



## Wood End Primary School Admission Policy and Procedures 2025 - 2026

Wood End Primary School is an Academy school within the London Borough of Ealing. It is proposed that the school has an agreed standard number for admissions of 60 children and in line with statutory requirements; the number of children in each class should not exceed 30.

Application forms for admission are available from the school on request and should be returned to the school or Local Authority (LA) by the deadline set.

Where applications for admission exceed the number of places available, the admission criteria is applied, in the order set out, to determine which children to admit.

Guided tours around our school are welcomed and available by appointment.

### **Procedures for applying for a reception year place to start in September**

Pupils are admitted to a Reception Class, in the September following their fourth birthday.

- Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age and
- Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

N.B. Children reach compulsory school age the term after they are 5.

Under Ealing's Primary School Co-ordinated Admissions Scheme a *Local Authority common application form* must be completed by parents/carers.

Wood End Primary School will inform all parents/carers who have a child in our Nursery of the closing date set by the LA for admission into Reception Year.

The common application form for Ealing must be completed, either on line or on paper copy, listing a maximum of six schools in order of preference and returned to the LA or to the school of the parent's first preferred choice, with all relevant documentation before the closing date.

Applications can be made on line at [www.eadmissions.org.uk](http://www.eadmissions.org.uk)



PARENTS MUST COMPLETE ONLY ONE FORM FOR EACH CHILD.

Parent/s or carers resident in boroughs other than Ealing need to apply on their home Local Authority common application forms.

If the school is oversubscribed, the published admissions criteria for the school will be used to decide the order in which applicants will be offered places. Ealing Council will not pass on details of where the school was ranked, and no school will be told about other schools a parent has applied for.

After the closing date places are allocated in accordance with the Local Authority Admissions Scheme. All parents are notified of the decision regarding their child. Parents who applied on-line will be notified via email, parents who completed paper applications will be sent a letter.

During the summer term parents are invited to a meeting in preparation for their child starting school in September of that year. During the meeting dates are given for play and stay sessions and start dates.

Late applications will be dealt with after all the on time applications have been considered.

Applications of parents not offered a place for their child will be put on a waiting list, which is managed by the LA. This waiting list is ranked by priority following the published admissions criteria.



## Admission Criteria – September 2025

Where the number of applications is greater than the planned admission number, applications will be considered against the criteria set out below.

After the allocation of children with an EHC plan, the admission criteria will be applied in the following order of priority:

1. Children who are looked after or were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. (See below for definitions of children who are looked after or were previously looked after).
2. Where the child has a brother or sister currently attending Wood End Primary School providing siblings (including step, foster or adopted siblings) are still in attendance at time of application.
3. Confirmed special medical reason, which necessitates attendance at Wood End Primary School. Parents must provide a supporting letter or report from a consultant (not General Practitioner (GP)) explaining why education should be at Wood End Primary School.
4. Exceptional special social circumstances, which necessitates attendance at Wood End Primary School. Parents must provide a supporting letter or report from a professional explaining why education should be at Wood End Primary School. This should be submitted at the time of application.
5. Distance to the school. Those living closer to the school receiving the higher priority. The distance from home to school is measured by the shortest walking route from a point in the property determined by Ordnance Survey to the nearest gated entrance which is used by pupils to enter the school grounds.

### Definitions

#### Siblings

The words brother and sister refer to all blood, half, foster, step and adoptive brothers and sisters (not cousins) who live at the same home and in the same family unit as the child on a permanent basis or for the majority of time in any calendar year. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

#### Definition of looked after and previously looked after children

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) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after. A child arrangements order is defined in s8 of the Children Act 1989 as amended by s12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. A special guardianship order is defined by s14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Parents**

A parent is any person who has parental responsibility or care of the child.

### **Tie break**

In instances where applicants have the same priority on distance a random allocation draw will be implemented.



## Casual Admission Procedure: (Admissions other than September)

1. Guided tours around our school are welcomed and available by appointment.
2. Application forms for in-year admission are available through the in-year admissions section at Ealing Council or online via [www.ealing.gov.uk/admissions](http://www.ealing.gov.uk/admissions)
3. Applications must be accompanied by evidence of proof of address and returned to the local authority
4. If the school is oversubscribed, the published admissions criteria for the school will be used to decide the order in which applicants will be offered places. Ealing Council will not pass on details of where the school was ranked and no school will be told about other schools a parent has applied for.
5. Once a place has been offered the school will contact parents to arrange a meeting with the Headteacher to discuss a start date and settling in period.

### Appeals Procedure:

Appeals are managed by the Local Authority. If you wish to appeal a decision, please contact the School Admissions Service for an appeal form.

1. In the event of an appeal being made against a decision not to give a place to a child, the appeal will be heard by an Appeals Panel, convened in line with statutory requirements.
2. Every parent has the right to appeal if a child is refused admission to the school.
3. An independent Appeals Panel is set up which is a legally constituted committee of people who were not involved in the original decision. This often includes governors from other unconnected schools.
4. At the Appeals Panel, parents present the case for their child to be admitted. The school also presents reasons for non-admission. The parents are notified of the Panel's decision, by letter, within 5 working days.
5. The decision of the Appeals Panel is final and legally binding on the school.