

## ADMISSIONS CRITERIA FOR ENTRY TO WOODCOTE HIGH SCHOOL IN SEPTEMBER 2024

*The Collegiate Trust* is the admissions authority for *Woodcote High School* and in carrying out this function complies with all the relevant provisions of the statutory codes of practice as they apply at any given time. The *Local Governing Body* (LGB) of *Woodcote High School* operates the agreed procedures of the Trust and participates in the co-ordinated admission arrangements operated by Croydon Council.

During July in any year, information about the arrangements for applying for the intake in September of the following academic year will be available; this will include details of open evenings. Opportunities to visit *Woodcote High School* are provided during the Autumn Term.

*Woodcote High School*, in common with all other schools in Croydon, will admit students referred under the *Hard to Place* protocol via the *Fair Access Panel*, even if this means exceeding the admission number.

### Entry to Year 7

The Planned Admission Number (PAN) for *Woodcote High School* is 216.

Applications for places must be made on the *Common Application Form* provided and administered by Croydon Council or by the Borough in which you live.

If the number of applications for the school is higher than the number of places available, the allocation of places will be made in the following order:

After the admission of children with Education, Health and Care Plans where *Woodcote High School* is named on the Plan, the criteria will be applied in the order in which they are set out below.

1. Looked after Children (see Note 1)
2. Siblings: children with a brother or sister who will be in attendance at the school at the time of enrolment of the new pupil who live within a three mile radius as the crow flies.  
(see Note 2 particularly regarding siblings in the Sixth Form)
3. Children of staff at the school:
  - a) where the member of staff has been directly employed by the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Distance: priority will be given to pupils living nearest to the school as measured in a straight line. (See Note 3 and Note 4).

The Local Authority will use the equal preference model for deciding which school is offered. This means that all school preferences are considered together and the admission criteria administered equally. The rank or order of preference will only be used if it is possible to offer more than one of the preferences. The highest ranked potential offer will be offered.

Applications received after the closing date will not normally be considered until after the offer date.

### NOTES

#### Note 1. Looked After Children:

A looked after child is defined as either:

- an individual in public care at the date on which the application is made; or
- a previously looked after child, (including internationally adopted previously looked after children) being a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order, immediately after being looked after.

If an application is made under the 'looked after' criterion, it must be supported by a letter from the relevant Local Authority Children's Services Department and/or relevant documents. Admissions Policy for Y7-11 for 2022-2023

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.

**Note 2. Siblings:**

A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address. Siblings of Sixth Form students will only be given sibling priority if the Sixth Form student had been enrolled at Woodcote High School for at least one full academic year before they joined the Sixth Form.

**Note 3. Home:**

Home is defined as the address where the child normally resides as his/her only or principal residence. Addresses of child minders, businesses or relatives cannot be considered. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The school should be notified immediately of any change of address. Failure to do so could result in the child being denied a place at the school.

**Note 4. Distance from school:**

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'.

**Note 5. Appeals:**

Unsuccessful applicants will be offered a formal right of appeal.

*Arrangements for Appeals:*

Parents have the right of appeal to an Independent Appeal Panel if they are dissatisfied with a decision made by the Admission Authority. Appeals are conducted in accordance with the Code of Practice on School Admission Appeals published by the Department for Education. The determination of the appeal panel is binding on all parties. Woodcote High School will provide guidance for parents about how the appeals process works. The contact for the appeal panel is the Governance Manager to The Collegiate Trust at Woodcote High School. Appeals must be lodged within five weeks of receipt of the Local Authority offer letter; full details on the appeals process will be published at [Woodcote High School – Part of The Collegiate Trust](#)

**Note 6. In-Year Fair Access Protocol:**

In exceptional circumstances, priority of admission over other applicants may be accorded to pupils for whom, for a variety of reasons, it is difficult to secure an appropriate school place. Any such decision will be taken in accordance with the LA policy on "Fair Access Protocol".

**Note 7. Sixth Form Entry:**

A separate admissions policy exists for entry into the Sixth Form at Woodcote High School. This can be found on the school's website: [Woodcote High School – Part of The Collegiate Trust](#)

**Note 8. Admission outside of a child's normal age range:**

Where a child has been educated out of their normal age group, the parent may request admission out of the normal age group when they transfer to secondary school. The school will decide whether to admit the child out of their normal age group on the basis of the circumstances of each case and in the child's best interests, bearing in mind the age group the child has been educated in up to that point.

Parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like.

**Note 9. Tiebreaker:**

In the event that the number of applications for places exceeds the number of places available, after application of the admissions criteria, distance will be used to decide between applications. Where distance is the same for two or more applications the authority will use random allocation, which will be independently verified.

**In-Year Applications**

The school is part of the Local Authority's coordinated admissions process for children who are applying outside of the normal admission round. All applications made during the academic year must be made to the Home Local Authority by completing the in-year application form that can be downloaded at:  
<https://new.croydon.gov.uk/schools-and-education/schools/school-admissions/step-by-step/secondary-school-year-admissions-step-step>

The local authority will notify the school of any in-year applications made and the school will advise the Home Local Authority of the outcome.

In conjunction with the above, parents are requested to complete Woodcote High School's In Year Transfer Form (available on our website) which should be returned to [admissions@woodcotehigh.com](mailto:admissions@woodcotehigh.com). Waiting lists for in-year admissions are maintained for each year group by the school.

**Important information relating to the admission criteria for Woodcote High School**

**Child's permanent address**

The child's address should be that of the child's permanent place of residence. A business address, work place address, or childminder's address will not be accepted. A relative or carers address can ONLY be considered if those person(s) have legal custody of the child. In these circumstances, evidence of legal custody/parental responsibility i.e. a Court Order must be supplied.

**Shared custody**

If parents share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will normally be the address where Child Benefit is payable. Only one application per child can be accepted. If the address of the parent differs from that of the child, a written explanation must be submitted with the application.

**Change of address**

Changes of address will only be considered where the school receives either of the following, independent pieces of evidence:

- a letter from a solicitor confirming the exchange and completion of contract for the new place of residence
- a copy of the new tenancy agreement

The school should be notified of changes of address immediately. Failure to do so could result in the child being denied a place at a preferred school.

**Waiting lists**

Woodcote High School operates a waiting list whenever there are more applicants than places.

**Operation of the Waiting List**

The list will operate from the day after offers are made and will remain operational for the duration of Key Stage 3.

A child's position on the waiting list will be determined solely in accordance with the admissions criteria and will not take account of the date of application. Where places become vacant they will be allocated to children on the waiting list in accordance with the criteria. A child's position on a waiting list can go down as well as up; for example if a child on the waiting list moves further from the school.

## Entry to Woodcote High School Sixth Form (Year 12)

### CRITERIA FOR ADMISSION TO THE SIXTH FORM Internal and external students - Academic year 2023

Applications should be made on the Woodcote High School Sixth Form application Form, available at [Woodcote High School – Part of The Collegiate Trust](#), or by contacting the school. Completed Forms should be returned to the school at the address below:

Woodcote High School  
Meadow Rise Coulsdon CR5 2EH

Woodcote High School Sixth Form offers courses solely at Level Three, so it is necessary for applicants to have demonstrated achievement at Level Two in order to have a reasonable chance of success. The entry requirements for admission to the Sixth Form shall be:

- A Level courses: 5 GCSE passes at grade 6 and above and a 5+ in English and Maths. In addition, subject specific requirements must also be met.
- Level Three vocational courses: 5 GCSE passes at grade 4 and above including English and Maths with at least a grade 5 in the subject of your choice if studied at level 2.

Students achieving these criteria will be classified as eligible students

- Students will normally be admitted into the Sixth Form in Year 12 at the start of the autumn term of the school year (please see section below concerning late applications).
- The number of places offered in Year 12 will be 110.
- The total admission number for external students entering the Sixth Form (Year 12) will be a minimum of 10.
- The expected total number of students in Year 12 and 13 will be 220

### OVERSUBSCRIPTION CRITERIA

Where the number of applicants exceeds the number of places available then admission will be determined in accordance with the following priority of admission criteria:

1. Eligible students who are classified as looked after children (LAC)
2. Eligible students transferring from Year 12 to Year 13
3. Eligible students from Woodcote High School Year 11
4. Eligible students from other schools who have a sibling at Woodcote High School. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence, including half and step-brothers or sisters (providing both siblings will attend school in the same academic year)
5. Eligible students from other schools prioritised by the distance from their home address to the front gate of Woodcote High School as measured in a direct line using the Local Authority's computerised measuring system

### Notes

#### Note 1.

Entry to the Sixth Form does not imply that students will automatically be enrolled on the courses of their choice. If individual courses are full, the school reserves the right to offer alternative programmes of study.

#### Note 2.

Eligible students from other schools with a statement of SEN, which names Woodcote High School as the best way to meet their needs, will be offered a place in Woodcote Sixth Form.

### **Appeals Arrangements**

Any pupil refused the offer of a place in the Sixth Form has the right of Appeal to an independent appeals panel. Appeals are conducted in accordance with the *Code of Practice on School Admission Appeals* published by the *Department for Education* as it applies to Academies. The determination of the appeal panel is binding on all parties. *The Collegiate Trust* will provide guidance for parents and pupils about how the appeals process works. The contact for this is *the Clerk to The Collegiate Trust* at Woodcote High School.

### **FALSE INFORMATION**

Where the School has made the offer of a place in the Sixth Form on the basis of fraudulent or intentionally misleading information, the school reserves the right to withdraw the offer of a place.

### **LATE APPLICATIONS**

The normal admissions deadline is the end of the first half of spring term in each year. However, students can apply up to the 1st September each year, but in the event of individual courses being full, preference will be given to students applying before the end of the first half of spring term in the calendar year of admission.

Late applications after 1st September each year will be considered under exceptional circumstances i.e. where the student has been following a similar programme of study at another institution and only when there is room on individual courses.

### **TIMETABLE FOR ADMISSIONS for entry in September of each year**

|                                                      |                       |
|------------------------------------------------------|-----------------------|
| 1. Students complete application                     | By February half term |
| 2. Applications acknowledged                         | Once received         |
| 3. Application processed and provisional offers made | By the end of March   |
| 4. GCSE results published                            | August                |
| 5. Final decision on Admission made                  | August                |

Address for correspondence: Woodcote High School  
Meadow Rise Coulsdon CR5 2EH