



**WILLOW BROOK PRIMARY**

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5 January 2021

Dear consultee

**Determination of Willow Brook Primary admission arrangements for September 2022**

Willow Brook Primary has finished a consultation on its proposed admission arrangements for September 2022. In accordance with the process set out by Waltham Forest School Admissions and with the 2014 School Admissions Code, Admission Authorities must set ('determine') admission arrangements annually. If no changes are made to admission arrangements, they must be consulted on at least once every 7 years.

The consultation ran for a 6 week period from 24 November 2020 to 5 January 2021 and we received no objections.

In order to consult a wide range of stakeholders, Willow Brook Primary took the following steps during the consultation period

- i) A copy of the consultation letter was sent to the Local Authority
- ii) A copy of the consultation letter was sent to all other admissions authorities within the local area
- iii) A copy of the consultation letter was placed on our website
- iv) A copy of the letter was sent to the parents at Willow Brook

Willow Brook's oversubscription criteria remains **unchanged** and is as the following:

- Priority 1 – Looked After Children or previously Looked After Children
- Priority 2 – Medical or social reasons or Children 'At Risk'
- Priority 3 – Siblings\*
- Priority 4 – School Staff Children
- Priority 5 – Distance

Willow Brook's admissions criteria remains **unchanged** and is as the following:

Willow Brook Primary follows the same criteria order as a Waltham Forest community and/or voluntary controlled schools, but our sibling criteria is different. Willow Brook's sibling criteria is stated below:

\*Sibling means

- A full brother or sister
- A half brother or sister
- A step brother or sister
- A foster brother or sister
- The child of a parent or carer's partner living at the same address

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made.

Yours sincerely

Lucie Dawn  
Head of School