print name:		

Woodcote High School participates in the Pan-London Co-ordinated Admission Scheme. Please see Croydon's Pan London Scheme on the Council website for further details regarding applications, processing, offers, late applications, post-offer and waiting lists.

This document sets out the admissions policy for Woodcote High School.

The Admission Number for entry into Year 7 is 216.

Admission criteria

If the number of applications for the school is higher than the number of places available, the allocation of places will be made in the following order:

After the admission of children with Education, Health and Care Plans where Woodcote High School is named on the Plan, the criteria will be applied in the order in which they are set out below.

1. Looked after Children (see Note 1)
2. Siblings: children with a brother or sister who will be in attendance at the school at the time of enrolment of the new pupil who live within a three mile radius as the crow flies.
(see Note 2 particularly regarding siblings in the Sixth Form)
3. Children of staff at the school:
 - a) where the member of staff has been directly employed by the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Distance: priority will be given to pupils living nearest to the school as measured in a straight line. (See Note 3 and Note 4).

The Local Authority will use the equal preference model for deciding which school is offered. This means that all school preferences are considered together and the admission criteria administered equally. The rank or order of preference will only be used if it is possible to offer more than one of the preferences. The highest ranked potential offer will be offered.

Applications received after the closing date will not normally be considered until after the offer date.

Notes

Note 1 Looked After Children

A looked after child is defined as either:

- an individual in public care at the date on which the application is made; or
- a previously looked after child, (including internationally adopted previously looked after children) being a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order, immediately after being looked after.

If an application is made under the 'looked after' criterion, it must be supported by a letter from the relevant Local Authority Children's Services Department and/or relevant documents.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

Note 2 Siblings

A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address. Siblings of Sixth Form students will only be given sibling priority if the Sixth Form student had been enrolled at Woodcote High School for at least one full academic year before they joined the Sixth Form.

Note 3 Home

Home is defined as the address where the child normally resides as his/her only or principal residence. Addresses of child minders, businesses or relatives cannot be considered. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The school should be notified immediately of any change of address. Failure to do so could result in the child being denied a place at the school.

Note 4 Distance from the school

The distance will be measured in a straight line from the child's home address to the designated entrance(s) of the school using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority.

If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes'.

Note 5 Appeals

Unsuccessful applicants will be offered a formal right of appeal.

Arrangements for Appeals:

Parents have the right of appeal to an Independent Appeal Panel if they are dissatisfied with a decision made by the Admission Authority. Appeals are conducted in accordance with the Code of Practice on School Admission Appeals published by the Department for Education. The determination of the appeal panel is binding on all parties. Woodcote High School will provide guidance for parents about how the appeals process works. The contact for the appeal panel is the Admissions Department at the school. Appeals must be lodged with the Admissions Department at the school by the date specified on the Appeal Form.

Note 6 In-Year Fair Access Protocol

In exceptional circumstances, priority of admission over other applicants may be accorded to pupils for whom, for a variety of reasons, it is difficult to secure an appropriate school place. Any such decision will be taken in accordance with the LA policy on "Fair Access Protocol".

Note 7 Sixth Form Entry

A separate admissions policy exists for entry into the Sixth Form at Woodcote High School. This can be found on the school's website: www.woodcotehigh.com

Note 8 Admission outside of a child's normal age range

Where a child has been educated out of their normal age group, the parent may request admission out of the normal age group when they transfer to secondary school. The school will decide whether to admit the child out of their normal age group on the basis of the circumstances of each case and in the child's best interests, bearing in mind the age group the child has been educated in up to that point.

Parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like.

Note 9 Tiebreaker

In the event that the number of applications for places exceeds the number of places available, after application of the admissions criteria, distance will be used to decide between applications. Where distance is the same for two or more applications the authority will use random allocation, which will be independently verified.

In-Year Applications

The school is part of the Local Authority's coordinated admissions process for children who are applying outside of the normal admission round. All applications made during the academic year must be made to the Home Local Authority by completing the in-year application form that can be downloaded at: <https://new.croydon.gov.uk/schools-and-education/schools/school-admissions/step-by-step/secondary-school-year-admissions-step-step>

The local authority will notify the school of any in-year applications made and the school will advise the Home Local Authority of the outcome.

In conjunction with the above, parents are requested to complete Woodcote High School's In Year Transfer Form (available on our website) which should be returned to admissions@woodcotehigh.com. Waiting lists for in-year admissions are maintained for each year group by the school.

Important information relating to the admission criteria for Woodcote High School

Child's permanent address

The child's address should be that of the child's permanent place of residence. A business address, work place address, or childminder's address will not be accepted. A relative or carers address can ONLY be considered if those person(s) have legal custody of the child. In these circumstances, evidence of legal custody/parental responsibility i.e. a Court Order must be supplied.

Shared custody

If parents share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will normally be the address where Child Benefit is payable. Only one application per child can be accepted. If the address of the parent differs from that of the child, a written explanation must be submitted with the application.

Change of address

Changes of address will only be considered where the school receives the either of the following, independent pieces of evidence:

- a letter from a solicitor confirming the exchange and completion of contract for the new place of residence
- a copy of the new tenancy agreement

The school should be notified of changes of address immediately. Failure to do so could result in the child being denied a place at a preferred school.

Waiting lists

Woodcote High School operates a waiting list whenever there are more applicants than places.

Operation of the Waiting List

The list will operate from the day after offers are made and will remain operational for the duration of Key Stage 3.

A child's position on the waiting list will be determined solely in accordance with the admissions criteria and will not take account of the date of application. Where places become vacant they will be allocated to children on the waiting list in accordance with the criteria. A child's position on a waiting list can go down as well as up; for example if a child on the waiting list moves further from the school.