

# WOODS LOKE PRIMARY SCHOOL

Butley Drive, Oulton Broad, Lowestoft, Suffolk, NR32 3EB  
Headteacher: Mr. J. Crawley Telephone: 01502 561234  
Email: [office@woodsloke.org](mailto:office@woodsloke.org)



## Woods Loke Primary School admission arrangements for the 2022/2023 school year

### Introductory statement

Woods Loke Primary School is part of the Hartismere family of schools. Woods Loke is situated in Oulton Broad and caters for children in the local community aged between 3 and 11 years. The school has a Nursery. (Pupils are admitted to the Nursery under separate arrangements).

Woods Loke is a friendly, vibrant, exciting learning community, committed to high standards of achievement and personal development. Our mission statement is: Learn, Aspire, Achieve. Learning is our core business, we all aspire to be the best we can be, and high standards of achievement is our ultimate aim.

### Published Admission Number

The school has a Published Admission Number (PAN) of 60.

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

### Application process

Suffolk County Council will process applications as part of the normal local authority process for co-ordinating school offers for the Reception year group.

Applications for this school can be made online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or by filling in a paper application form (CAF1) available from the Local Authority Admissions Team on 0345 600 0981 (local rate) or from [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). Paper applications should be sent to the Admissions Team, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX.

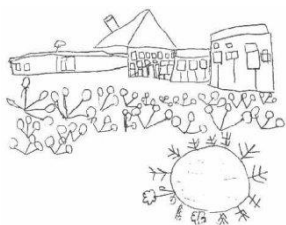
The closing date for applications is 15 January.

Offers will be made on 16 April or the next working day.

Woods Loke Primary school is an own admission authority school for all other in year admissions, this means if you wish for your child to join our school at any time other than at the start of their Reception year, you need to apply directly to the school. Applications should be made on an ADMN1 form, which can be found on the school website. Alternatively, please contact the school office for further information.

### Oversubscription criteria

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:



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1. Looked after children (children in care) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order, immediately following having been looked after).
2. Sibling: where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap.
3. Other children by distance from the school with priority for admission being given to those who live nearest to the school as measured by a straight line. All straight line distances are calculated using Google maps straight line distance measurements. The data plots the distance from the address-point between which the straight line distance is measured and reported to two decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.

## Tie-break

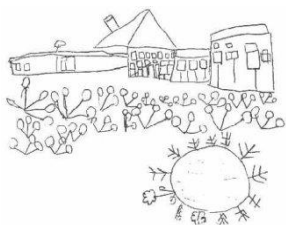
It is possible that the PAN of the school will be reached in any one of the categories set out above. For this reason, all applications will be prioritised according to the criteria described. Decisions will be made about the offer of places in accordance with those priorities. If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will give priority to the applicants who live nearest to the school as measured by a straight line.

In the unlikely event that two applicants competing for a single place at a school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn by someone independent of the school.

If the final place available is offered to a twin, triplet or other multiple birth and the remaining sibling(s) would ordinarily be refused, we will offer places to the remaining sibling(s).

## Late applications

All applications received by the Local Authority after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If you were unable to apply by the closing date, and the Local Authority agree that there are very exceptional reasons for an application being late, it will be considered as on time if it is received by the exceptional late date in the Co-ordinated Admissions Scheme and evidence is provided with your application. This only applies in circumstances outside your control which made it impossible for the application to have been made on time. Further information is available from the Local Authority on 0345 600 0981 or at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).



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## 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

It is expected that children will normally be educated within their chronological year group. However, we will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned in line with the School Admissions Code.

You can make a request to the school in writing. This will need to include, where relevant, any supporting evidence. We will make a decision on the request, taking into account the views of the headteacher. We will write to you with the outcome including the reasons for the decision. If the request is refused, you will be given the details of how to complain to the school.

A CAF1 application form must be sent to Suffolk County Council along with the decision letter from the school and other relevant evidence by the national closing date. Even if the request is agreed there is no guarantee there will be a place available.

## Waiting lists

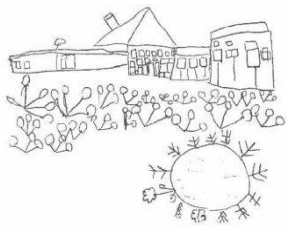
The school will operate a waiting list for each year group. These will be maintained by the Academy Trust and any child who is refused a place, will automatically be added to the waiting list. They will remain on the waiting list until either the parent requests for them to be removed or until the end of the academic year in which they have applied.

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.

Information on how to make an appeal will be provided in the letter refusing your child a school place.



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## Notes:

### Sibling

The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent/carer; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.

### Ordinarily resident

By ordinarily resident we mean the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. If you use another address to give the impression that your child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address, so that you have a higher priority for a place at that school; we consider this to be a fraudulent application. Where a child lives at two or more addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Separate evidence in writing from each parent must be provided to confirm the child's living arrangements at the time of application.

In cases where the child spends an equal proportion of the school week at two or more different addresses, evidence of which is to be considered the main contact address will be required to support the application. Agreement in writing by the parents will be required to state which address is to be used as the ordinarily resident address. This address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference.

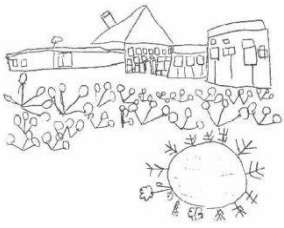
If we are aware of a parental dispute affecting the application, we may not be able to deal with the application and you may need to seek independent legal advice in order to resolve the matter.

### Looked after children

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).

### Previously looked after children

Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child



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arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.