JOHN WOOD SCHOOL & NURSERY

ADMISSIONS POLICY

2025/2026

John Wood School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

CHANCERY EDUCATION TRUST

JOHN WOOD SCHOOL & NURSERY

ADMISSIONS POLICY 2025/2026

The admissions authority for John Wood School & Nursery is Chancery Education Trust. John Wood School & Nursery has developed its admissions arrangements in accordance with the School Admission Code 2021.

Application Procedure

Application for admission into reception must be made to Croydon Council in accordance with the published Primary Co-ordinated Admission Arrangements. Croydon Council co-ordinates admissions as part of the wider PAN London admission process. All applications need to be completed and submitted ONLINE. Apply for a place www.eadmissions.org.uk. For further information on applying for a school place in Croydon go to: https://www.croydon.gov.uk/education/schools-new/school-admissions

PAN (Published Admission Number)

John Wood School & Nursery has a published admission number of **60** places. Children with an EHCP naming John Wood School & Nursery will be admitted with the number of remaining admissions places reduced accordingly.

Admission Criteria

Where the school is oversubscribed places will be offered in line with the admission criteria in the order set out below:

1. A child looked after (CLA) is a child who is:

   (a) in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions. These children must still be "CLA" when the child starts school unless (b) applies.

   (b) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (90) including those 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.

2. Current Family Association - a brother or sister in John Wood School & Nursery at the time of entry. In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters or the child of the parent/carer's partner. In every case, the child should be living in the same family unit at the same address and the elder sibling must still be on roll at John Wood School & Nursery at the time of entry, or in the process of transition to John Wood School & Nursery through the coordinated admissions process.

3. Children whose parents work as permanent staff members at the school in either or both of the following circumstances:

   i) 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

   ii) the member of staff is recruited to the school to fill a vacant post for which there is a demonstrable skill shortage.

4. Proximity "The distance will be measured in a straight line from the child's home address to the designated entrance(s) of the school using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority.

   If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.

   Distance measurements can be obtained using various internet sources however these do not replicate the system used by Croydon Council. Additionally, the distance measurement which can be obtained from the Croydon website using the 'About your area' link on the home page will not always be identical to that of the measurement obtained using the Croydon school admissions measuring tool (known as GIS) as the 'About your area' link is set up to measure to a range of council facilities and is not set up to measure for school admission purposes. It also does not give measurements to three decimal points.

Notes

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

A child's home address is defined as a residential property that is the child's main or only residence. It must be the residence of both the parent/guardian and the child on the deadline for submitting your application. If you apply before the closing date, you must ensure you will still be living at that address on the closing date.

Croydon Council can only accept one address on the application and if your child lives at two different addresses during the week because of joint residency or another formal living arrangement, we will regard the child's home address as the one at which they sleep for the majority of school nights. You should not select an address simply because it is closer to a school of your preference. You should not use an address at which your child may stay during the week such as at a friend's, grandparent's or child minder's home.

If you are unsure which address to use if your child does stay at two addresses, please contact the Primary Admissions team for advice.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as "excepted" for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

Waiting list will be held for at least the first term of the academic year in oversubscription criteria order.

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday.

Admission of children below compulsory school age and deferred entry into school

The relevant paragraphs of the School Admissions Code are paragraphs 2.17b and 2.17c.

Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, and with the agreement of the school, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Admission of children outside their normal age group

For the purpose of the following advice, the relevant paragraphs of the School Admissions Code are paragraphs 2.18 and 2.19.

Requests for admission to Reception outside of the normal age group should be made to the Principal as early as possible in the admissions round associated with that child's date of birth. This will allow the Principal and admissions authority sufficient time to make a decision before the closing date.

Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional.

Parents are required to complete an application for the normal point of entry (at the same time as the request to defer application) in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry to the following year. Deferred applications must be made via Application to Croydon Council, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round and offers will be made in accordance with each school's oversubscription criteria. Further advice is available from Croydon Council Admissions Team.

John Wood School & Nursery is very skilled at differentiating the curriculum to meet the educational needs of all children, if you wish to defer entry, it is highly recommended that you make an appointment to discuss the relative merits of this with the Principal in the first instance.

Children in attendance at the Nursery

Children who attend John Wood Nursery are **not** automatically entitled to a place in Reception. All parents/carers of Nursery children should submit their application for a reception place through the Local Authority in line with the coordinated admissions process.

In-Year Admissions

Parents/Carers who wish their child to join the school at a time other than the start of Reception, should apply directly to Croydon Borough at https://new.croydon.gov.uk/schools-and-education/schools/primary-school-year-admissions-step-step/apply-online.

Parents/carers who request a school transfer mid-term and where no house move is involved may be advised that their child will not be able to start until the beginning of the next term, unless there are special circumstances to be considered and it is agreed between the present and new school. In year waiting lists will be maintained by the Local Authority until the end of the academic year. Applicants wishing to remain on a school waiting list will be required to reapply at the beginning of the next academic year.

Fair Access Protocol

Additionally, students directed via the LA 'fair access protocol' will take precedence over any student on the waiting list and the referral of a student from 'fair access protocol' includes admitting students over the published admission number. (This refers to a statutory requirement placed by DCSF on admission authorities, from September 2007.) Under the protocol we must agree to share 'hard to place' students in local primary schools. Further details are available from the Admissions Team of the Local Authority.

Appeals

All applicants have a statutory right of appeal in the event that their preferred Academy is unable to offer them a place. An Appeal for Admission form is available from the school's Independent Appeal Clerk. Please contact John Wood School & Nursery's school office for further details.

Infant class size legislation places a duty on local authorities to ensure that no child is taught in an infant class size of more than 30 children. There are only certain circumstances under which an appeal panel can uphold an appeal for a school. For further details please see the School Admission Appeals page @ https://www.croydon.gov.uk/council-and-elections/make-comment-or-complaint-and-have-your-say/school-admission-appeals

Any appeal will be heard by an independent appeals panel and the decision will be communicated by the Independent Clerk to the school and parents and is binding on the Admission Authority/Local Governing board. There is no further right of appeal. Parents who are dissatisfied with the decision may seek a judicial review or have their case investigated by the Local Government Ombudsman. Please note that the Ombudsman cannot overturn an appeal decision but may make recommendations for a suitable remedy.

	Name	Date
Policy written by	J Davis, Principal	September 2023
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To be reviewed annually		