



**Woodland Academy Trust**

**Northumberland Heath Primary School  
Admissions Arrangements  
2022-2023**

---

Document Control	
Owned by:	Executive Officer
Date of Approval:	Autumn 2021
Approved By:	Executive Board
Date of next review and who to be approved by:	Autumn 2022 Executive Board

**Contents**

1. Aims
2. Legislation and statutory requirements
3. Roles and Responsibilities
4. Admission arrangements
5. Consultation, determination and publication
6. Applications and offers
7. In-year admissions
8. Waiting lists
9. Admission appeals
10. Nursery admissions
11. Complaints
12. Monitoring and arrangements

Updated September 2021 in line with the DfE (2021) School Admissions Code – effective 01.09.2021

Woodland Academy Trust is committed to inclusion, diversity and promoting equal opportunity for all. All schools within the Trust share this commitment, providing an inclusive environment.  
This objective applies to all policies and procedures and the Trust will at all times adhere to the requirements of the Equalities Act 2010 and any other associated guidance.

## Introduction

This document sets out the admission arrangements for Northumberland Heath Primary School for entry in 2022/2023.

We understand how important the choice of school for your child is for you, and we want to do everything we can to support you and give you all relevant and helpful information, so please do contact us for clarification if you require this.

We can offer your child every opportunity to develop into happy and fulfilled adults and pride ourselves on the quality of education that we can offer all of our children with well-resourced and safe learning environments.

We look forward to welcoming your child on their first day at Northumberland Heath Primary School.

## Statement of intent

At Northumberland Heath Primary School, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for that school will be allocated and will not be alienated or discouraged from applying based on admissions criteria.

The table below sets out who the admission authority is and other responsible bodies in our school.

Type of school	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at the school?
Academy	Bexley LA on behalf of the Trust	School	Bexley LA

### 1. Aims

This document aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

### 2. Legislation and statutory requirements

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'

This policy operates in conjunction with the following school policies:

- Equal Opportunities Policy: Pupils
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report

This document complies with our funding agreement and articles of association.

### 3. Roles and responsibilities

#### The LA is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.
- Implementing any advice or recommendations given by the School without undue delay.
- Determining the admission arrangements on an annual basis and publicly consulting stakeholders on any proposed changes to the admission arrangements.
- Setting clear, fair and effective oversubscription criteria which do not discriminate against any pupil.
- Communicating oversubscription criteria clearly to parents.
- Notifying the school of any in-year admissions and their outcomes.

#### The School is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

#### The headteacher is responsible for:

- Liaising with the Trust board where relevant regarding admitting pupils to the school.
- Working with the Trust board when determining the school's capacity.
- Ensuring that the Trust board has all the information it needs to set admissions arrangements and participate in LA coordination schemes.
- Making arrangements for pupils admitted through in-year admissions to start as soon as possible.
- Publishing a link to the full, determined admissions arrangements on the school's website.

### 4. Admission arrangements

#### Determining a PAN

The number of places available is determined by the capacity of the school; the PAN for new Reception pupils is 90. [Admissions - Northumberland Primary School \(northumberlandheathprimaryschool.co.uk\)](http://northumberlandheathprimaryschool.co.uk)

The School will publish its PAN annually. The School will notify the LA of any increases to the agreed PANs and will reference the changes on the school's website. The School will consult on any proposal to decrease the school's PAN – consultation will not occur where it is proposed to increase or keep the same PAN.

If the School decides that it can accept more pupils than laid out in its PAN, it will notify the LA in good time so that the LA can deliver its coordination responsibilities effectively.

In line with statutory requirements, the School will not refuse admission to any age group, other than the relevant age groups, on the grounds that the number of children admitted has already reached the PAN; however, the School may refuse admission on the grounds that the admission of another child would prejudice the provision of efficient education or efficient use of resources.

#### Oversubscription criteria

The Trust board will aim to ensure that oversubscription criteria is reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

All children whose statement of special educational needs (SEND) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled:

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
2. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
3. Priority will next be given to children on the basis of social or medical need. Definition of medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social needs means that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
4. We use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school.

**Definition:**

**Looked After Children 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.

A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children 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 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.

**Tie break:**

In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

**Equal opportunities**

The School will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the trust board can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the School can justify how this is a proportionate means of achieving a legitimate aim.

### **Admissions procedures**

The school will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

The school may assess its ability to cater to the applicant's needs by:

- **Inviting the applicant to attend the school for half a day.**
- **Visiting the applicant's home.**
- **Visiting the applicant's current education provision.**

## **5. Consultation, determination and publication**

### **Consultation**

The Trust board will consult on any proposed changes to the admissions arrangements. Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January in the determination year. The Trust board will consult on admissions arrangements at least once every seven years, even if no changes have been made in that time.

The Trust board will consult with the following:

- Parents of children between the ages of two and 11
- Stakeholders
- Other admission authorities within the relevant area [primary schools do not have to consult with secondary schools]
- The LA
- Any LAs in which pupils have historically come from

### **Determination and publication of admissions arrangements**

The School will publish a link to the LA's full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on the school website. A copy of the proposed admission arrangements will be made available upon request.

Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

The School will notify all appropriate bodies of the finalised admissions arrangements when they have been determined. A copy of the finalised admission arrangements will be sent to the LA for entry by 15 March in the determination year.

Finalised admission arrangements will also be published on the school website by 15 March in the determination year and will continue to display them for the whole offer year.

Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year.

The School will provide the LA with all of the information it needs to compile the composite prospectus by 8 August in the determination year.

## **6. Applications and offers**

## Applications

All admission applications for Northumberland Heath Primary School, (including in-year admissions) are administered by the London Borough of Bexley via their School Admissions team.

The 'Admission to Primary Schools' brochure, produced annually by the Bexley Local Authority, sets out details for admission to schools and can be downloaded here:

[Primary schools your child can go to | London Borough of Bexley](#) or alternatively please email the school office at [nhpoffice@watschools.org.uk](mailto:nhpoffice@watschools.org.uk) or check the school website.

Applications should be made online at: [www.bexley.gov.uk/admissions](http://www.bexley.gov.uk/admissions) or on the Local Authority's primary common application form at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) and submitted by the closing date published by Bexley.

You can use the application form (called a common application form - CAF) to express your preference for a minimum of 3 state-funded schools, in rank order – the schools do not have to be located in the LA area where the parents live. The following information is required for the CAF:

- Your name and the child's name and date of birth
- The parents and your child's address and proof of residence

The CAF will be submitted to the parents' LA. Parents are not guaranteed to have their preferences met. The LA will request supplementary information for the purpose of processing applications where necessary.

The Council's School Admissions Team can also be contacted on 020 8303 7777 or by email: [schooladmissions@bexley.gov.uk](mailto:schooladmissions@bexley.gov.uk) If you have any queries using the application process. If you have missed the application deadline, please contact the [School Admissions team](#) for details of how to submit a late application.

For Nursery admissions please refer to section 9 below.

## Offers

All offers will be made on National Offer Day, i.e. 16 April or the next working day where this date falls on a weekend or bank holiday.

Where the school is oversubscribed, the LA will rank applications in accordance with the determined arrangements, and will ensure that only one offer will be made per child by the LA.

An offer will only be withdrawn if it has been made in error, a parent has not responded within 20 working days, or if the offer was made via a fraudulent or misleading application. Where an offer has not been responded to within the designated time frame, the LA will give the parent a further opportunity to respond and will explain that the offer will be withdrawn if they do not. If any application is found to be fraudulent after a child has started at the school in the first term of the new academic year, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

The headteacher will assist the LA with deciding on which year group a child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why.

The school must admit all children who have an EHC plan where the school is named. Children with SEND who do not have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report.

You will receive an offer for a school place directly from Bexley Local Authority.

## **7. In-year admissions**

The school will follow the same process for in-year admissions as for admissions at the start of the academic year.

The school will publish a link to the LA's in-year admissions arrangements on the school website by 31 August each year. [Applying for school in-year | London Borough of Bexley](#)

The school can also assist with enquiries for in-year admissions. Enquiries should be sent to the school office [nhpoffice@watschools.org.uk](mailto:nhpoffice@watschools.org.uk) who can advise on available spaces and provide the application form to be sent to Bexley admissions.

Where the school has places available in-year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

The school will consider all such applications and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the process outlined below.

The school will ensure that parents can access a hard copy of the information from the LA about in-year applications upon request.

The school will provide the LA with details of the number of places available, or any supporting evidence, no later than two school days following the request of such information from the LA.

## **8. Waiting lists**

For admissions at the start of the academic year, the school will operate a waiting list which is maintained until 31 December on year of entry. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list. The LA will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round.

Parents may request that their child is placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the 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 for places in the same order as admissions 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 email and will have the option of accepting or rejecting the place within 28 days.

## **9. Admission appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing. Details of the appeals procedure can be obtained by contacting the school office.

You can find details of the school's appeals timetable here: [School Appeals - Northumberland Primary School \(northumberlandheathprimaryschool.co.uk\)](#)

## **10. Nursery Admissions**

All admission applications for Northumberland Heath Primary nursery are administered by the London Borough of Bexley via their [School Admissions team](#)

Your child can join our school nursery from the term after they turn three. Most children will start in September, but some might start in January. Bexley will accept applications for both September 2022 and January 2023 starts in the normal application window. Applications should be made online at: [www.bexley.gov.uk/admissions](http://www.bexley.gov.uk/admissions) or on the Local Authority's primary common application form at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) and submitted by the closing date published by Bexley.

The Council's School Admissions Team can also be contacted on 020 8303 7777 or by email: [schooladmissions@bexley.gov.uk](mailto:schooladmissions@bexley.gov.uk); if you have any queries using the application process.

You will receive an offer for a school nursery place directly from Bexley Local Authority.

Children born from 1 September 2018 to 31 August 2019 will be admitted to nursery classes in September 2022.

Children born from 1 September 2019 to 31 December 2019 will be admitted to nursery classes in January 2023.

The number of nursery places for the academic year 2022/23 will be a maximum of 52 of part time places.

Morning session (max 26 places): 8.30 to 11.30  
Afternoon session (max 26 places): 12.30 – 15.30

Subject to the demand for part time places which will take priority, the school may be able to offer a limited amount of 30 hour extended childcare places for eligible parents with valid codes.

The 30 hour extended day will be 8.30-3.30 Monday to Thursday with an optional choice of hours on a Friday.

All applications for the 30 hour extended childcare offer will not be considered unless they meet the Government's eligibility criteria.

A waiting list will be kept by the school of applicants who are refused admission due to oversubscription. The waiting list will be kept until January 2023. The over-subscription criteria is the same as admission for pupils to Reception and is detailed within para 6.2. If there are vacancies, they will be offered on a first come, first served basis to children who are already three and can demonstrate that they are ready.

There is no right to appeal against decisions not to offer a nursery place.

Please contact the school office for details on the limited amount of 30 hour extended childcare places which are available at [nhpoffice@watschools.org.uk](mailto:nhpoffice@watschools.org.uk)

### **11. Complaints**

Appellants do not have the right to more than one appeal in respect of the school for the same academic year unless, in exceptional circumstances, the LA has accepted a second application from the appellant due to a material change in the circumstances of the parent, child or school but still refused admission. Appellants can apply for a place at the school for a different academic year.

If appellants have an issue with the appeal process, they can complain to the Local Government Ombudsmen.

### **12. Monitoring arrangements**

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.

This policy will be reviewed by the Trust on an annual basis. Any changes to this policy will be communicated to all staff and other interested parties.