



WRITTEN ADMISSION APPEAL STATEMENT OF THE CORPORATE DIRECTOR CHILDREN AND YOUNG PEOPLE'S SERVICES

Rachael Smith Head Teacher r.smith203@durhamlearning.net

Name of Child:	
Address:	
Preferred School:	Woodhouse Community Primary School
Year Group:	Reception/Year ____ for School Year 2021/22

THE REASON FOR YOUR CHILD'S APPEAL:

IN YEAR - The parent/carers have only recently moved house and unfortunately we are not able to offer a place as the School **has reached its PAN / is oversubscribed** in Reception/Year ____.

IN YEAR - The parent/carers are requesting a transfer and unfortunately we are not able to offer a place as the School **has reached its PAN / is oversubscribed** in Reception/Year ____.

Your child's address is used when applying the admission criteria. The address of child minders or other family members who share in the care of your child cannot be considered as your child's address.

The offer of a place for your child at the Nursery Unit attached to the school does not guarantee a place for Reception and subsequent year groups. Nursery Units are able to accept children from a wider area than the primary school would normally take.

When applying the distance criterion your child could not be offered a place at the school as other applicants lived closer.

Our procedures allow parent/carers' preferences to be fully considered and complied with wherever possible. In this instance the School **had reached its PAN/ was oversubscribed**. Your child's application was considered along with all other applications according to our published criteria. Your child could not have been granted a place without another child who had a stronger claim being denied.

Our procedures allow parent/carers' preferences to be fully considered and complied with wherever possible. In this instance the school **had reached its PAN/was oversubscribed** and as **the application** was received late it could not be considered when offering places at the school.

HOW WE HAVE OFFERED PLACES

As parents could choose a maximum of 3 schools (preferences) **a total of ____ preferences were received**. We offered places in line with the equal preference system (outlined in the FAQ) therefore the children admitted against each criterion for the school were as follows:

__ children with a statement of SEN/Education, Health and Care Plan (EHC). These children follow a separate admissions process. We have consulted with this school to ensure that it can meet the child's needs prior to agreeing that school place. (take the number of SEN children from the total places to be offered).

- __** Looked After Child(ren)
- __** Medical Reasons
- __** Siblings
- __** Distance

The parent's/carer's preferences were: (see application form)

1st _____ School
 2nd _____ School
 3rd _____ School

For the next part see Hayley's information.

The cut off for Woodhouse Community Primary School on the offer date was _____ miles and your child's home is ___ miles from this school – therefore your child's application was refused on distance.

OR

A cut-off point in relation to admission is not available as the school had not exceeded its PAN at the closing date.

OR

Your child's application for Woodhouse Community Primary School was received late on _____.

On the offer date your child was offered a place at _____ School and this is ___ miles from your child's address. Parents do not have to take up the offer of this school place as there are places available at other schools in County Durham.

INFORMATION ABOUT WOODHOUSE COMMUNITY PRIMARY SCHOOL

The school caters for children ages 2-11 and has a 26 full time equivalent (fte) place nursery. A floor plan is attached.

NET CAPACITY

The school has a net capacity of 210. Although the school may not be operating at net capacity the PAN in Reception/Year __ has been reached/exceeded. There is space in other year groups (i.e. Reception/Year __ where appropriate) but children must be admitted up to the PAN at any point in this academic year.

The school is popular and will/may be filled in subsequent year groups throughout the year. If additional children are admitted on appeal, net capacity will/may be exceeded.

PUBLISHED ADMISSION NUMBER (PAN)

The PAN in Reception/Year __ is __ and ___ children have been admitted.

Table 1 - PAN and Projected Number of Children on Roll

Year Group	Key Stage 1			Key Stage 2				Total
	R	Year 1 (Y1)	Year 2 (Y2)	Year 3 (Y3)	Year 4 (Y4)	Year 5 (Y5)	Year 6 (Y6)	
PAN	30	30	30	30	30	30	30	210

No. of Children	25	30	26	30	27	29	29	
-----------------	----	----	----	----	----	----	----	--

The overall PAN in Key Stage 1 is 30. If another child is admitted on appeal the overall PAN for Key Stage 1 would be exceeded by ___ (where appropriate).

PROPOSED CLASSROOM ORGANISATION

Table 2

For next year!

	Key Stage 1			Key Stage 2			
Classroom Number	3	31	19	13	14	12	11
Year Group	R	Y1	Y2	Y3	Y4	Y5	Y6
No. of Children	30	25	30	26	30	27	29
No. of Teachers	1	1	1	1	1	1	1
No. of Teaching Assistants	2	2	1	2	2	1	2
Classroom Sizes	62 m ²	63m ²	64 m ²	65 m ²	63 m ²	79 m ²	64m ²

In addition to the staff indicated in the table above the school has a Head Teacher and the remaining teachers/teaching assistants/ PSA / Learning Mentor are employed to support individuals and small groups in a social and emotional capacity. There is also a teacher for Nursery and an Early Years qualified teacher for our 2 year old provision.

There are 7 general teaching classrooms including a separate Early Years Foundation Stage (EYFS) unit for Reception and nursery children. There is also an extension added to EYFS which opened September 2016, for 2 year old provision, with a maximum of 8 places on a morning and 12 places on an afternoon session. The school has adopted a policy of teaching children in single-age year groups. The admission of additional children would lead to cross Key Stage (KS) mixed classes.

The school believes that the foundation curriculum can only effectively and efficiently be taught in the purpose-built foundation unit, which has been constructed to accommodate a maximum of 30 Reception children. As the foundation unit is separate to the main building all learning materials need to be located in the unit, impacting on the available teaching space. Toilet and cloakroom facilities have only been constructed to meet the demands of 30 Reception children. Within the EYFS there is one interactive whiteboard

Whilst both Nursery and Reception children will access a foundation curriculum, Reception children will be withdrawn for designated group work within the unit. These children will be taught in the entrance porch which is extremely small. Further impacting on the teaching space within the unit are designated creative play areas and more formalised teaching areas for literacy work.

Staff have to divide their time equally amongst the children with some requiring more help and support than others. Further admissions on appeal will impact upon the teacher's time and have a detrimental effect on the rest of the children in the class.

This school does have a higher than average turnover of children and this can severely impede on teacher time due to the necessary assessment, preparation and planning of curriculum delivery to ensure successful integration of the additional children in the class. Due to an influx of children across the school, they are at capacity in 3 out of 7 of our classes and close to capacity in the remaining 4. There is no room to place additional tables and chairs.

All classrooms are equipped with interactive whiteboards, at least 1 PC, fixed storage cupboards and designated reading corners. They also incorporate circulation space. This impacts on the actual physical teaching space in the classroom. Also impacting on space are the practical/wet areas within classrooms as these incorporate fixed sinks and units.

The introduction of more children and equipment would impact on class routines and have a detrimental impact on the level, standard and progression of work for those children already present.

ADDITIONAL ADMISSIONS IMPACTING ON SCHOOL STAFF, FINANCES AND TIMETABLING

3 additional students have been admitted to Reception, Year 1, Year 2, Year 3, Year 4, Year 5, Year 6 during the past 12 months.
0 additional students have been admitted to Reception, Year 1, Year 2, Year 3, Year 4, Year 5, Year 6 via the Behaviour Partnership Panel or Managed Move process.
0 additional LAC status students have been admitted to Reception, Year 1, Year 2, Year 3, Year 4, Year 5, Year 6.

OTHER SCHOOL ACCOMMODATION

There is a 30 place computer suite (16) and a Family Room which is also the library (31). A small room accommodates the learning mentors and there is also a small 'Snug' (SEMH) room, both of which are used as small group training spaces.

The school hall is fully utilised for a range of activities but it cannot be used between 11.30 am and 1.30 p.m. as it is used for dining purposes. Although the school have a small dining hall this can only accommodate 75% of those children who remain at school for lunch. Lunch time is organised in two sittings, Key Stage 1, 12 noon till 12.35 p.m and Key Stage 2 12.35 p.m to 12.55 p.m.

The staffroom is used as a staffroom and as a Planning, Preparation and Assessment (PPA) room and is also timetabled for Special Educational Needs (SEN) intervention work as well as Read Write Inc. teaching. The Hall, Dining Room and KS1 and 2 Corridors are also used for RWI teaching spaces and interventions throughout the day

There are no areas of the school that are not used at present on a daily basis.

The admission of additional children, on appeal, would exacerbate the problems associated with the accommodation.

HEALTH AND SAFETY

(Consider if relevant, dependant on numbers of children in school, net capacity, and if any building work has been done which incorporates new classrooms albeit no additional circulation space/toilet facilities)

All classrooms have fire exits which must not be blocked with additional furniture. This impedes flexibility in classroom furniture arrangements.

Circulation space in corridors is limited and currently has to be very carefully managed to safeguard against any potential health and safety considerations. The teaching staff are required to patrol the corridors at class changeover to ensure the safety of the children. Additional children admitted on appeal could therefore, potentially contravene health and safety considerations.

Cloakroom and toilet facilities are already limited. The toilets, dining area, library area and school hall have not increased in size since the school was built and the school finances do not allow for extension or extra building of these areas.

The school yard is already crowded at play and lunchtime and additional children would only increase the number of bumps and falls that already occur in this crowded area. Due to staffing issues the school is not in a position to have separate playtimes so in order to increase the yard area the school would have to build another yard. Due to financial constraints this is not an option.

SPECIAL EDUCATIONAL NEEDS (SEN)

The projected /current number of children with SEN is 50 comprising:

0 children with an Education, Health and Care (EHC) Plan
50 children who require SEN Support

This equates to 25% of children on roll.

In Reception/Year ___ there are ___ children who have SEN; ___ child with an EHC Plan and ___ children who require SEN Support.

This equates to ___% of children in Year ___

It should be noted that the above number of ___ does not include the new intake for Reception.

Table 3

___ children receive additional support to address gaps in their learning previously known as school action. It is likely that this number will increase as Reception children are assessed throughout the year.

Year Group	No of children requiring intervention per Year Group	(%)
Reception	10	40%
Y1	5	17%
Y2	9	35%
Y3	6	20%
Y4	7	26%
Y5	8	27%
Y6	6	21%
Whole School	49	25%

DISTANCE TO WOODHOUSE COMMUNITY PRIMARY SCHOOL

The distance from your child's home to Woodhouse Community Primary School is ___ miles.

WHICH IS THE NEAREST ALTERNATIVE SCHOOL WITH A PLACE AVAILABLE?

The nearest school with a place available is _____ School and this is ___ miles from your child's address. Parents do not have to take up a place at this school as there are also places available at other schools in County Durham.

HOME TO SCHOOL TRANSPORT

PRIMARY AND INFANT (REC, Y1, Y2): In line with our home to school transport policy your child **would** qualify for home to school transport to _____ School as this is the nearest school with a place available and is over 2 miles from your child's address. Applications for home to school transport are reassessed prior to a child commencing Year 4.

OR

In line with our home to school transport policy your child **would not** qualify for home to school transport to _____ School as they are not attending the nearest suitable school with places.

PRIMARY AND JUNIOR SCHOOL Year 3: In line with our home to school transport policy your child **would** qualify for home to school transport to _____ School as this is the nearest school with a place available and is over 2 miles from your child's address. Applications for home to school transport are reassessed prior to your child commencing Year 4.

PRIMARY AND JUNIOR SCHOOL Year 4-6: In line with our home to school transport policy your child **would** qualify for home to school transport to _____ School as this is the nearest school with a place available and is over 3 miles from your child's address.

CONCLUSION

The oversubscription criteria have been applied correctly in respect of your child's application for admission to [Reception/Year ___](#).

The parent/carers accepted the place for the sibling(s) in [Reception/Year ___](#) however there was not a place available for the appellant at the school.

Places are available for [both/all of your](#) children at an alternative school namely [_____ School](#) however transport will not be provided for the sibling(s) in [Reception/Year ___](#) as this is not their nearest suitable school with places.

Parents/carers have a right to express a preference for any school however we cannot reasonably justify providing additional teaching spaces at Woodhouse Close Primary School when there are surplus places at other schools within a reasonable distance from your child's home address.

We do all we can to comply with parental preferences and were able to do so in over [100%](#) of cases for this school year. Unfortunately, in this instance we believe it would prejudice the education of other children at the school if additional children were admitted into [Reception/Year ___](#).

Whilst it is recognised that the decision rests with the Appeals Panel, it is our view and also that of the school that the appeal should be dismissed.

**Corporate Director
Children and Young People's Services
County Hall
Durham**

Having read the Local Authority/School's case, if parents would like to take up the offer of the alternative school place, or discuss your appeal further, please contact the School Places and Admission Team on schooladmissions@durham.gov.uk or call 03000 265896 prior to your appeal hearing.