

# Wood End Park Academy

## Letter to Stakeholders

Dear Stakeholder,

**Wood End Park Academy: Proposal document to reduce the Published Admission Number (PAN) from 2023**

### Specific Proposal

The Governors of Wood End Park Academy and the Directors of The Park Federation Academy Trust wish to reduce the number of places from September 2023 and onwards from 150 to 120 and we are seeking your comments. The proposed change will support the academy to focus resources on delivering learning and teaching and we believe that educational outcomes will continue to improve for all of our children, whilst still enabling us to meet the demand for places.

For the past five years, Wood End Park Academy has had a PAN of 150 and this number has not been reached in each year group and currently no year group is of 150 pupils. We have been in discussions with Hillingdon Local Authority to understand future projected numbers and they believe the reduction will still meet their planned requirements once the proposed change has been made.

All current and future parents and any other interested stakeholders can make comments on this proposal, information on how you can do this is detailed at the end of this letter, under the section titled "How to make your views known". This change will not affect the children already attending the academy.

Wood End Park Academy will continue to comply with the Schools Admissions and Appeals Codes. Wood End Park Academy will remain an inclusive school with no religious faith affiliations. The reduction in PAN is the only proposed change to the admissions criteria; all other criteria will remain the same.

### Admissions Policy

Wood End Park Academy Council will determine the admissions criteria of Wood End Park Academy on behalf of The Park Federation Academy Trust. The Local Authority will administer the offer of places on its behalf.

Wood End Park Academy  
Judge Heath Lane  
Hayes  
Middlesex UB3 2PD

T: 020 8573 7829  
E: [wepaoffice@theparkfederation.org](mailto:wepaoffice@theparkfederation.org)

The Park Federation Academy Trust  
Lake Farm Park Academy  
Botwell Common Road  
Hayes  
Middlesex UB3 1JA

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## **Year Group 2023**

### **Wood End Park Academy Admissions Oversubscription Criteria**

If there are fewer applicants than places, all applicants will be accepted.

Where the Academy is oversubscribed, after the admission of pupils with statements of special educational needs which names the Academy, priority for admission will be given as follows:

1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption residence, or a special guardianship order. As defined in the Schools Admissions Code paragraph 1.7, 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) at the time of making an application to a school.
2. Children who suffer from a long-term medical or psychological condition, which makes it necessary for them to attend Wood End Park Academy. Applications must be accompanied by medical evidence from a GP or Hospital Consultant.
3. Children who have a member of the immediate family who suffer from a long-term medical or psychological condition, which makes it necessary for them to attend Wood End Park Academy. Applications must be accompanied by medical evidence from a GP or Hospital Consultant.
4. Children who have a sibling living in the same household who currently attend the full time school (not the nursery) and will continue to do so on the date of admission. A sibling refers to a brother or sister, half brother or sister with one parent in common, adopted brother or sister.
5. Children living nearest the school. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address and Wood End Park Academy using a computerised mapping system. The distance will be measured from the main gate of the school to the front door of the child's home address including high rise flats.

Tie break: If two addresses are the same distance from the academy, the offering of a place will be decided by lottery.

### **Waiting List**

Where the Academy fills all places, a waiting list will be maintained by the Local Authority in the order of the oversubscription criteria. Where a place becomes available the Local Authority will contact the parent of the child who is at the top of the list so that an offer can be made on behalf of Wood End Park Academy. Late applications will be considered once all of the "on-time" applications have been allocated. After this, if a school place cannot be offered, they will be placed on the waiting list in order of the oversubscription criteria.

Late applications cannot be placed at the bottom of the waiting list as it is considered that the child is being penalised twice and will therefore be placed on the waiting list in the same order as a timely application if a school place cannot be offered (2.14 of the Schools Admissions Code).

### **In Year Application**

Application for In Year Admission is to be made direct to the Local Authority.

### **Appeal**

Parents who are refused a school place have the right to appeal to an Independent Appeal Panel.

## How to make your views known

The consultation will run from 6<sup>th</sup> December 2021 to 24<sup>th</sup> January 2022. All stakeholders are invited to submit comments in writing about the proposal to:

PAN Consultation

Wood End Park Academy  
Judge Heath Lane,  
Hayes,  
Middlesex.  
UB3 2PD

Or email to: [wepaoffice@theparkfederation.org](mailto:wepaoffice@theparkfederation.org) (title email PAN Consultation Wood End Park Academy)

For the duration of the consultation our website will display the following documents:

- Proposed new Admissions Policy 2023
- Current Admissions Policy (Sept 2021)
- Stakeholder Response Form
- Stakeholder letter

School website: <https://www.woodendpark.academy/>

Stakeholders are deemed to be:

- Parents and careers of children aged between 2 and 18 years of age
- All other admission authorities within the relevant area
- Hillingdon Education Authority
- Any adjoining neighbouring local authorities where the admission authority is the local authority
- Other persons in the local area who may have an interest in the proposed new arrangements

As set out in the Schools Admission Code, we are entering into a 6-week statutory consultation. Following the consultation, the Governors shall apply to the Local authority to make a decision.

Signed 

Principal: Ms Surjeet Johra

Date: 02/12/2021

Signed:



Chair of Governors: Ms Afsheen Chowdhry

Date: 02/12/2021