



# Prospectus 2022-23



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# Welcome to Woolston Infant School

Dear Parents,

We are delighted to welcome you and your child to Woolston Infant School. We hope that your association with our school will be a happy and successful one.

We believe that children respond to a caring and secure environment where mutual trust and respect for each other leads to high expectations in social and academic skills.

I hope you find this prospectus informative and helpful. It is difficult to capture 'in print' the feel and ethos of a school but I am sure this prospectus will give you a flavour of the warm, caring and open environment which we aim to provide.

From the outset we will work to form a close liaison between staff, parents and Governors, as it is our common aim to provide the best possible education for all the children in our school.

Simon Arthur

Headteacher



# Introduction

## Message from the Chair of Governors

We are pleased that you are anticipating sending your child to Woolston Infant School and hope that this Prospectus will give you an insight into the life and work of the school.

Your child's first years in school are critical. A good start to education will help them achieve the very best later. We hope that you will want to share in your child's learning and so lay a firm foundation for his or her future. We believe that an interested learner is a more willing learner. In a fast moving, ever-changing world our children must be literate and numerate, but they must also be able to think for themselves; weigh up evidence and make judgements; care for and about people and things and learn what is or is not acceptable within the community. Emotional development, social adjustment and positive attitudes are as important as a store of knowledge

If your child is to join us for the first time, we welcome you as parents and look forward to a happy and successful partnership during the time your child attends this school. If you already have a child here, we are pleased to renew the partnership.

Andy Steege  
Chair of Governors



## Our School Vision

'At Woolston Infant School we believe that everyone matters.

We will provide a happy, caring and safe learning environment in which children can develop their academic, personal and social skills. We will ensure that all children have the opportunity to reach their full potential through a curriculum that is creative, challenging and fun.

We will develop partnerships within school and the wider community. Parents will be encouraged to actively share in their child's learning and wider school life.

We aim for our children to become independent, healthy and responsible members of the community equipped with the skills and attitudes to be life long learners.'





# About our school

## Our School

Our School is an important part of the Woolston Community. The school was built on its present site in 1975. Many of our pupils have parents and grandparents who attended school locally and this has enabled us to develop at the heart of our community.

The School is part of HAMWIC Education Trust, a Multi Academy Trust working across Southampton, Portsmouth, Bournemouth and Poole. The School is in 'The Mayflower Partnership' a group of local working together for the benefit of the local community.

(Sholing Infant, Sholing Junior  
° Thornhill Primary)



Sited within the school grounds is Woolston Pre-School. This is an independently run group, but with whom we have excellent links.

## School Grounds

We have worked hard over the last few years to develop our school grounds to provide a safe and attractive environment for your children.

We have a good sized playground and grassed areas which enable children to enjoy playtime and outside P.E. The covered areas provide the children with a safe outside area in all weathers. We have also developed an environmental area for the children to explore and use to enhance our science curriculum. We are a 'Trailblazer School' which recognises our achievements in providing excellent outdoor learning experiences. Our play equipment is always popular. The children helped to design the areas which were funded by our 'School Friends'



# School Staff & Governors

## Staff

Headteacher	Mr S Arthur
SENCO	Miss L Bennett
Personal Development	Mrs I Cool
Teachers	Year R
	Mrs L Whittington
	Miss C Girling
Early Years Assistants	Mrs G Smith
	Mrs L Sivier
	Mrs M Joyce
Teachers	Year 1
	Miss B Connis
	Mrs D Mason
Learning Support Assistants	Miss R Hobbs
	Mrs P Gibb
	Mrs S Fox
Teachers	Year 2
	Miss L Bennett
	Mrs I Cool
	Miss K Murray
Learning Support Assistants	Mrs A Smartt
	Miss D Hirst
	Mrs A Curtis
	Mrs N Butt
ELSA	Mrs R Grant
Nurture	Miss C Andersen
Intervention Support	Mrs G durston
Business Manager	Mrs A Surtees
Admin Officer	Mrs J Wilbur
Admin Officer	Mrs C Donnarumma
Site Manager	Mr A Downer
Cleaner	Miss H Joyce
Senior Supervisor	Miss C McColville
Supervisory Assistants	Mrs C Sinclair
	Mrs N Hodge
	Mrs S Catton
	Mrs S Fox
	Mrs S Doran
Breakfast Club	Mrs R Grant
	Mrs S Catton
After School Club	Mrs S Catton
	Mrs C Sinclair



## Governors

Chair of Governors:	Mr Andy Steege
Vice Chair	Mr Robin Ingall
LA Governor	Mr Andy Steege
Co-opted Governors	Mr Lee Donnarumma
	Mr Robin Ingall
	Miss Lorna Bennett
	Mr Paul Tongs
Parent Governors:	Mr Dean Halladay
	Mr Steve Luke
	Mrs Cheryl Keal
Staff Governor	Mrs Ann Surtees
Headteacher	Mr Simon Arthur



# Woolston Infant School

## Learning Values

### Tolerance

Acceptance  
Patience  
Respect  
Equality

### Perseverance

Courage  
Resilience  
Determination  
Hard Work

### Co-operation

Team Work  
Collaboration  
Trust  
Working Together

### Kindness

Care  
Honesty  
Politeness  
Thoughtfulness

### Achievement

Success  
Pride  
Ambition  
Enthusiasm



# Admissions

## Admission to Year R

Children start school during the year in which they are 5. You should have received a letter from the Local Authority about your child starting school containing an ID number to use to apply for a school place on line.

On line applications should be completed by  
**15<sup>th</sup> January 2023**

All decision letters / emails will be sent direct to parents on **17<sup>th</sup> April 2023**

**For further information see The Admissions Policy at the end of this document.**

In the summer term prior to your child starting school we will organise a series of visits to help their transition from pre-school to school. Staff will visit feeder pre-schools and nurseries to get to know your children. There will also be opportunity for the children to visit the school.

We hold a parents meeting in the summer term when you will have the opportunity to meet the staff, look around the school and ask questions.

In line with LA guidelines we admit pupils into reception classes, at least on a part time basis and full time by the end of September, depending on their age.

## Home visits

For some children, starting school can be a difficult time and at Woolston Infant School we want to make the process as enjoyable as possible. For that reason, we hope prospective parents will agree to a home visit before their child starts school.

A visit enables the class teacher to see your child at home in a relaxed and informal situation.

The home visit is a good time for some necessary forms to be completed, for you to ask questions about the school and share any concerns you may have about your child.

We would warmly welcome visits to the school. Please contact the school office for further information.



Further information about how primary education is organised in Southampton and how to apply for a place in Reception Year is available from [www.southampton.gov.uk](http://www.southampton.gov.uk)





### Woolston Breakfast Club

Breakfast Club provision is available each day from 8am. Children will have a healthy breakfast followed by some calm activities including board games, colouring and reading. The staff will then take the children to class at 8.40am to start school for the day. The cost is currently £3 per day.

### Woolston After School Club

After school provision is available at the 'After School Club'. This is held in the school every day and provides childcare between 3-5.45pm. The option of childcare from 3-4pm is also available. There are a range of fun activities including outdoor play, art and craft activities, cookery and lots of other toys and games. Children are also provided with a healthy snack. The cost is currently £9 per session or £3.50 for the first hour, including a snack.

Children can be registered for Breakfast or After School Club sessions by collecting a form from the school office. Parents can use the club on a regular basis, book sessions when needed or use as an after school play activity. Places are limited and cannot be guaranteed.



### Transfer to Junior School

At the end of Year 2 (age 7) children transfer to Junior School. Our link Junior School is Ludlow Junior School.

The majority of our children do transfer to Ludlow Junior school, and all children due to leave in July will receive information about transfer.

Brochures of Junior Schools can be obtained by telephoning or calling at the appropriate school office.

The staff of both Woolston Infant School and Ludlow Junior School work closely together to ensure a smooth transfer for your child.

#### Some of the things we do to help:

- a sharing of information about your child between the staff of both schools.
- staff exchanges between schools
- Visits to the school during year 2 for various events
- Taster days working in year 3

In Year 2 there is also an opportunity to visit the school and you will be invited to a meeting to discover more about the next stage of your child's education.





### School Uniform

Children at Woolston Infant School wear a school uniform. We consider that it gives the children and the school, a sense of identity.

The school colours are red, grey and white

Your child will need:

#### **Sweatshirt, jumper or cardigan**

Red (plain or with the school logo) available from the school office

#### **Shirt, blouse or polo shirt**

White

#### **Trousers**

Long or short grey

#### **Skirt or Pinafore**

Grey

#### **Dresses**

School style red check

#### **P.E.**

White or Red T-Shirt and Red shorts  
(T-shirts with school logo and red shorts available from the office)

Sweatshirt & Jogging trousers for outside  
Suitable footwear

A PE bag (available from the school office)

#### **A school book bag**

(available from the school office)



### Jewellery in School

We **do not** allow any form of jewellery to be worn in school, as it can become lost or broken and is not very safe.

If your child has pierced ears the **only style of ear rings to be worn are studs.** In the interests of Health and Safety your child must remove these before P.E. If your child has newly pierced ears and the studs cannot be removed they should tape the earrings in order that they do not catch on any of the apparatus. A member of staff cannot remove or replace a child's ear ring.

If your child wears jewellery for a religious reason please speak to your child's class teacher.

Thank you for your co-operation with this matter.

**Please ensure that all clothing is clearly marked with your child's name**



### The School Day

8:40 a.m.	Start of school
10:15 –	
10:30 a.m.	Morning Break
12:00 –	
1:00 p.m.	Lunch
3:00 p.m.	School finishes

Office Hours  
8:00 a.m. – 4:00 p.m.



### Coming to and from school

Children enter school at 8:40 a.m. when staff are in their classroom to welcome them. Please ensure your child enters through their classroom door and encourage them to be responsible for putting their own coats and bookbags away.

It is very important that your child is on time for the start of the school day and follows the routine for coming into class. We believe punctuality is an important life skill that children should develop from an early age.

Any child who arrives after 8:50 a.m. must report to the office via the main entrance to be signed in. If you need to collect your child during the school day you must also collect from the office as they need to be signed out. This is very important in terms of security, health and safety.

If you are unable to collect your child from school and have made other arrangements, please complete a red permission slip that is available from the classrooms or the office. If there is a change of arrangement during the day, please telephone the school and we will complete a permission slip on your behalf. We will not allow any child to leave with another adult unless this has been authorised in advance.

### Attendance

It is very important that your child attends school every day and on time.

If your child is very unwell **let the school office know as early as possible, and before 9.20am** You can contact us by phone on **02380 444447** or send an email to [info@woolstoninfantschool.co.uk](mailto:info@woolstoninfantschool.co.uk)

It is very important that we know why your child is absent from school. If we do not receive this information the absence will be classed as unauthorised.

Please make medical appointments for your child outside of school hours. If this is unavoidable please bring them into school before or after their appointment.

**The school cannot authorise leave of absence for holidays or days out.**

For further information please ask for a copy of our Attendance Policy.



## Year Group Organisation

The school is divided into year groups. There are 2 classes in each year group with a maximum of 30 children in each class.

- |                                  |               |
|----------------------------------|---------------|
| • Year R Willow & Cedar Class    | 4-5 year olds |
| • Year 1 Oak & Maple Class       | 5-6 year olds |
| • Year 2 Sycamore & Poplar Class | 6-7 year olds |

## Water

Children are encouraged to drink water regularly and research has highlighted the positive effect that this has on children's learning. Children will be provided with a named water bottle, which will need to be washed, refilled and sent to school each day. Please do not send in other drinks as water is also available at lunchtime.



## Snacks

We appreciate that young children need a snack to eat at break time. We are part of the 'Government Fruit and Vegetable Scheme' and will provide your child with a piece of fruit each day.

In line with our Healthy Schools Status, we encourage healthy eating so please do not send alternative snacks such as biscuits, sweets or crisps.

## After school activities

We offer after school child care provision at Woolston After School Club. The club is open every day that school is open. Parents may book a 1 hour session until 4pm or a full session until 5.45pm. The school also provides many after school activities throughout the year. Children enjoy a range of sports activities including dance, soccer, gym and hockey. This enables us to further promote physical fitness and develop children's personal and social skills.

Activities are sourced through independent providers and there is a charge for these particular activities. Not all activities are available at any one time, but are made available to different groups of pupils throughout the year.





## Lunch time

### School Meals

School meals are prepared on the school premises by 'Dolce' a catering provider. The meals offer the children a healthy choice of 3 options each day which meet the School Food Standards. Photographs of the meals for each day are displayed in the classrooms. The menus will be sent out each term.

There are a range of meals each day, including a vegetarian option, various vegetables, salad and bread. There are a range of desserts including fresh fruit

**Every infant child is entitled to a hot school lunch free of charge!**



### Supervisory Assistants

At lunchtime, the children are supervised by Supervisory Assistants. These are experienced members of staff who help the children with their lunchtime meal and supervise and encourage their outdoor play. We also employ a lunchtime sports coach to develop physical and social skills.

There is always a member of staff on duty who is a qualified First Aider.



## Welfare of the children

Whilst the children are in our care, we place a great deal of emphasis on their welfare and ensuring that they are safe and secure.

Our school has been awarded Healthy High5 Status.



### Health

The School Nursing Team see each child for a health check during their first year at school which parents may attend. The nursing Team can be contacted via the school or at The Adelaide Health Centre.

They are always happy to support families and help if you have any concerns.

### Illness at School

If your child is unwell at school we will contact you to ask you to take them home, where they will be more comfortable.

### Medicines

Parents with children who have special health needs e.g. asthma, diabetes, or food allergies are urged to liaise closely with the school.

In school we are unable to administer any medicines except prescription medication including asthma inhalers.

Whenever possible medication should be given at home.

If your child is well enough to be in school but is undergoing a course of treatment that requires prescribed medication during the day, parents can complete an administration of medication form in order for your child to be given medication at school.

**Medicine should never be sent to school with a child for them to administer themselves, including creams and lip salves.**

### Safeguarding

The school has a duty of care for the safeguarding the welfare of all children. It is the schools duty to discuss any concerns with Education Welfare or Children's Social Care.

The School's Designated Safeguarding Lead is Mr. Simon Arthur.

### Accidents

We have a number of First Aiders in school and their advice is sought for all but very minor accidents. All accidents, however minor are always logged in our medical book. Parents are always notified of 'bumped heads' via a medical slip that will be sent home with the child. If we were concerned or the injury is more serious we will always try to contact you and seek further professional support.

**Please ensure that the school office has an up to date telephone number so you can be contacted in an emergency.**



# Teaching & Learning



## Early Years Foundation Stage

The Early Years Foundation Stage Curriculum is for by children aged 3-5 and so this is completed in Year R.

The aim is to provide a broad, age appropriate curriculum which is suited to the learning needs of young children. It is divided in to 7 areas of learning, each of equal importance.

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding of the world
- Expressive Arts and Design

## Teaching and Learning

Our aim is to provide the highest standards of teaching and learning for every child. This enables all children to achieve their full potential in aspects of school life. Currently, each reception class has a full time teacher and a Learning Support Assistant to support your child's learning and social needs. In years 1 and 2 each class is supported by a Learning Support Assistant in the morning and at least 1 in each year group in the afternoons.

Within any one day, teachers ensure that there is balance between English, including phonics, reading and writing, Maths and other National Curriculum subjects. Year R children follow the Early Years Foundation Stage Curriculum which feeds into National Curriculum in Years 1 & 2.

The curriculum is supported by very careful planning to meet the needs of all children. There is a balance between whole class teaching, group work, (both supported and independent) and working with individuals.

The classrooms are large bright and cheerful. Apparatus and equipment is easily accessible and there are many areas of learning to encourage observation and discussion. Displays celebrate the children's work and are used to help to promote and support children's learning.

## The National Curriculum

Children in years 1 and 2 follow the areas of study as outlined in the National Curriculum. We teach the key skills of English and Maths in their own right, and through links to other subjects. We also teach these and a range of other subjects connected to a variety of topics including

- All about me
- Going on a journey
- Fantastic Fairytales
- Into the Forest
- Fire! Fire!
- Move it!
- Under The sea
- Marvellous Minibeasts





## Computing

The school has a range of ICT resources. Children will have the opportunity to use a range of technology at the school including Computers, Laptops, tablets (ipads) multi-media and interactive whiteboards or interactive screens which are in every classroom.

Computing is not only taught as a subject but is also used as a tool for effective teaching and learning across the curriculum.

We currently hold the ICT Mark, in recognition of the high standards of teaching and learning of ICT.



## Personal, Social and Emotional Development

At Woolston Infant School we strongly develop this area of your child's education. We make it a focus of our teaching but it is also integrated throughout our curriculum and linked to our work on promoting good behaviour. We have been awarded the 'Healthy Schools Award' for physical activity and emotional health and well being, and are part of the Healthy Schools Scheme. We have been awarded 'Healthy Schools Enhanced' status for our work in this area!



## Physical Activities

At our school we believe that physical activity is an important part of a child's development and is important for a healthy lifestyle. All children participate in games, gym and dance, through 'Real PE'.

We have 2 PE sessions every week and the children have the opportunity to use a variety of play equipment during playtime and lunchtime.

At lunchtime a sports coach leads a variety of sporting activities for the children to participate in.

We work with Solent University Sports Partnership to provide a range of activities and coaching throughout the year.

We have been awarded 'Active Mark' for several years in recognition of the quality of teaching and learning in physical activities.





### Collective Worship

Collective Worship takes place daily, in accordance with the 1988 Education Act, and is mainly Christian in character.

It is a time when children can share some of the work they have been doing in class, sing songs and share together. They can also reflect on what they have heard or seen. Stories, including some Bible stories, are read, told or acted by the children. We also celebrate various festivals during the year. We encourage active participation by the children. We also have visitors from the community, a range of denominations and various charities who come and share in collective worship with us.

Parents have the right to withdraw their child from Collective Worship if they so wish.

### Home Learning Activities

The children are encouraged to do simple tasks at home which will support their learning at school. The nature of the work will vary depending on your child's age and abilities. It should not be onerous but provide an opportunity for you and your child to work together and share an activity.

Children will bring home a range of activities including phonics, handwriting, maths activities and spellings.

Parents will receive a curriculum newsletter each half term with ideas for follow up activities and useful web sites. We do encourage parents to share a book with their child each day. It is a special time for both of you and we would hope you can find some time to do this regularly.

A copy of our Home Learning Policy is available on request.



# Behaviour

## Behaviour

It is our view that Woolston Infant School is both a welcoming, safe and secure environment for all. The school provides high standards of care and we aim to maintain an environment that considers the happiness, health and safety of all children and staff who work here.

We expect all members of our school community to be friendly and helpful to each other. High standards of behaviour are rewarded through whole class rewards and individually through stickers and certificates. Good lunchtime behaviour is rewarded by sitting on the 'Golden Table' on a Friday!

Children are encouraged to talk to someone if there is a problem or someone is being unkind. We have worked as a group of local schools to produce an anti-bullying policy which is implemented by all schools in our "cluster" from 4 – 16 years of age.

## Our School Rules

**Stop, look and listen when an adult talks to you**

**Be kind and look after each other**

**Move sensibly around our school**

**Keep your hands and feet to yourself**

**Look after our school and everything in it**

**Always try your best**

## Equal Opportunities

We aim to ensure that all children have equal opportunities regardless of race, gender, background or ability.

We promote a positive awareness of the many diverse cultures and beliefs within our community and the wider world.

## Discipline

It is our aim to establish attitudes and discipline appropriate to the age of our children. Children are encouraged to consider the wishes and needs of others. We believe that appropriate behaviour is an essential condition to effective learning. We maintain that if children grow up with positive reinforcement of good behaviour models we will minimise poor behaviour. Good behaviour is praised and rewarded.

If children do demonstrate poor behaviour then an appropriate hierarchy of sanctions will be used. Initially verbal disapproval, ending in loss of privileges, e.g. loss of playtime, Golden Time, etc.





# Special Educational Needs

## Additional support

At Woolston Infant School we believe that all children should be valued and given the opportunity to reach their full potential by receiving access to a broad and balanced curriculum.

It is important that a child's needs are identified early and we continually assess all children in order to provide the next appropriate step in their learning.

At some stage your child may receive some additional help to support their learning. We have an excellent team of support staff who work with groups and individuals to support their learning. Often this additional help not only enables children to make progress but also raises their self-esteem.

Some children may also work with our Emotional Development Assistant to support their emotional development, self esteem and confidence.

Some children may have an Individual Education Plan with clear targets. These will always be shared with parents and progress regularly reviewed.

Sometimes it is necessary to use external advice such as educational psychologist, physiotherapist, speech and language therapist or special school advice to support your child. The school has a fully documented policy which is available on request.

Our Inclusion Manager is Miss Lorna Bennett.

## English as an additional Language

We are proud that some of our children join us from different parts of the world, bringing their language and culture to enrich our school. We aim to ensure that all children have equal opportunities to access the curriculum. Our teachers and learning support assistants enable all children to access the full range of the curriculum. Children who have English as an additional language may need to be supported by the Language Support Service, who provide language assistants to support children in their home language. They can also support communication with parents who do not speak English.



# Parent Partnership

**We welcome and value our partnership with parents recognising that it is only by working together that we can achieve the very best for our children.**

## Keeping in Touch

Teachers are always willing to talk with you about your child and although busy will be only too happy to arrange a time to meet with you. If you need to discuss something with the Headteacher please call into the school office and they will be able to arrange this. Often things that are worrying you can be sorted out quite quickly this way.

Parents can keep in touch in a number of other ways:

### School Newsletters

We send a school newsletter home every week to keep you up to date with school events and dates. There is also space available to celebrate your child's achievements out of school, e.g. swimming, football, so please let the office know.

Our school newsletter is posted weekly on our web site.

### Parents Evenings

These are held termly and provide you with an opportunity to discuss your child's progress with their class teacher.

You will also receive a written progress report each year.

### Parents Information Evenings and Workshops

These take place throughout the year and provide you with further information about the curriculum. Parents will also receive a curriculum newsletter which will provide information about what your child will be learning and ideas for follow up activities at home.

School Website:

[www.woolstoninfantschool.co.uk](http://www.woolstoninfantschool.co.uk)

School Twitter Account:

@WoolstonInfant

School App

## Working to Support Parents

### SHARE

Parents of children in Year 1 will have the opportunity to take part in SHARE. This is a fortnightly programme highlighting opportunities and activities to support your child's learning, whilst keeping learning fun.

## Home School Agreement

Parents are asked to sign a Home-school agreement each year. It aims to outline what parents can expect from the school and what the school expects from the pupil and the parent.



### Woolston School Friends

Our 'School Friends' work extremely hard and effectively to organise events and raise money for our school. They organise very successful Christmas and Summer Fayres, Discos and many other fun events for our children. The money raised also helps to subsidise educational visits and visitors for the children. They meet once every half term and all parents and carers are welcome to attend. We hope you will join in the activities!



### Access To Information

We believe that it is important that parents are kept fully informed of their child's progress and we keep a range of written records on the children's performance that we share with you at parent evenings and in their yearly written reports. Parents may see their child's records at any time, subject to prior arrangement with the school. If your child transfers to a different school all records will be passed directly to the school.

These records are 'confidential' to the school and the child's parents. They are not open for public information.



### The Freedom of Information Act

The Freedom of Information Act, introduced to promote greater openness and accountability across the public sector, came fully into force in January 2005. The Governors have already put in place a Publication Scheme which shows what information is available to the Public on a routine basis, where to obtain the information and how much it costs.

Individual Rights of Access, which will come into effect on 1<sup>st</sup> January 2005, enable people to ask whether the school holds any information about a subject and to see the information, unless an exemption applies. Information needs to be provided to the applicant within 20 working days in order for the school to be compliant. Should an exemption apply, the school will need to tell the applicant that they hold the information and which exemption applies (the Act has 23 clauses of exemptions).





## Woolston Infant School Summary of End of Key Stage 1 Assessments 2022

Woolston Infant School End of Key Stage Assessment 2022		
% Percentage at each level		
	Achieving the Expected Standard	Exceeding the Expected Standard
Reading	70%	26%
Writing	64%	7%
Mathematics	68%	17%
Science	79%	

## National Results 2022

National End of Key Stage Assessment 2022		
% Percentage at each level		
	Achieving the Expected Standard	Exceeding the Expected Standard
Reading	67%	18%
Writing	58%	8%
Mathematics	68%	15%
Science	77%	



# Admissions Policy

The following procedures will be applied when admitting children to Woolston Infant School.

Parents must complete an online application by  
**15<sup>th</sup> January 2023**

## Section 1: Introduction

The Hamwic Education Trust (HET) is the Admission Authority for the schools listed in the table below. The Trust Board is responsible for determining the admissions policy and arrangements in line with the requirements of the School Standards & Framework Act 1998 and School Admissions Code. HET has delegated the processing of admissions to the individual school's governing body. This policy will be used to prioritise applications for Year R starting in September 2023 and for in-year admissions for the 2023/24 academic year for the schools listed below.

Parents may express up to three (3) preferences, listing them in the order in which they would accept them. All preferences will be considered and where more than one school could be offered, the parents will be offered a place for their child at the highest ranked of the schools that could be offered.

## Published Admission Number

The Published Admission Number (PAN) for each school is shown in the table below. Each school will admit up to the PAN into Year R in September 2023.

School Name	PAN
Glenfield Infant School	90
Harefield Primary School	60
Hollybrook Infant School	60
Ludlow Infant Academy	90
Shirley Infant School	90
Sholing Infant School	90
Thornhill Primary School	60
Townhill Infant School	60
Weston Park Primary School	60
Weston Shore Infant School	30
Woolston Infant School	60
Wordsworth Primary School	90



## **Children with statements of special educational needs (SEN) / Education, Health and Care Plan (EHCP) that name the school**

Children with statements of special educational needs or EHCPs that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEN Code of Practice. These children will be admitted to the named school, even if it is full, and are therefore outside the normal admission arrangements. As required by the Code these children will count as part of the Published Admission Number (PAN) for the school.

## **Section 2: Oversubscription Criteria**

All explanatory notes are in section 3 on page 4.

Applications submitted by 15 January 2023 will be dealt with first. If the number of applications submitted by 15 January 2023 is greater than the PAN for a school, admissions to the school will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children as defined by section 1.7 of the School Admissions Code 2021.
2. Children subject to a child protection plan.
3. Children who have a brother or sister already on the roll of the school who will continue to attend that school for the following year – see Explanatory Note 1.
4. Children who live within the school's designated catchment area and are children of qualified teaching staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage – see Explanatory Note 2 for catchment definition.
5. Other children living within the school's designated catchment area.
6. Children of qualified teaching staff employed at the school for two or more years at the time of application and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. Other children living outside the school's designated catchment area.





If the school is oversubscribed from within any of the criteria, then distance, as defined in Explanatory Note 3 will be used to prioritise applications. Should there be two or more identical distances requiring prioritisation, this will be done by drawing lots.

## Section 3: Oversubscription Criteria Explanatory Notes

1. **Sibling:** A sibling is defined as a brother or sister including half, step, or foster or adoptive brother or sister, living within the same family unit at the same address. In the case of applications for places at infant schools a sibling at the linked junior school will count as a sibling at the infant school – see Explanatory Note 4 for linked junior schools.
2. **Catchment area:** Each school has a designated catchment area defined by a road list which is available on the relevant school's website. Parents can also check which catchment area they live in on-line through the Southampton City Council website.
3. **Distance:** Distances are measured based on the shortest practicable walking distance using public roads and footpaths. Distances are measured from home to school. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the mid-point of the nearest open gate to the school, using public roads and footpaths.
4. **Linked Junior Schools:** the table below shows which junior schools are linked to each infant school using this policy:

Infant School	Linked Junior School
Glenfield Infant School	Beechwood Junior School
Hollybrook Infant School	Hollybrook Junior School
Ludlow Infant Academy	Ludlow Junior School
Shirley Infant School	Shirley Junior School
Sholing Infant School	Sholing Junior School
Townhill Infant School	Townhill Junior School
Weston Shore Infant School	Weston Park Primary School
Woolston Infant School	Ludlow Junior School



## Section 4: General admission arrangements

### Late Applications

The closing date for applications is 15 January 2023. Applications received after that date will be late applications. If the school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

### Waiting Lists

If a place cannot be offered at the preferred school, unsuccessful applicants will automatically be placed on the waiting list. If places become available, children on the waiting list will be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn. The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on-time applications and placed on the waiting list according to the priorities set out in section 2 of this policy. Each time a child is added to the waiting list, the waiting list will be re-ranked according to the Admissions Policy criteria. The waiting list will be held until 31st July 2024. Any parent wishing to remain on the waiting list after this date will need to make a new in-year application to the school.

### Entry into Reception Year

The offer made to parents for reception class on the initial offer date is of a full-time place from the start of term in September. Schools normally stagger entry into school from that date and arrange for some initial part-time attendance to ensure a smooth transition from pre-school or home into school. Flexibilities exist for those parents who do not feel that their child is ready to start school in the September following their fourth birthday. It is possible for them to:

- Request part-time admission to the allocated school from the September following their child's fourth birthday. This should be negotiated with the headteacher of the school.
- Request to defer their child's entry until later in the school year but not beyond the point at which they reach Compulsory school age, and not beyond the beginning of the final term of the school year.

Parents of summer-born children, that is children born between 1<sup>st</sup> April and 31<sup>st</sup> August, may, in addition, choose to send their child to school in the September following their 5<sup>th</sup> birthday and may request that their child is admitted out of their normal age group to reception year rather than Year 1. Any parent wishing to apply for their summer-born child to start school outside their normal age group should read the 'Guidance on the education of children outside normal age group' booklet, available on the Southampton City Council website, which explains the procedures that need to be followed, and complete the relevant application form.

For all requests it is vital to understand that at each transition (starting reception, moving from infant to junior, primary to secondary, secondary to college) the decision whether to maintain the placement in a younger or older year group must be made by the admission authority for the school. As such, there is no guarantee that it will continue throughout the child's education and a new parental request must be made before each transition. As a general rule, requests should only be made once per phase transfer, unless there has been a significant change in circumstances.

One admission authority cannot be required to honour a decision made by another admission authority on education out of normal age group.



## Admission of children outside their normal age group.

Parents may request that their child is admitted outside their normal age group, for example, if the child is gifted or talented or has experienced problems such as ill health, or they are summer born and parents would like them to start Year R when they reach statutory school age.

Any parent wishing to apply for a place outside their normal age group should read the 'Guidance on the education of children outside normal age group' document available on the Southampton City Council website, which explains the procedures that need to be followed, and complete the relevant application form. All requests will be considered on their merits by the governing body taking account of the parent's view and the views of the headteacher.

For all requests it is vital to understand that at each transition (starting reception, moving from infant to junior, primary to secondary, secondary to college, in-year admissions) the decision whether to maintain the placement in a younger or older year group must be made by the admission authority for the school. As such, there is no guarantee that it will continue throughout the child's education and a new parental request must be made before each transition. As a general rule, requests should only be made once per phase transfer, unless there has been a significant change in circumstances.

## In Year Admissions (applying for a school place *during* an academic year)

This admissions policy will also be used to prioritise applications for in-year admissions for the 2023/24 academic year. Parents wishing to make an in-year application should apply on-line through the Southampton City Council website: [www.southampton.gov.uk/admissions](http://www.southampton.gov.uk/admissions)

## In Year Fair Access

HET schools fully partake in the relevant LA's In-Year Fair Access Protocol. The purpose of the In Year Fair Access Protocol is to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Cases are considered by a Panel comprising Headteachers and/or their representatives. When seeking to place a child, the Panel will consider all schools in a fair, equitable and consistent manner. Decisions of the Panel may mean that individual schools admit children above the Published Admission Number. Admission authorities will not normally be asked to admit a child to a Reception, Year 1 or Year 2 class where there are already 30 children in the class.

## Co-ordinated Admissions Scheme

All HET schools fully participate in the LA published co-ordinated admissions scheme. The governors have delegated the management of the waiting list to the LA Admissions Team during the normal admission round. The waiting list will be passed to the school on 1<sup>st</sup> September 2023.







## Disclaimer

The information contained in this prospectus is intended for parents of the children who will be entering school during 2023-24

It was correct at the time of going to press but Government Legislation, HAMWIC Education Trust and City Council Policies, and the particular circumstances of the school might create the need for some organisational changes and adjustment of policy.

**Date of Publication: October 2022**

