

**WOODLAND GRANGE PRIMARY SCHOOL**  
**Governor Policy Statement on Admissions**

1. Leicestershire CYPS is the admissions authority for the school and as such we have adopted the Local Authority's Policy and arrangements for admissions..
2. Children living within the school's designated catchment area will be guaranteed a place, space in that year group permitting. A final decision will be made by the Local Authority.
3. Parents of children living out of catchment have a right to express a preference for admission to Woodland Grange, but places will only be allocated within the school's Admission Number (A.N.) and within the stated criteria of the L.A. policy.
4. Parents whose preference is refused have the right to appeal to an independent tribunal of the L.A. whose decision is binding.
5. All parents are required to complete form ADM4 and forward it to the Allocations Section, County Hall whether in or out of catchment. This can also be done on-line.

**Admission to Foundation Stage**

1. Out of catchment requests will only be considered if the year group concerned has not reached its Admission Number which is 55.

Requests will then be considered according to Local Authority criteria:

Parents of out of catchment children should be aware that the admission of one child does not guarantee a place for future siblings.

2. Children will be admitted to the Foundation Stage in the September following their fourth birthday.
3. Attending the Woodland Grange Pre-School does not guarantee entry to the Foundation Stage or other year groups in the school.

**Admission to Years 1-5**

1. Children within the catchment area are admitted into their appropriate age group after agreement with the L.A.
2. Out of catchment requests will only be considered if the year group concerned has not reached its Admission Number.

Requests will then be considered according to Local Authority criteria:

Parents of out of catchment children should be aware that the admission of one child does not guarantee a place for future siblings.

**Admission to Key Stage 1 Classes**

The Department for Education upholds the following statutory requirement:-

No KS1 class shall start the academic year with more than 30 pupils. The only exception to the statutory limit will occur when in-year admissions are made for children who arrive unexpectedly. In such cases, the school must plan to return to the statutory limit at the start of the next school year.

### **Out of Catchment Requests and Admissions**

1. Parents will be encouraged to visit their catchment area school in order to make an informed choice.
2. Parents will be given form ADM4 and asked to apply for a place in their preferred school in writing or on-line to the Director of Children's Services (Allocations Department).

### **School Admission Limit – 55**

1. If there are more in-catchment children than the A.N. allows, the A.N. will be exceeded to accommodate them.
2. In normal circumstances the A.N. will not be exceeded in any one year group by the admission of out of catchment pupils.
3. Parents whose request is refused will be informed of their right to appeal to an independent tribunal whose decision can override the L.A. and school wishes and who can grant admission outside L.A. policy.
4. In certain circumstances it may be appropriate for the school or L.A. to request that out of catchment pupils are admitted above the A. N. though these situations are viewed as exceptional. Such circumstances are:
  - (i) the admission of children who have siblings within school.
  - (ii) the admission assists the L.A. in fulfilling its statutory responsibilities for the overall provision of places, within the context of efficient use of resources.
  - (iii) the admission of hard to place children.

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