



*Chair of Governors: Barry O'Neill
Headteacher: Lisa Kennedy*

June 2025

Dear Parent/Carer,

**APPLICATION FOR IN-YEAR ADMISSION TO WILLOW GROVE PRIMARY SCHOOL
YEARS R-3 (2025-26)**

Thank you for your interest in Willow Grove Primary School. The attached form should be completed and returned to the admissions email address (admissions@willowgrove.school). Please note that for your application to be considered, all relevant sections of the form must be completed and the appropriate supporting documentation enclosed. If your child has an Education, Health & Care (EHC) Plan, please do not complete this form. You should contact your Local Authority's SEND team for further advice regarding the admissions process.

For your application to be processed the School requires confirmation of your child's date of birth, and requires proof that you and your child are living at the address stated on the application form. You are therefore asked to attach a photo/scan of the following documentation to your completed application form:

- A current council tax statement or recent utility bill to confirm your address;
- A photo / scan of passport / birth certificate of child
- A recent official document which confirms your child's date of birth and that he/she lives with you at the address stated.

If you would like the documents copied by the school, please telephone to make an appointment.

The School reserves the right to make its own enquiries to verify any information supplied by you. If subsequently the school finds that a place has been offered in reliance on information that was materially incorrect or misleading (e.g. the parental address) and the place would not have been offered if the information had been correct, the Local Governing Body may withdraw the offer, even if the child has already started at the school.

Please note that when a place does become available in an existing year group, it is allocated strictly in accordance with the school's admissions criteria (see below) and **applications are not considered based on the date they are received**. Parent/Carers will be asked to confirm by email if they wish their child's name to be put on the waiting list for the relevant year group for Willow Grove Primary School. The waiting list will be ranked in accordance with the oversubscription criteria, and length of time on the list will not be a factor in offering a place. This means that children may move up and down the list as other children are added or removed. The waiting list will be retained for the

Willow Grove Primary School, Fisherswood Road, Wixams, Bedford, MK45 3TE



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The registered office is at Oakgrove School, Venturer Gate, Middleton, Milton Keynes, MK10 9JQ



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remainder of the academic year (2025-2026), closing at the end of July 2026. **Being on the waiting list does not guarantee a place at the school.**

Children whom the Local Authority directs the School to admit and who are allocated a place at the School in accordance with the Fair Access Protocol will take precedence over those already on the waiting list. If the school is unable to offer a place to your child, you will be informed in writing and informed of your right to request an independent appeal.

All enquiries regarding admission to Willow Grove School should be emailed to admissions@willowgrove.school Telephone: 01908 533724

If your child is not in a local school at this time, you should contact the Schools Admissions teams at either Central Bedfordshire Council or Bedford Borough Council (dependent on where you live). If you have indicated your child is not in school at this time we will share your application with the Local Authority.

Please note that applications can only be processed up to half a term ahead.

Admissions Office

Willow Grove Primary School

June 2025

admissions@willowgrove.school

for how we use your data please see our [privacy notice](#)

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ADMISSION CRITERIA FOR WILLOW GROVE PRIMARY SCHOOL SEPTEMBER 2024-25

The defined area for the school is:

A property is deemed to be in the catchment area if Wixams is included in the address for the property. An [indicative map](#) is published alongside the policy on the School's website.

Oversubscription Criteria

Children who have a statement of special educational needs or Education, Health & Care Plan will be admitted as required by law and will count towards the planned admission number. If the school is oversubscribed, the following criteria will be applied in the order set out below to decide which applicants will be admitted:

1. A 'Looked After Child' or a 'Previously Looked After Child' as defined in the Admissions policy.
2. Children who live in catchment area and will have a sibling attending the school at the time of application and the sibling will still be on roll at the time of the applicant child's admission.
3. Children who live in the catchment area of Wixams.
4. Other children with a sibling at Willow Grove Primary School. The sibling is on roll at the time of application and will still be on roll at the time of the applicant child's admission.
5. All other children.

Oversubscription: Distance Tiebreaker

In any of the oversubscription categories above for any year groups, where there are more applications than places available, the order in which places are allocated will be determined by distance between the child's home address (as defined in the school's admissions policy) to the School, with those living nearer receiving higher priority.

This will be measured using Bedford Borough Council's distance measuring software. This measures in a straight line from the designated address point at the child's home address (as defined by this policy) to the main front door of the school's reception lobby. Where the distance is exactly the same for more than one applicant, random lottery (known as random allocation) will be used to determine the order in which places are allocated, which will take place in front of a person who is independent of the School.

Where applications are received for the admission of twins, triplets or siblings of higher multiple births to the same year group at the same time, but not all of them are allocated a place because of the application of the tie breaker for the final place(s), all of them will be allocated a place even where this means going over PAN. In Reception Year to Year 2, these children are deemed to be 'excepted pupils' for the purpose of the statutory maximum infant class size, which means they do not count towards the total until the class size falls back to the maximum.

The full [2025-26 primary admissions policy](#) can be viewed on the school's website.

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APPLICATION FOR IN-YEAR ADMISSION TO WILLOW GROVE SCHOOL

This form should be completed if you are seeking admissions to Willow Grove School for Years R - 3 after the initial September entry into Reception.

Please read the accompanying letter before completing the form. Please provide photos / scans of the supporting documentation when submitting the application form.

Child's Legal Surname:		Child's legal Forename(s):	
Gender:	Date of Birth:	Applying for Year	Date Admission Required
Child's normal home address including postcode:			
If you are moving home, please give your new address and provide evidence of your move in the form of tenancy agreement or letter from a solicitor confirming exchange of contracts:			
<p>Please indicate if a sibling already attends Willow Grove School :</p> <p>If 'Yes', please provide sibling's name, date of birth, year group and school:</p>			
Name, address and telephone number of child's current school:			
<i>If now left this school, please give last date of attendance:</i>			
Name of Parent / Carer(s) living at home address (this must be the person(s) with parental responsibility for the child) please include Title(s): Mr/Mrs/Miss/Ms/Dr/Prof			
Relationship to child:		Email address:	
Home telephone number:		Mobile telephone number:	
<p>If another adult has parental responsibility but does not live at the same address as the child, please include details here: Name:</p> <p>Address:</p> <p>Telephone Number:</p>			
<p>Is your child looked after, or has been previously looked after, by a local authority?</p> <p>If 'Yes', please provide details, including the name of the local authority and a contact name and telephone number:</p>			
<p>Does your child have a statement of special educational needs or Education Health & Care Plan (EHCP)?</p> <p>If 'Yes' please contact the relevant Local Authority on 03003008585 or 01234 228375 for further advice.</p> <p>Please do not return the form to the School. Thank you.</p> <p>Is your child currently undergoing assessment for an EHCP?</p> <p>If 'Yes' please state which Local Authority is involved:</p>			
<p>Has your child been excluded from two schools within the last two years?</p> <p>If Yes, please provide details:</p>			

APPLICATION FOR IN-YEAR ADMISSION TO WILLOW GROVE SCHOOL

This form should be completed if you are seeking admissions to Willow Grove School for Years R - 2 after the initial September entry into Reception.

Please read the accompanying letter before completing the form. Please provide photos / scans of the supporting documentation when submitting the application form.

Please explain the reason for your application – you may complete this on a separate sheet if you wish.

The school reserves the right to make its own enquiries to verify any information supplied by you. If, subsequently, we find that a place has been offered in reliance on information that was materially incorrect or misleading (e.g. the parental address) and the place would not have been offered if the information had been correct, the school may withdraw the offer, even if the child has already started at the school. If that happens, you have a right of appeal to an Independent Appeal Panel.

Declaration:

- I certify that I have parental responsibility for the child named
- I understand that the processing of the application form may take up to 10 school days
- I confirm that the information I have provided is, to the best of my knowledge, correct and up to date. I understand that if I give any false or misleading information on this form and /or supporting papers, or withhold any relevant information, this may lead to the withdrawal of an offer of a school place for my child.
- I hereby authorise the School to contact my child's previous school if required.
- I understand that the application form may be shared with the Local Authority.

Signed:

Date

Name (please print):

Before returning this form, please ensure you have:

- completed all relevant sections of the form, including the reason for your application;
- enclosed all requested supporting documentation.

Once completed, please return the form, together with the supporting documentation to:

the reception of Willow Grove School, or via email to admissions@willowgrove.school

For office use only:

date form received:
all sections completed:
evidence enclosed:
date reply sent: