

# Woodlands

# Schools



# Admissions

# Policy

**This policy includes EYFS & Little Acorns**

*Excellence for all through teaching, learning, opportunity and achievement*

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# Admissions Policy

**For the purposes of this policy document, the term ‘Woodlands Schools’ also includes Little Acorns Nursery**

## Introduction

Woodlands Schools are non-selective, mixed ability schools located in Hutton and Great Warley offering provision for children aged from 3 months to 11 years of age.

The Schools have no pre-determined catchment areas.

## Entry Procedure

Woodlands Schools are inclusive schools that welcome children from all backgrounds and abilities. Our focus is very much on the individual child, to identify and develop their strengths and ensure that each pupil reaches their own potential during their education with us within a nurturing environment.

Details of the procedure for admission to the school can be found on the School’s website, [Woodlands School Hutton Manor Admissions](#) where parents can register their child’s details on line. Alternatively, and for more information, parents can contact:

Mrs Penny Marshall – 01277 245 585 or [penny.marshall@woodlandsschools.co.uk](mailto:penny.marshall@woodlandsschools.co.uk) for Hutton Manor School

Mrs Deborah Oram – 01277 233 288 or [deborah.oram@woodlandsschools.co.uk](mailto:deborah.oram@woodlandsschools.co.uk) for Great Warley School

Mrs Caron McGuinness – 01277 245 595 – [admissionssupport@woodlandsschools.co.uk](mailto:admissionssupport@woodlandsschools.co.uk) for Little Acorns Hutton Manor and Little Acorns Great Warley

All applications are will be treated on their own merit in confidence and with a sensitive manner.

We make special provision for candidates with special educational needs or disabilities, making reasonable adjustment to ensure that no child is at a disadvantage compared to those without a disability.

The School is committed to equal opportunity for all its pupils, regardless of race, ethnicity, sex, disability, religion or belief, cultural or linguistic background.

The School’s Equal Opportunities Policy and the Disabled Special Needs Access Policy are made available on the School website or upon application to the School Office.

Following a parent's initial inquiry, parents are invited to attend an appointment for a tour of their chosen school or nursery and to meet with meet with the Head Teacher and/or Nursery Manager.

## **School Admissions**

Parents may apply for a place at their choice of setting through the Registration form included in the prospectus. A Registration form must be completed and forwarded to the relevant contact person along with a full copy of the child's Birth Certificate and the registration fee. Upon receipt of the completed Registration the pupil's name and details are entered onto the Admissions system at the appropriate setting.

Where relevant, a copy of a prospective child's most recent school report may be requested by the Head Teacher. The Head Teacher may also seek permission from the parent to contact the prospective child's current school for a reference.

To ensure that Woodlands is the best environment for your child and that their needs will be fully met, following receipt of a child's registration and prior to an offer being made, prospective children are invited to attend a taster day at the preferred setting.

During their visit, the teaching staff will carry out an informal assessment on the child to ascertain their current level of academic ability and identify any possible areas where extra help may be needed. Each child is also observed in their attitude to learning and their social interaction with other children.

Following the taster day, the child's suitability for a place at the school will be discussed with the parents.

A place will be offered by providing the parents with a formal offer letter together with a copy of the terms and conditions. The letter includes a request for payment of the deposit. The place offered is deemed confirmed and secure upon receipt of the deposit and signed Parent Confirmation of Acceptance form from the parents. The pupil's place is then confirmed on the Admissions System and Register where the final stage of the pupil's attendance is completed prior to their designated start date.

Priority for places within Kindergarten is given to those children who are already attending Little Acorns Nursery and preference is also given to siblings already attending the school.

## **Nursery Admissions**

Following a parent's initial inquiry, parents are invited to attend an appointment for a tour of their chosen nursery and to meet with meet with both the Nursery Manager and staff within their chosen setting.

Parents may apply for a place at their choice of setting through the Registration form included in the prospectus. A Registration form must be completed and forwarded to the relevant contact person along with a full copy of the child's Birth Certificate and the registration fee. Upon receipt of the completed Registration the pupil's name and details are entered onto the Admissions system at the appropriate setting and their name also added to the waiting list.

The waiting list operates on a 'first come, first served basis'. Every effort is made to accommodate both parents requested sessions and commencement date for their child and parents are contacted as soon as a place becomes available.

Following the nursery's confirmation of availability of a place, a formal offer letter is sent to the parents along with a copy of the terms and conditions and a request for payment of the deposit. The place offered is deemed confirmed and secure upon receipt of the deposit and signed Parent Confirmation of Acceptance form from the parents. The child's place is then confirmed on the Admissions System.

Parents are invited to bring their child along to the nursery for 'settling in sessions' prior to their official start date.

## **Review**

The School's admissions literature, policy and procedures are reviewed on an annual basis.