



Woodgate Primary Academy ADMISSIONS ARRANGEMENTS for September 2026

Woodgate Primary Academy is a Primary School for children aged 4 - 11 years. The school caters for the last year of the Foundation Stage (Reception), Key Stage 1 (5 - 7 years), and Key Stage 2 (7 - 11 years) of the National Curriculum.

Oversubscription criteria

The following oversubscription criteria apply when the Academy receives more applications than its admission number. The admission number for the school is 15.

WGPA

1. Looked after and previously looked after children
2. Those with a significant social, emotional, medical or behavioural need
3. Children living within the designated area of the school with siblings
4. Children living within the designated area without siblings
5. Those with a brother or sister currently attending the school who do not live within the designated area
6. Those living nearest to the school

In the case of oversubscription in **any** of the above categories, priority of placement is given to applicants who live nearest the school. Please note:

1. Any child with a Statement of Special Educational Needs naming the school will automatically be admitted to a school, under section 324 of the Education Act 1996.
2. Previously looked after children are children who were looked after, but ceased to be because they were adopted or became subject to a residence order or a special guardianship order.
3. Parents/carers must provide written supporting evidence from an appropriately qualified person (usually a doctor or social worker) if they wish to apply under the exceptional and compelling social, psychological or medical grounds. The evidence should state clearly why the school asked for is the best one to meet the child's specific needs. Letters from parents are not considered sufficient evidence. A panel of Woodgate Primary Academy governors will decide whether the reasons expressed are sufficient to override the oversubscription criteria and allow admission on exceptional and compelling grounds.
4. The term 'parent' includes other legal guardians.

5. A catchment area is a geographical area served by a specific school and defined on a map. Parents are informed of the catchment school for their home address by the Local Authority. Maps are available from admissions.north@westsussex.gov.uk or from the Academy Trust.
6. Brothers or sisters may be half or step-siblings, adopted siblings or the child of the parent/carer's partner but must be living permanently at the same address.
7. Distances are measured in a straight line from school to home using Ordnance Survey address point data from a central point in each building.
8. Parents may decide to defer entry to primary school until the spring or summer term as long as their child has not reached compulsory school age (the start of the term following the child's 5th birthday). This must be formally agreed with the school.
9. Waiting lists are kept for each year group, in the order of the oversubscription criteria.
10. Parents refused a place at the school have the statutory right of appeal to an independent appeal panel arranged by the admission authority.

Applying for a school place in West Sussex

Parents can express a preference for any school but do not have a right to "choose" a school. Sussex Learning Trust does however make every effort to meet parental preference where possible. Further information about how places are allocated at this and other schools in West Sussex is contained in the Local Authority's Information for Parents Booklet which is available at www.westsussex.gov.uk. Further information is available via <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/schoolplaces/guidance/contact-pupil-admissions/>

Waiting list

WSCC will maintain a waiting list for as long as required for any children not offered a place in the initial allocation. The waiting list will be ranked in line with the published oversubscription criteria and will be ranked again each time a child is added or withdrawn from the list.

Appeals

Parents or carers of children not offered a place have a right to appeal against the decision. Appellants will have 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. Appeals will be heard within 40 school days of the deadline for lodging appeals and appellants will receive at least 10 school days' notice of their appeal hearing.

Open events for parents of children who are starting school in Reception

Open events are held at Woodgate Primary Academy in the Autumn term to allow prospective parents to visit the school and gain a good understanding of the provision on offer - details can be found on the school website and parents are encouraged to contact the school office to book a place - 01444 461329/email office@woodgateprimary.school. On these occasions families will be given a guided tour of the whole school and the Headteacher will be available to answer questions. These visits do not form part of the admission process.

Welcoming children who are joining Woodgate Primary Academy

Once you have been allocated a place at Woodgate Primary Academy, you will be contacted by staff to inform you about the series of induction processes that will take place prior to your child starting school in September.

Parents are invited to the school for an evening during the Summer term prior to the academic year in which their child is due to begin. On this occasion they are welcomed by the Headteacher, and have the opportunity to meet the Reception year staff and discuss starting school and practical issues such as school routines and school uniform.

During the term before they begin in our school, children are invited for preliminary visits. They normally spend time in the classroom with their new teacher and further visits are arranged for the children to come in for "Story Swaps" at the end of the afternoon. The Reception year teachers visit the local playgroups and nursery schools from which children will be transferring. We also conduct home visits.

In addition, prior to your child starting school, staff visit you and your child at home to find out directly from you vital information that will ensure a smooth transition into school. Where appropriate, staff will also make contact with your child's pre-school settings to get to know the children and to gather useful transition information before they join us.

In September, children may start school at the beginning of the school year in which they become five. All children will be offered a full time place from the outset. However, parents of pupils not yet five have the option to send their children for the mornings only during the autumn term if it is agreed with staff to be best for the individual.

Transferring your child to the school

Parents moving into the designated area or otherwise wishing to transfer their child to the school should contact the West Sussex Admissions Team via tel: 033 301 42903, or apply online:

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/apply/movingschool/#moving-to-or-within-west-sussex>. We are happy to welcome pupils transferring from another school for a prestart visit. Please ring the office to make arrangements.

