



The Woodland Academy Trust

Admissions Policy 2018-2019

Policy updated: Autumn 2015
Reviewed by Trustees: Autumn 2015
Policy updated: Spring 2016
Reviewed by Trustees: Spring 2016

Admissions Policy

Knockhall Primary School – Reception Admissions

Knockhall Primary School is the fourth school to join the Woodland Academy Trust. Our published admission number is 90 pupils.

Our oversubscription criteria are set out below. In priority order:

1. **Looked After and Previously Looked After Children/Children in Local Authority Care.** A child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority become subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).
2. **Sibling/Current Family Association.** A brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
3. **Medical/Health and Special Access Reasons.** Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social needs means that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
4. **Distance/Nearness of Children's Home to School.** A pupil's home address is considered to be a residential property that is the child's only or main residence and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you completed your application form and which is either owned by the child's parent, parents or guardian, OR leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement. If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays. The distance is measured between the child's permanent address and the School measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a similarly defined point within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklet provided by the LA.

Knockhall Primary School– Nursery Admissions

Knockhall Primary School is an Academy and the Trustees are responsible for the admission arrangements for the school. Children born from 1 September 2013 to 31 August 2014 will be admitted to Nursery classes in September 2017. The number of Nursery places for the academic year 2018/2019 will be 52, 3 hours per day.

Applicants should be made on the Local Authority's primary common application form and submitted by the closing date published by Kent.

The school will admit pupils with an Education, Health and Care Plan naming the school, where the school has agreed that it can meet that child's needs.

Where there are fewer applicants than places available all will be admitted. Where there are more applicants than places available, the school will apply the following oversubscription criteria, in this order:

Our oversubscription criteria are set out below. In priority order:

1. Looked After and Previously Looked After Children/Children in Local Authority Care. A child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority become subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).
2. Sibling/Current Family Association. A brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
3. Medical/Health and Special Access Reasons. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social needs means that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
4. Distance/Nearness of Children's Home to School. A pupil's home address is considered to be a residential property that is the child's only or main residence and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you completed your application form and which is either owned by the child's parent, parents or guardian, OR leased to or rented

by the child's parent, parents or guardian under a lease or written rental agreement. If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays. The distance is measured between the child's permanent address and the School measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a similarly defined point within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklet provided by the LA.

There is no right to appeal against decisions not to offer a nursery place.

Lime Wood Free School – Reception Admissions

Lime Wood Free School, will be the fifth school to join the family of the Woodland Academy Trust, is a brand new school being built on the site of a disused quarry in Erith as part of a housing development. It is due to open in September 2018 and will cater initially for a Reception cohort of 90 children with increasing capacity to 630 places for children aged 5-11 years.

It is intended that the Lime Wood Free School curriculum will be very much based upon the ecological and conservation principles on which the entire site is due to be developed. It will be designed to promote children's independence as learners and to provide them with the motivation and skills to succeed, whatever their circumstances. Given the wonderful setting, and ecological environment, a major part of the curriculum will be based on an outdoor and adventure theme. The proposed site sits within an area dominated by housing, road links and industry, and is essentially an oasis within the community.

Lime Wood Free School will inspire all children through the use of the outdoors and strive for everyone to achieve qualifications in a wide range of adventure pursuits; opportunities they would be unlikely to have access to otherwise.

Lime Wood Free School is a Free School and the Trustees are responsible for the admission arrangements for the school. Children born from 1 September 2013 to 31 August 2014 will be admitted to Reception classes in September 2018.

Admission number(s)

The free school has a Pupil Admission Number (PAN) of 30 for entry in Reception classes in September 2018 rising for the following two years by a further 30 pupils for 2019 to a PAN of 60 pupils and then again in 2020 by a further 30 pupils to fulfil the full PAN of 90 pupils in each reception year from 2020 onwards.

The free school will accordingly admit this number of pupils each year if there are sufficient applications in accordance with the admission criteria. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the free school to all those who have applied.

There is no right to appeal against decisions not to offer a nursery place.

Application process

The academy will process applications for the school outside the normal process of co-ordination. This means that you will need to make a separate application for this school.

Applications should be sent to 'Lime Wood Free School Admissions' at the following address:

The Woodland Academy Trust
Northumberland Heath Primary School
Wheelock Close
Erith
Kent DA8 1JE

or:

Email: admissions@limewoodfreeschool.org.uk

The closing date for applications is 15th January 2018.

Offers will be made in April 2018. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

The application form can be obtained from appendix 1 of this policy or via our website: www.woodlandacademytrust.co.uk.

Our oversubscription criteria are set out below. In priority order:

1. Looked After and Previously Looked After Children/Children in Local Authority Care. A child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority become subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).
2. Sibling/Current Family Association. A brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
3. Medical/Health and Special Access Reasons. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social needs means that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
4. Distance/Nearness of Children's Home to School. A pupil's home address is considered to be a residential property that is the child's only or main residence and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you completed your application form and which is either owned by the child's parent, parents or guardian, OR leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement. If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of

weekdays. The distance is measured between the child's permanent address and the School measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a similarly defined point within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklet provided by the LA.

Late applications

All applications received after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

The process for requesting such an admission is through the completion of the Lime Wood Free School admissions form.

Waiting lists

The free school will operate a waiting list for each year group. Where in any year the free school receives more applications for places than there are places available, a waiting list will operate until the end of Autumn Term 2018. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the Trust Clerk to Governors, The Woodland Academy Trust, c/o Northumberland Heath Primary School, Wheelock Close, Northumberland Heath, Kent, DA8 1JE for information on how to appeal, any appeals must be received by 19th May 2017. Information on the timetable for the appeals process can be found at appendix 2 and on our website at www.woodlandacademytrust.co.uk.

Northumberland Heath Primary School – Nursery Admissions

Northumberland Heath Primary School is an Academy and the Trustees are responsible for the admission arrangements for the school. Children born from 1 September 2013 to 31 August 2014 will be admitted to Nursery classes in September 2017. The number of Nursery places for the academic year 2018/2019 will be 52, 3 hours per day.

Applicants should be made on the Local Authority's primary common application form and submitted by the closing date published by Bexley.

The school will admit pupils with an Education, Health and Care Plan naming the school, where the school has agreed that it can meet that child's needs.

Where there are fewer applicants than places available all will be admitted. Where there are more applicants than places available, the school will apply the following oversubscription criteria, in this order:

Our oversubscription criteria are set out below. In priority order:

1. Looked After and Previously Looked After Children/Children in Local Authority Care. A child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority become subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).
2. Sibling/Current Family Association. A brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
3. Medical/Health and Special Access Reasons. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians', physical or mental health or social needs means that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
4. Distance/Nearness of Children's Home to School. A pupil's home address is considered to be a residential property that is the child's only or main residence and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you completed your application form and which is

either owned by the child's parent, parents or guardian, OR leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement. If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays. The distance is measured between the child's permanent address and the School measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a similarly defined point within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklet provided by the LA.

There is no right to appeal against decisions not to offer a nursery place.

Northumberland Heath Primary School – Reception Admissions

Northumberland Heath Primary School is an Academy and the Trustees are responsible for the admission arrangements for the school. Children born from 1 September 2012 to 31 August 2013 will be admitted to Reception classes in September 2017. The number of Reception places for the academic year 2017/2018 will be 90.

Applicants should be made on the Local Authority's primary common application form and submitted by the closing date published by Bexley.

The school will admit pupils with an Education, Health and Care Plan naming the school, where the school has agreed that it can meet that child's needs.

Where there are fewer applicants than places available all will be admitted. Where there are more applicants than places available, the school will apply the following oversubscription criteria, in this order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.¹
2. Siblings of children who will be attending Northumberland Heath Primary School at the time the child is due for admission to the school. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year. For this priority, brother or sister includes a full brother or sister, adopted brother or sister, or step/ half brother or sister living at the same address.
3. Distance from school with priority given to pupils living nearest to the school, based on the distance measured as a straight line from the home address to the nearest pupil entrance. Measurements will be provided by the London Borough of Bexley in accordance with its home to school distance measuring policy. Home will be taken as the child's home address at the time of allocation, that is the address at which the child lives with the parent or legal guardian who is also the main carer, defined as the parent eligible to receive child benefit and child tax credit.

A waiting list will be kept by the Trust of applicants who are refused admission due to oversubscription. When places become available, they will be offered in the sequence of the criteria above. The waiting list will be kept until the start of the autumn term 2017.

Parents have the right to appeal against any refusal to admit their child. Details of the appeals procedure can be obtained by contacting the school office.

¹ 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).

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

Peareswood Primary School – Nursery Admissions

Peareswood Primary School is an Academy and the Trustees are responsible for the admission arrangements for the school. Children born from 1 September 2013 to 31 August 2014 will be admitted to Nursery classes in September 2016. The number of Nursery places for the academic year 2017/2018 will be 52, 3 hours per day.

Applications should be made on the Local Authority's primary common application form and submitted by the closing date published by Bexley.

The school will admit pupils with an Education, Health and Care Plan naming the school, where the school has agreed that it can meet that child's needs.

Where there are fewer applicants than places available all will be admitted. Where there are more applicants than places available, the school will apply the following oversubscription criteria, in this order:

A waiting list will be kept by the Trust of applicants who are refused admission due to oversubscription. When places become available, they will be offered in the sequence of the criteria above. The waiting list will be kept until January 2017.

If there are vacancies, they will be offered on a first come, first served basis to children who are already three and can demonstrate that they are ready.

There is no right to appeal against decisions not to offer a nursery place.

Peareswood Primary School – Reception Admissions

Peareswood Primary School is an Academy and the Trustees are responsible for the admission arrangements for the school. Children born from 1 September 2012 to 31 August 2013 will be admitted to Reception classes in September 2017. The number of Reception places for the academic year 2017/2018 will be 60.

Applicants should be made on the Local Authority's primary common application form and submitted by the closing date published by Bexley.

The school will admit pupils with an Education, Health and Care Plan naming the school, where the school has agreed that it can meet that child's needs.

Where there are fewer applicants than places available all will be admitted. Where there are more applicants than places available, the school will apply the following oversubscription criteria, in this order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.²
2. Siblings of children who will be attending Northumberland Heath Primary School at the time the child is due for admission to the school. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year. For this priority, brother or sister includes a full brother or sister, adopted brother or sister, or step/ half brother or sister living at the same address.
3. Distance from school with priority given to pupils living nearest to the school, based on the distance measured as a straight line from the home address to the nearest pupil entrance. Measurements will be provided by the London Borough of Bexley in accordance with its home to school distance measuring policy. Home will be taken as the child's home address at the time of allocation, that is the address at which the child lives with the parent or legal guardian who is also the main carer, defined as the parent eligible to receive child benefit and child tax credit.

A waiting list will be kept by the Trust of applicants who are refused admission due to oversubscription. When places become available, they will be offered in the sequence of the criteria above. The waiting list will be kept until the start of the autumn term 2017.

Parents have the right to appeal against any refusal to admit their child. Details of the appeals procedure can be obtained by contacting the school office.

² 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).

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

Willow Bank Primary School – Reception Admissions

Willow Bank Primary School is an Academy and the Trustees are responsible for the admission arrangements for the school. Children born from 1 September 2012 to 31 August 2013 will be admitted to Reception classes in September 2017. The number of Reception places for the academic year 2018/2019 will be 60.

Applicants should be made on the Local Authority's primary common application form and submitted by the closing date published by Bexley.

The school will admit pupils with an Education, Health and Care Plan naming the school, where the school has agreed that it can meet that child's needs.

Where there are fewer applicants than places available all will be admitted. Where there are more applicants than places available, the school will apply the following oversubscription criteria, in this order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.³
2. Siblings of children who will be attending Northumberland Heath Primary School at the time the child is due for admission to the school. This priority does not include brothers or sisters due to transfer to secondary school in the next academic year. For this priority, brother or sister includes a full brother or sister, adopted brother or sister, or step/ half brother or sister living at the same address.
3. Distance from school with priority given to pupils living nearest to the school, based on the distance measured as a straight line from the home address to the nearest pupil entrance. Measurements will be provided by the London Borough of Bexley in accordance with its home to school distance measuring policy. Home will be taken as the child's home address at the time of allocation, that is the address at which the child lives with the parent or legal guardian who is also the main carer, defined as the parent eligible to receive child benefit and child tax credit.

A waiting list will be kept by the Trust of applicants who are refused admission due to oversubscription. When places become available, they will be offered in the sequence of the criteria above. The waiting list will be kept until the start of the autumn term 2018.

Parents have the right to appeal against any refusal to admit their child. Details of the appeals procedure can be obtained by contacting the school office.

A waiting list will be kept by the Trust of applicants who are refused admission due to oversubscription. When places become available, they will be offered in the

³ 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).

sequence of the criteria above. The waiting list will be kept until the start of the autumn term 2018.

Parents have the right to appeal against any refusal to admit their child. Details of the appeals procedure can be obtained by contacting the school office.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

Lime Wood Free School



Web address: www.woodlandacademytrust.co.uk

Primary Application Form 2018-2019

As a new school, only recently announced by the Department for Education (DfE), the application process for Lime Wood Free School will be different to the application process for primary schools within the Local Authority for this year. Our proposed admissions process has been created to comply with DfE policy.

It is important that you submit an application through the Pan-London Co-ordinated Admissions Scheme (or other scheme) in order to make sure that your child has a school place for next September. If you are interested in sending your child to Lime Wood Free School you must **also** complete this form and apply directly to Lime Wood Free School. You cannot apply to Lime Wood Free School via the Pan-London Co-ordinated Admissions Scheme (or other scheme). If you have any queries about this form please phone our parent helpline on: 01322 344836 or email us at admissions@limewoodfreeschool.org.uk.

Ways to apply to Lime Wood Free School:

Apply over the phone: call our parent helpline on 01322 344836 and leave a message. Someone will get back to you to complete the form on your behalf.

Apply by email: send the completed form to admissions@limewoodfreeschool.org.uk

Apply in writing: please complete this application form and return it to:

**Lime Wood Free School Admissions
The Woodland Academy Trust
Northumberland Heath Primary School
Wheelock Close
Erith
Kent
DA8 1JE**

In case you need to appeal:

Please make sure you keep your acknowledgement that we have received your application until you know the result of your application as you will need this if you have to appeal.

Further information:

As with all new schools being created as part of the government's Free School programme, Lime Wood Free School offers are subject to our Funding Agreement being finalised with the Department for Education. In accordance with the usual practice for new Free Schools, parents are advised to make an additional application to other schools through the Pan-London Co-ordinated Admissions Scheme (or other scheme). The Local Authorities understand parents wishing to attend Lime Wood Free School can keep their registration open with us and also still accept their Local

Authority school place, until the Funding Agreement and school site agreement for Lime Wood Primary School has been made. All plans for the Funding Agreement to be finalised with the DfE are on course and we are very confident of a positive outcome.

Lime Wood Free School Primary Application Form 2018-2019

Please complete this form in BLOCK CAPITALS.

Details of child

| | | | |
|--|---|---------------|--|
| Child's first name: | | | |
| Child's middle name(s): | | | |
| Child's surname: | | | |
| Child's home address: | (This must be the address where the child lives most of the time. If this is different from the parent or carer's address given later in this form, please explain why on a separate sheet of paper.) | | |
| Postcode: | | | |
| Date moved to this address: | | | |
| Child's date of birth: | | | |
| Child's gender: | Male | Female | (please delete as appropriate) |
| Does your child have a statement of special educational needs? | Yes | No | (please delete as appropriate) |
| Is your child in the case of a Local Authority? | Yes | No | (If yes, please state which Local Authority below and enclose a copy of the care order. If you are emailing this form to us then please post us a copy of the care order) |
| | Local Authority: | | |
| Does your child have a medical reason why he/she should be given priority for admission to the | Yes | No | (If yes, please give details below and attach a doctor's letter/certificate or other professional advice, e.g. from a social worker. If you are emailing this form to us then please post us |

| | | | |
|---|------------|-----------|---|
| school? | | | a copy of the relevant documentation) |
| | Details: | | |
| Does your child have a social reason why he/she should be given priority for admission to the school? | Yes | No | (If yes, please give details below and attach a supporting letter from a relevant professional. If you are emailing this form to us then please post us a copy of the relevant documentation) |
| | Details: | | |
| Are there are any other reasons why your child should be given priority? | Yes | No | (If yes, please give details below) |
| | Details: | | |

| | | | |
|--|------------|-----------|--|
| Is this application for admission for a place outside your child's normal age group? | Yes | No | (If yes, please give details below outlining what year group the application is for and why and attach any supporting documentation. If you are emailing this form to us then please post us a copy of the relevant documentation) |
| | Details: | | |

Details of parent/carer

| | |
|--|--|
| Name of parent to whom you wish correspondence sent: | |
| Parent/carer's telephone number: | |
| Parent/carer's email address: | |
| Name of parent who received child benefit: | |

Please give details of any brothers or sisters who will be at primary school on 1st September 2018:

| Name | Date of birth | School |
|------|---------------|--------|
| | | |
| | | |
| | | |

Confirmations

This information falls within the Data Protection Act. The information supplied will be held on computer for the purposes of education, training, administration and will be used solely for this purpose and disclosed when necessary to the relevant Local Authority, other schools, etc. The information on this form and any other information subsequently provided whether by meeting, phone, fax, mail or e-mail would also be used for this purpose.

I freely consent to the use of the personal data as described in the paragraph above.

(Please tick the box to confirm)

I confirm that I have parental responsibility for this child and/or the child lives with me.

(Please tick the box to confirm)

I confirm that I currently live at the address stated.

(Please tick the box to confirm)

| | |
|---|--|
| Full name of person completing the application: | |
|---|--|

Please note: if you give inaccurate information we reserve the right to withdraw the offer and your child will lose their place.

Office use only

| | | | |
|---------------------------------------|------------|-----------|--|
| Address query: | Yes | No | |
| Further evidence requested: | Yes | No | |
| If applicable date evidence received: | | | |

Appendix 2

**Lime Wood Free School
Admissions Dates and Appeals Timetable: 2018/19**

| Admissions Dates: | |
|--------------------------|---|
| 15 January 2017 | Deadline for admission forms to be received. |
| 16 April 2017 | Notifications of outcome of applications sent. |
| 8 May 2017: | Deadline for accepting or declining the offer of a place made on 16 April 2017. |
| 19 May 2017: | Deadline for lodging appeals against a decision not to offer a place – see timetable below. |

| Appeals Timetable: | |
|---------------------------|---|
| 19 May 2018: | Deadline for lodging appeals against a decision not to offer a place. |
| June – July 2018: | Appeals will be heard up to 40 school days after the deadline. Appellants will receive at least 10 days' notice of their appeal hearing. Decision letters will be sent within 5 school days of the hearing wherever possible. |
| Late applicants: | Appeals will be heard within 40 school days of the deadline for lodging appeals – where possible, or within 30 school days of the appeal being lodged. |
| In-Year Appeals | Will be heard within 30 school days of the appeal being lodged. |