

Admissions criteria for classes at Woodpecker Hall Academy

NSCTDoc / WHA / 07/24WB

SEPTEMBER 2026

The Trust is responsible for the admission of pupils into the Academy

The agreed admission number is 90 pupils full-time into the Reception year.

The Academy is required to comply with the infant class size rules which requires that reception, year 1 and year 2 classes must have no more than 30 children with a qualified teacher. The admission number for the Academy takes this into account.

We are an inclusive school and welcome all children and families to our diverse, vibrant community.

If there are fewer applications for the Academy than there are places available, everyone is offered a place.

After the admission of pupils with a statement of special educational needs naming the Academy, we use the following criteria to decide which children should be offered places when there are more children wanting to go to the Academy than there are places available: -

1. Children looked after (as defined by Section 22(1) of the Children Act 1989) and those who were children looked after, but ceased to be so because they were adopted¹, or became subject to a residence order² or special guardianship order³. This includes children adopted from state care outside of England.
2. Pupils of staff at the Academy where: -
 - a. the member of staff has been employed at the school for two or more years at the time at which the application for admission is made; or
 - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
3. Children with a sibling who is attending the Academy at the time of application and who will remain on roll at the time of admittance. Long term foster children will be accepted as siblings of the foster carers own children and other children in foster care at the same address. The children concerned must be living at the same address and evidence may be required to verify the sibling link.

Priority within this group will be given in the following order: -

- a. children of twin/multiple births living at the same address.

¹ Under the terms of the Adoption and Children Act 2002, Section 46

² Under the terms of the Children Act 1989, Section 8

³ Under the terms of the Children Act 1989, Section 14A

- b. other children
- 4. Other children by distance with those who live closest being admitted first. Priority within this group will be given in the following order: -
 - a. children of twin / multiple births living at the same address.
 - b. other children

If a tie-break is needed to determine who is admitted under criteria 4 above, priority will be given to children living nearest to the Academy. For all purposes nearness to the Academy will be measured in a straight line from the child's home to the main entrance of the Academy⁴. Random allocation will be used if the distance between two children's homes and the school is the same. This process will be independently verified.

Waiting Lists

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained by the Academy in order of the criteria set out above and not in the order in which applications are received or added to the list.

Parents / carers will be consulted regularly on whether they still wish to remain on the waiting list and the waiting list will be maintained until the end of the Academic year.

Application procedures, late applications and timetable for admissions

Application to the Academy is not dependent on any ability test and in order to apply for a place at the Academy a standard Local Authority application form must be completed and returned to Enfield Schools Admission Service by the due date for the common admissions application timetable.

The dates and link to the application form are available on our website

www.woodpeckerhallacademy.org.uk/admissions-september

Unsuccessful applicants will be given reasons related to the criteria listed above and advised of their right of appeal to the independent appeals panel.

Late applications will be allocated to the waiting list and places will be allocated as vacancies occur.

The admission of pupils with Special Educational Needs and Disabilities (SEND) where a local authority has agreed to name the academy on a child's education, health and care (EHC) plan statement (under Section 324 of the 1996 Education Act), is dealt with by a completely separate procedure. Details of this separate procedure are set out in the [Special Educational Needs Code of Practice](#).

⁴ Distances from home to school are calculated by the London Borough of Enfield admissions service.

In the case of multi-occupancy buildings such as flats where there may be only one address point, priority will usually be given to applicants whose door number is the lowest numerically or alphabetically

After an offer has been made of a place at the Academy, we require two proofs of residence of the permanent home of the child to confirm the place. One of these must be a notification of Child Benefit from HMRC. If the parent / carer is not entitled to Child Benefit, then another proof of residence must be provided. Other proofs of residence must be a council tax document, child's medical card, a utility bill (e.g. gas or electric), bank or building society letter or similar less than 3 months old.

Confirmation of date of birth of the child will also be required.

Where the child lives

Where parents have shared responsibility for a child and the child lives for part of the week with each parent, then the child will be deemed to live where they spend the majority of school nights.

School nights are Sunday night, Monday night, Tuesday night, Wednesday night and Thursday night.

In the event of joint parental responsibility with the child spending equal time with either parent, the child will be deemed to live with the parent with the Child Benefit Award Notice.

Siblings

A sibling is defined as a full brother or sister, a step / half brother or sister living at the same address, a child who is living as part of the family by reason of a court order or a child who has been placed with the family as foster carers as a result of a being looked after by a local authority.

Children looked after

In the case of a child who was previously looked after, we will require a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was a child looked after immediately prior to that order being made.

Please note

Unfortunately, it appears that there have been some cases where parents have been tempted to supply false or inappropriate information to try and get a place at a particular Academy or school (for example by giving the address of a relative instead of the home address).

Information supplied by parents / carers is checked. If it is found that false information has been provided and a place has been obtained because of this, the place offered is likely to be withdrawn. Parents / carers will still have the right of appeal if the place is withdrawn.