Woodlands
INFANT & NURSERY SCHOOL

Admissions Policy 2026-2027

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ADMISSIONS POLICY 2026-2027

The overriding policy of Woodlands Infant & Nursery School is not to discriminate against any pupil, potential pupil or parent on the grounds of race, gender, disability or sexual orientation.

Other than pupils who have recently moved into the area, pupils are admitted into the main school in the September of the year following the pupil's fourth birthday. This ensures three full years at infant school.

The school's planned admission number is 45.

Arrangements for applications for places in Reception will be made in accordance with Lincolnshire County Council's co ordinated admission arrangements. Lincolnshire residents can apply online www.lincolnshire.gov.uk/schooladmissions, by telephone or by requesting a paper application form, by telephoning 01522 782030. Woodlands Infant & Nursery School will adhere to the timescales outlined in the Lincolnshire County Council Co-ordinated admissions scheme available at

www.lincolnshire.gov.uk/schooladmissions for these applications and the relevant Local Authority will make the offers of places on our behalf as required by the School Admissions Code (2021).

In accordance with legislation the allocation of places for children with the following will take place first; Education, Health and Care Plan (Children and Families Act and Special Code of Practice 2014) where the school is named.

In the event that there are more children seeking admission to school, then the school will allocate places utilising the following criteria. It is stressed, that pupils at the nursery do not have automatic entry to the main school simply by being at the nursery. Application must be made on behalf of any child intending to enter the school in September of any year, regardless of whether or not the child is already at the nursery.

The admission criteria in order of priority are as follows:

1. Children who Looked After Children and Previously Looked After Children, (i.e. children who are accommodated by a local authority or who are the subject of a full or interim Care Order) including those children who appear to have been in state care outside of England and ceased to be in state care, as a result of being adopted.

2. Children who live in Lincoln City Council Birchwood Ward.

3. Children for whom there is a clear medical reason for attendance at Woodlands Infant & Nursery School. The school will accept that there is such a medical reason in the event of there being a letter of recommendation from a qualified medical practitioner.

4. Children who have a brother or sister already attending the school at the time the place is needed. For this purpose, a brother or sister who lives in the same household as the applicant child and who is the child of any adult normally resident as part of that household. This does not account for brothers or sisters who have since left the school.

5. The proximity of the child's home to the school as measured in straight line distance (measured electronically between the post office address point of the home and the post office address point of the school), with those living nearer receiving higher priority.

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place, then a lottery will be drawn by an independent person, not employed by the school or working in the Local Authority Children's Service Directorate.

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 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.

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 arrangement order or special guardianship order).

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 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. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Siblings

Brother or sister attending the school at the time of application, or who will be attending the school at the expected time of admission. In all cases both children must live at the same address. We include in this criterion:

In all cases, both siblings must live at the same address. A sibling is defined as;

- brother or sister who lives in the same household as the applicant child and who is the child of any adult normally resident as part of that household
- a half-brother, half-sister, step-brother or step-sister
- a legally adopted child, a child legally adopted by a biological or step-parent. This does not account for brothers or sisters who have since left the school.

Twins and other siblings from a multiple birth

In these cases, all the children will be considered together as one application. If one or more can be admitted within the published admission number the school will be allowed to go above its admission number as necessary to admit all the children, unless this would make the class too large. The government's school admissions code makes an exception to the infant class limit in this situation.

Brothers and sisters in the same year group

Where there is only one place available in the school the children will be considered together as one application. The school will be allowed to go above its admission number as necessary to admit all the children except in cases where infant class regulations prevent this from happening. If this happens, we can only legally offer one place because the government's school admissions code makes no exception to the infant class size limit for siblings in the same year group. We will offer the parent one place for one child and a different school for the other child or children.

Measurement of distance

Straight line distance as calculated electronically to three figures after the decimal point (e.g. 1.543 miles) by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school.

We use the distance calculated in this way to apply the final oversubscription criterion.

Home Address

By home we mean the address where the child lives for the majority of term time with a parent as defined in section 576 of the Education Act 1996 who has parental responsibility for the child as defined in the Children Act 1989.

Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at both addresses during school term time, they can choose which address to use on the application.

Reserve Lists

For admission into Reception the governors will keep a waiting list which we call a reserve list. If you were not offered a place and you named us as a higher preference, your child is automatically put on the reserve list above the one you were offered. This list is in the order of the oversubscription criteria. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The list is kept by the Schools Admission Team until the end of August. After this we keep the reserve list until the end of the current academic year. We are not required to keep any lists for any other year groups.

Mid-Year Admissions

If you wish your child to join the school at other times parents/carers are required to apply for places directly via Lincolnshire County Council. (We welcome parents and carers to contact school to arrange a visit prior to applying for a place). The Admissions department then request a place at the school before notifying parents/carers. The governors will accept admissions into other year groups / mid-year if there are places. If there are more applications than places, then the oversubscription criteria will be used to decide who should be offered the place. If there are no places, then you will be told of the independent appeal system.

Children of UK service personnel (UK Armed Forces) and returning crown servants

For families of UK service personnel with a confirmed posting to the area, or Crown servants returning to live in the area from overseas, the Governors will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child, where the parent requests this.
- The Governors will not refuse a service child a place because the family does not have an intended address or does not yet currently live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

For late co-ordinated applications and in-year applications supported by the appropriate military documentation we will aim to remove any disadvantage to UK service personnel (UK Armed Forces).

The school's Governors will consider whether:

- An application from that address would normally succeed in an oversubscribed year.
- There is any child on the reserve list with higher priority under the oversubscription criteria. This is because we must only allocate places based on the criteria and must not admit a Services child ahead of another child with higher priority under the criteria. The prejudice from admitting an extra child would be excessive.

The Governors have discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

We will need the notice of posting or official government letter and confirmed address before we can consider an application under these arrangements.

Fraudulent or misleading applications

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example if a false address was given which denied a place to a child with a stronger claim.

Children below Compulsory School Age

Woodlands Infant & Nursery School provides for the admission of all children in the September following their fourth birthday.

Where we have offered a child a place at our school:

- that child is entitled to a full-time place in the September following their fourth birthday; the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made, whichever is the sooner;
- where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.

Admissions of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow.

Parents resident in Lincolnshire should call 01522 782030 or email schooladmissions@lincolnshire.gov.uk for advice on the procedure to follow. It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request. Woodlands Infant & Nursery School will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher

Fair Access

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Students allocated under fair access protocols will take precedence over those on a waiting list. Woodlands Infant & Nursery School will participate in Lincolnshire County Councils the fair access protocol.

Tie-Break

If any of the oversubscription criteria have too many applicants, then the tie break will be by straight line distance. Straight line distances will be calculated electronically to three figures after the decimal point by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school. The child living closer to the school will be offered the place.

Appeals

If we have to refuse a place the parent/carer has the right to appeal to an independent appeals panel. Details of the procedure are available from the school.

Nursery Places:

Woodlands Infant & Nursery School has a 52 place nursery for 15 hour places. As part of this, there are 5 30 hour places for those children who are eligible which are allocated on a first come first served basis and are subject to availability.

Admission into nursery is governed by the school and not the Local Authority. Children entering Nursery should be 3 years of age rising 4. For children to start Nursery after their 3rd birthday they should be 3 before the 31st August. If there are available spaces in Nursery after the September in-take then a January intake will take children who turn 3 between the dates of 1st September and the 31st December. If there are still available spaces after a January intake we can also accommodate an Easter intake. Children will need to be 3 between the dates of 1st January to the 31st March.

Oversubscription criteria for nursery is the same as the main school.

Upon the initial offer of a place for their child, parents will be asked for their session preference. ***There is no guarantee that a place will be offered in the preferred session slot.*** A place in nursery does not guarantee a place in Reception and a place must be applied for in accordance with Lincolnshire County Council's co-ordinated admission arrangements.

Find your nearest school by clicking on either of the links below:

https://www.lincolnshire.gov.uk/find-nearest-school

https://www.lincolnshire.gov.uk/homepage/150/find-my-nearest-school-for-school-admissionsapplications