

Admissions Arrangements for Academic Year 2025/2026 Admission Policy

Approved by Governors: December 2023

Reviewing Panel: Standards, staffing and curriculum (SSC)

Our Published Admissions number (PAN) is 300. There is no guarantee of a place at the school. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked after children and previously looked after children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to adoption, residence or special guardianship order will be given first priority in oversubscription criteria, ahead of all other applicants, in accordance with the School Admissions Code 2014. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social service functions (as defined in section 22(1) of the Children Act, 1989).

2. Children with a sibling attending the school

A relevant sibling is a child who has a brother, sister, adopted brother or sister or step-brother or step-sister living in the same family unit, in the same family household and address, who attends the preferred school in any year group excluding the final year. Biological siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings, irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

For mid-year applications the only variation to the definition above is that the sibling should be attending, or have been offered a place at, the preferred school at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission.

3. Children of staff at Woodlands School

- (a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or
- (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

4. Aptitude for Performing Arts or Sport

Up to 30 children (10% of Published Admission Number) who have an aptitude for either Performing Arts or Sport. Parents wishing for their child to take the aptitude test are required to complete a Supplementary Information Form (SIF), obtainable from the school or from the school's website. All SIFs must be returned to the school by Noon on Friday 3rd October 2025. Tests will take place on Saturday 4th October 2025, at Woodlands School. Test results will be posted to parents within 10 days of completion of the tests. Places are allocated in rank order, based on the outcome of the aptitude testing. In the case of a tie-on score, the straight line distance rule will be applied.

5. Straight line distance to school

In the event of over subscription within any of the above criteria, priority will be determined by straight line distance from home to the school, with those living closest being given the highest priority.

With all unsuccessful applications that have been held on a waiting list (see below), Woodlands School uses straight line distance to prioritise applications, both within each individual criterion and as a final criterion. All straight line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey. The data is used to plot the coordinates of applicant's property and Woodlands School front entrance, and provides the address points between which the straight line distance is measured. Distances are reported in miles to three decimal places in the first instance.

After the 2nd March, all unsuccessful applications will be held on a waiting list, according to the Woodlands School admissions criteria. This applies to both 'on time' and 'late' applications. Woodlands School will hold waiting lists until the end of August. Applicants will be ranked in priority order, according to the Woodlands School Admissions criteria. After this date, if oversubscribed, Woodlands School will continue to maintain waiting lists until the end of the autumn term. Waiting list positions can change, for example, as a result of an offer of a place being made, or as new applications are received. It is therefore possible that a child's position on a waiting list could move down as well as up.

Mid-year applications should be made to the school using the Application Form provided by Woodlands School.

Parents have the right to appeal against admission decisions to an Independent Appeal Panel established under statutory regulations for this purpose. For further details on how to lodge an appeal, please see our School Website or alternatively contact the School.



Signed: _____
Head Teacher

Dated: 4th December 2023



Signed: _____
Chair of Governors

Dated: 4th December 2023



Woodlands School

Supplementary Information Form

Procedure for entry to Woodlands School through aptitude for Performing Arts and Sport.

Parents/Carers of Year 6 pupils are invited to apply for a place for their child in readiness for September 2026.

For the school year 2026/2027, thirty Year 7 pupils will be selected for places at Woodlands School on the basis of their aptitude for either sport or performing arts.

The selection process will take place following the practical activities day(s) at Woodlands.

For **Performing Arts**, applicants will be required to demonstrate a particular aptitude for Creative Dramatics, Instrumental or Vocal Performance. Applicants will be required to audition, as well as complete a written test as part of the process.

For **sport**, pupils will be assessed in six core components of fitness (speed, balance, reaction time, agility, endurance and coordination) to measure their sporting aptitude. Additionally, pupils will also undergo testing in a competitive sporting environment, through an activity that will be new to all pupils so that no one is disadvantaged.

Both the practical and written assessments will take place on **Saturday 3rd October 2026**. Woodlands School staff will conduct the assessments in their areas of expertise and may also involve experienced consultants from external agencies.

Notification of selection will be announced by the Local Education Authority on National Offer Day, 1st March 2026. Successful candidates will be expected to commit themselves to the wide range of competitive school sports and whole school performing arts productions.

PLEASE NOTE THE FOLLOWING

- It is essential that you complete the Secondary School Application Form provided by the Essex Education Authority stating the order of preference you have for your child.
- If you put your catchment school down as first choice and Woodlands as your second choice, then you could be given a placement at your catchment school and not Woodlands even though you may have gained entry through the sport and performing arts aptitude scheme.
- Results from the selection day will be communicated by Tuesday 13th October 2026 so that you have information prior to making your choices.
- You must return your application form to the Essex Education Authority by the cut-off date of 31st October 2026. Applications received after this date will be treated as late.

The attached supplementary form must be completed and returned to Mrs S Capon at Woodlands School **NO LATER THAN NOON Friday 3rd October 2026**. If you are unable to attend the selection day, please contact the school as soon as possible.



Woodlands School Supplementary Information Form – Aptitude for SPORT

September 2026

Please complete the following:

Pupil's details			
Surname:		Date of birth:	
Forename:		Gender:	
Current primary school:			
Names and tutors groups of any siblings currently at Woodlands:			
Parent/carer personal details			
Surname (Mr, Mrs, Miss, Ms):		Contact number(s):	
Forename:		Email:	
Address (including postcode):			
Aptitude Testing			
Aptitude will be determined by the testing of the core components of fitness and performance in a competitive sporting environment. The competitive sporting environment will be an activity new to all pupils to ensure that no pupil is at a disadvantage.			
Additionally, all pupils will be required to complete physical tests, assessing core components of fitness			
List of sporting achievements or any additional information may provide a detailed picture of your son/daughters sporting achievements and history (notably District/County/Regional/National Standards)			

Thank you for completing the information above. Please sign below to confirm that you wish for your child to be considered for assessment for a place at Woodlands based on sporting or performing arts aptitude.

We confirm that the information contained in this application is correct.

Signed:

Date:



Woodlands School

Supplementary Information Form – Aptitude for PERFORMING ARTS

September 2026

Please complete the following:

Pupil's details			
Surname:		Date of birth:	
Forename:		Gender:	
Current primary school:			
Names and tutors groups of any siblings currently at Woodlands:			
Parent/carer personal details			
Surname (Mr, Mrs, Miss, Ms):		Contact number(s):	
Forename:		Email:	
Address (including postcode):			
Aptitude Testing			
Please highlight the pupil's area of Performing Arts interest:			
Drama		Music – Choral/Instrument	
Dance (please state category/style)			
Performing Arts additional information			
Please list any information that may support the application, e.g. any graded instruments or performing arts awards, clubs attended etc.			

Thank you for completing the information above. Please sign below to confirm that you wish for your child to be considered for assessment for a place at Woodlands based on sporting or performing arts aptitude.

We confirm that the information contained in this application is correct.

Signed:

Date:.....