

Admissions Arrangements for Academic Year 2023/2024 Admission Policy

Approved by Trustees: February 2022

Reviewing Panel: Standards, staffing and curriculum (SSC)

Our Published Admissions number (PAN) is 300. There is no guarantee of a place at the school. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked after children and previously looked after children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to adoption, residence or special guardianship order will be given first priority in oversubscription criteria, ahead of all other applicants, in accordance with the School Admissions Code 2014. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social service functions (as defined in section 22(1) of the Children Act, 1989).

2. Children with a sibling attending the school

A relevant sibling is a child who has a brother, sister, adopted brother or sister or step-brother or step-sister living in the same family unit, in the same family household and address, who attends the preferred school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings, irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

For mid-year applications the only variation to the definition above is that the sibling should be attending, or have been offered a place at, the preferred school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

3. Children of staff at Woodlands School

- (a) Where the member of staff has been employed at 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. Aptitude for Performing Arts or Sport

Up to 30 children (10% of Published Admission Number) who have an aptitude for either Performing Arts or Sport. Parents wishing for their child to take the aptitude test are required to complete a Supplementary Information Form (SIF), obtainable from the school or from the school's website. All SIFs must be returned to the school by Friday 29th September 2023. Tests will take place on Saturday 7th October 2023, at Woodlands School. Test results will be posted to parents within 10 days of completion of the tests. Places are allocated in rank order, based on the outcome of the aptitude testing. In the case of a tie on score, the straight line distance rule will be applied.

5. Straight line distance to school


In the event of over subscription within any of the above criteria, priority will be determined by straight line distance from home to the school, with those living closest being given the highest priority.

With all unsuccessful applications that have been held on a waiting list (see below), Woodlands School uses straight line distance to prioritise applications, both within each individual criterion and as a final criterion. All straight line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey. The data is used to plot the coordinates of applicant's property and Woodlands School front entrance, and provides the address points between which the straight line distance is measured. Distances are reported in miles to three decimal places in the first instance.


After the 2nd March, all unsuccessful applications will be held on a waiting list, according to the Woodlands School admissions criteria. This applies to both 'on time' and 'late' applications. Woodlands School will hold waiting lists until the end of August. Applicants will be ranked in priority order, according to the Woodlands School Admissions criteria. After this date, if oversubscribed, Woodlands School will continue to maintain waiting lists until the end of the autumn term. Waiting list positions can change, for example, as a result of an offer of a place being made, or as new applications are received. It is therefore possible that a child's position on a waiting list could move down as well as up.

Mid-year applications should be made to the school using the Application Form provided by Woodlands School.

Parents have the right to appeal against admission decisions to an Independent Appeal Panel established under statutory regulations for this purpose. For further details on how to lodge an appeal, please see our School Website or alternatively contact the School.

Signed: 
Head Teacher

Dated: 28th February 2022

Signed: 
Chair of Trustees

Dated: 28th February 2022