

WOODLAND MIDDLE SCHOOL ACADEMY

Woodland Middle School Academy Admissions Policy

September 2026



Woodland Middle School Academy caters for pupils between the ages of 9 - 13.

The school has an agreed admission number of 180 for entry Year 5 – Year 8.

The Local Authority will apply the following criteria (in the rank order shown) to decide the order in which places will be allocated when there are more requests from parent/carers than the number of places available:

1. All 'looked after' or previously looked after' children (see in Definitions).
2. Pupils living in the catchment area with siblings at the school.
3. Other pupils living in the catchment area.
4. 'Very exceptional' medical grounds.
5. Siblings.
6. Children attending the feeder lower schools i.e. Flitwick, Kingsmoor, Templefield.
7. Any other children

If a place is not offered, parents have a legal right to appeal, to an independent appeal panel, against the decision.

Children who have not been accepted for a place at the school will be placed on a waiting list in line with the admissions criteria until the end of the academic year.

Notes

1. If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the governing body of the school. The Local Authority will not give priority within each criterion to children who meet other criteria. In the event of a (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, using the School Admissions Team database to allocate the place.
2. The Local Authority will normally offer a place at the catchment area school if parents apply for a place at that school during the normal admissions round. However, a place at the catchment area school cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has been completed) it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number at the school. In this case, place will normally be offered at the next nearest school/academy which caters for pupils of the same age and has places available.
3. Pupils who have an Education, Health & Care Plan (EHCP) are required to be admitted to the school which is named on the care plan, even if the school is full. Pupils identified for admission through the In-Year Access Protocol will also be admitted even if the school is full.
4. In year admissions should be made directly to the school.

Definitions

'Looked after' children

A 'looked after' child is a child in the care of a local authority as defined by Section 22 of the Children Act 1989. In relation to a school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

Previously 'looked after' children

A previously 'looked after' child is a child who was 'looked after' but ceased to be so because they were adopted or became subject to a residence order or a special guardianship order.

Children who appear to the Local Authority to have been in state care outside of England and have ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carers partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

'Very Exceptional' Medical Grounds

'Very exceptional' medical grounds refers to cases where there are exceptional medical reasons which make it essential that a child should attend a particular school and where the preferred school is the only school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The comments of the Authority's medical officer may be sought to decide whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent/carer, brother or sister or other relative/childminder.

Home Address

A pupil's home address will be regarded as the address of the parent/carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents/carers at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or universal credit information.

Appendix

Available in the intake year for the school	180
Total number of requests for places in 2021	162
Total number of places allocated in 2021	162

Summary of requests expressed as a percentage of the total number of places allocated:

Pupils living within the school's catchment area	96%
Pupils living outside the school's catchment area	4%

