

ADMISSIONS CRITERIA FOR ENTRY TO WOODCOTE HIGH SCHOOL IN SEPTEMBER 2025

The Collegiate Trust is the admissions authority for *Woodcote High School* and in carrying out this function complies with all the relevant provisions of the statutory codes of practice as they apply at any given time. The *Local Governing Body* (LGB) of *Woodcote High School* operates the agreed procedures of the Trust and participates in the co-ordinated admission arrangements operated by Croydon Council.

During July in any year, information about the arrangements for applying for the intake in September of the following academic year will be available; this will include details of open evenings. Opportunities to visit *Woodcote High School* are provided during the Autumn Term.

In exceptional circumstances, priority of admission over other applicants may be accorded to pupils for whom, for a variety of reasons, it is difficult to secure an appropriate school place. Any such decision will be taken in accordance with the Local Authority policy on "Fair Access Protocol".

Woodcote High School, in common with all other schools in Croydon, will admit students referred under the *Hard to Place* protocol via the *Fair Access Panel*, even if this means exceeding the admission number.

Entry to Year 7

The Planned Admission Number (PAN) for *Woodcote High School* is 216.

Applications for places must be made on the *Common Application Form* provided and administered by Croydon Council or by the Borough in which you live.

'Children with an Education Health and Care Plan (EHCP) will be allocated to the school before other applicants are considered, under section 324 of the Education Act 1996, and the number of places available may be reduced by the number of children with an EHCP that has named the school'

If the number of applications for the school is higher than the number of places available, the allocation of places will be made in the following order:

1. Looked After Children:

Priority will be given to students in the care of a local authority at the time of application and also to students 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 after being looked after; this includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. An application made under this category must be supported by a letter from the relevant Local Authority's Children's Department and / or relevant documents including a copy of adoption, child arrangement or special guardianship order where applicable.

2. Children of staff at Woodcote High School

A member of staff is defined as:

- a) Someone who has been employed by The Collegiate Trust at Woodcote High School for two or more years at the time at which the application for admission to Woodcote High School is made, or
- b) Someone who has been recruited to fill a vacant staff post at Woodcote High School for which there is a demonstrable skill shortage.

3. Sibling:

Priority will then be given to siblings. The word sibling refers to all blood, half, foster, step and adoptive brothers and sisters (not cousins) who are on roll at the date of admission of the younger sibling and who live at the same home, in the same family unit as the child on a permanent basis. Siblings of Sixth Form students will only be given priority if the Sixth Form student has been enrolled at Woodcote High School for at least one full academic year before they joined the Sixth Form.

4. Proximity:

All remaining places will then be allocated to children on the basis of distance from *Woodcote High School*. The distance will be measured in a straight line from the child's home address to the designated entrance of the school using a computerised measuring system (GIS) and geographical reference points as provided by the *National Land and Property Gazetteer* (NLPG). Those living closer to the school will receive higher priority. If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes. In the case of separated parents, if a child spends time with both parents, the home address is deemed to be that of the parent who receives the Child Benefit payment. In the event of a tie, priority will be given to the child whose journey to school via public transport is the shortest distance.

Notes

- i. Please check the Croydon Education website for details of all deadline dates for each year. Applications received after the closing date will not normally be considered until after the offer date.

Admission of children outside their normal age group

Parents may request that their child is exceptionally admitted outside of their normal age group. Any such requests should include evidence of the child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary and will be considered by The Collegiate Trust.

Operation of Waiting List

Woodcote High School will operate a waiting list for each year group. Where in any year *Woodcote High School* receives more applications for places than there are places available, a waiting list will operate until at least the end of the first term (normally late December). This will be maintained by *Woodcote High School* and it will be open to any parent to ask for their 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 set out above. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for Appeals

Parents have the right of appeal to an Independent Appeal Panel if they are dissatisfied with a decision made by the Admission Authority. Appeals are conducted in accordance with the Code of Practice on School Admission Appeals published by the Department for Education. The determination of the appeal panel is binding on all parties. *The Collegiate Trust* will provide guidance for parents about how the appeals process works on the school website. The contact for this is admissions@woodcotehigh.org.uk Appeals must be lodged within five weeks of receipt of the Local Authority offer letter; full details on the appeals process will be published at [Admissions – Woodcote High School](#)

In-Year Admissions

In-year admissions will continue to be co-ordinated by the Local Authority. An application form must be obtained from, completed, and returned to the Local Authority to apply for an in-year admission.

<https://new.croydon.gov.uk/schools-and-education/schools/school-admissions/step-by-step/secondary-school-year-admissions-step-step>

A waiting list is maintained by the school for each Year Group and reviewed annually.

The local authority will notify the school of any in-year applications made and the school will advise the Home Local Authority of the outcome.

Important information relating to the admission criteria for Woodcote High School

Child's permanent address

The child's address should be that of the child's permanent place of residence. A business address, work place address, or childminder's address will not be accepted. A relative or carers address can ONLY be considered if those person(s) have legal custody of the child. In these circumstances, evidence of legal custody/parental responsibility i.e. a Court Order must be supplied.

Shared custody

If parents share custody of the child, the address given should be that of the parent with whom the child spends most of the school week, which will normally be the address where Child Benefit is payable. Only one application per child can be accepted. If the address of the parent differs from that of the child, a written explanation must be submitted with the application.

Change of address

Changes of address will only be considered where the school receives the either of the following, independent pieces of evidence:

- *a letter from a solicitor confirming the exchange and completion of contract for the new place of residence*
- *a copy of the new tenancy agreement*

The school should be notified of changes of address immediately. Failure to do so could result in the child being denied a place at a preferred school.

Operation of the Waiting List

Woodcote High School operates a waiting list whenever there are more applicants than places.

A child's position on the waiting list will be determined solely in accordance with the admissions criteria and will not take account of the date of application. Where places become vacant, they will be allocated to children on the waiting list in accordance with the criteria. A child's position on a waiting list can go down as well as up; for example, if a child on the waiting list moves further from the school.

Entry to Woodcote High School Sixth Form (Year 12)

The admission number for Woodcote High School Sixth Form (Year 12) is 100, which includes external candidates. Candidates who currently attend *Woodcote High School* and who meet the entry criteria for the appropriate level of study will be admitted to the Sixth Form.

Applications should be made online on the *Woodcote High School Sixth Form Application Form* available at [Woodcote High School – Part of The Collegiate Trust](#).

a. To study the A Level route

- *Five GCSE passes at grade 6 and above*
- *Grade 5+ in GCSE English and GCSE Mathematics*
- *Subject specific requirements must also be met*

b. To study Level 3 route

- *Five GCSE passes at grade 4 and above*
- *Grade 4+ in GCSE English and GCSE Mathematics*
- *Grade 5+ in the subject of your choice if studied at level 2*

Candidates must meet the ability criteria set out above to be classified as eligible students.

In the event of applications exceeding the number of available places, the following criteria will be applied.

1. Looked After Children:

Priority will be given to students in the care of a Local Authority.

2. Proximity:

All remaining places will then be allocated to students on the basis of distance from *Woodcote High School*, measured in the same way as in *Proximity* above. If a student splits their time between separated parents, the home address is deemed to be that of the parent who receives the Child Benefit payment. In the event of a tie, priority will be given to the student whose journey to school via public transport is more direct.

Operation of Waiting List

Woodcote High School operates a waiting list whenever there are more applicants than places. The list will operate from the day after offers are made and will be maintained for one term in the academic year of admission. A student's position on the waiting list will be determined solely in accordance with the admissions criteria. Where places become vacant, they will be allocated to students on the waiting list in accordance with the criteria.

Appeals Arrangements

Parents have the right of appeal to an Independent Appeal Panel if they are dissatisfied with a decision made by the Admission Authority. Appeals are conducted in accordance with the *Code of Practice on School Admission Appeals* published by the *Department for Education* as it applies to Academies. The determination of the appeal panel is binding on all parties. *The Collegiate Trust* will provide guidance for parents about how the appeals process works on the school website. The contact for this is admissions@woodcotehigh.org.uk

FALSE INFORMATION

Where the School has made the offer of a place in the Sixth Form on the basis of fraudulent or intentionally misleading information, the school reserves the right to withdraw the offer of a place.