

Admission Arrangements

2027/28



Reviewed by: CEO	Date: October 2025
Reviewed by: Trust Board	Date: December 2025
Approved by: Trust Board	Date: December 2025
Next review	Date: October 2026



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1. Aims

This policy aims to:

- Explain how to apply for a place at a school in White Woods Primary Academy Trust
- Set out the arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following statutory guidance from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

We are required by our funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

3.1. Normal admissions round is the period during which parents can apply for state-funded school places at a school's normal point of entry, using the common application form provided by their home local authority.

3.2. Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

3.3. Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

3.4. Compulsory school age A child reaches on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

3.5. Deferred Entry

This refers to a child starting school later in the same academic year for which they were offered a place. Parents of a child who is offered a place at the school can defer their child's entry until later in the school year, as long as the child starts school before the end of the academic year in which they turn five. For example, a child offered a place for September 2027 must start by July 31st, 2028. The child still starts in the correct chronological year group (Reception), but at the beginning of the spring term (January) or summer term (April) instead of the autumn term (September). The school place is held for the child.

3.6. Delayed Entry This is a more formal and evidence-based process.

This is for "summer-born" children—those born between April 1st and August 31st. It allows a parent to request that their child starts school a full year later, in the September following their fifth birthday. The child would then be admitted to a Reception class with a younger cohort of children, rather than moving directly into Year 1 with their chronological peers. This is a request, not a statutory right.

4. How to apply

4.1. Normal Admission process

You should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

Application Form

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending one of our nurseries will not transfer automatically into reception in the attached school (or any of our other schools). A separate application must be made for a place in reception.

Please note, pupils attending one of our infant schools will not transfer automatically into one of our junior schools. A separate application must be made for a place.

4.2. **Deferred Entry**

Parents must apply for a school place in the normal admissions round by the deadline (usually mid-January). (as above)

Once a place is offered, parents must accept it and then formally notify the school and the Local Authority in writing that they wish to defer their child's start date.

The offered school place will be held for the child, and it will not be re-offered to another child.

Entry cannot be deferred beyond the point at which the child reaches compulsory school age or beyond the beginning of the final term of the school year for which the offer was made (i.e., the April term).

4.3. **Delayed Entry** (Summer-Born Children)

Parents should first discuss their request with the headteachers of their preferred schools.

You must submit the standard school place application for your child's normal age group by the January deadline. (As per how to apply above)

Concurrently, you must complete a specific "Summer Born Delayed Admission Request" form and submit it to the Council.

The request must be supported by evidence, such as medical reports, letters from educational professionals, or other information detailing the child's academic, social, and emotional development.

The decision is made by the admission authority on a case-by-case basis. They will consider the views of the parents, headteachers, and relevant professionals, as well as the overall best interests of the child.

If Approved: The original application for the normal age group is withdrawn. You must then make a new application the following year for a place in Reception. It is important to note that approval does not guarantee a place at your preferred school in the following year; the new application will be considered alongside all other applicants.

If Refused: You must decide whether to accept the place offered in the normal age group (Reception) or to decline it and make an in-year application for a Year 1 place the following year, bypassing the Reception year entirely. There is no right

of appeal against a refusal to admit a child to a different age group, but you can appeal if a school refuses to offer a place in the relevant year group.

Future Transitions

If delayed entry is agreed, a new request must be made when the child transitions to junior or secondary school to ensure they continue to be educated out of their chronological year group.

5. Normal Admissions Timeline

Children do not automatically transfer from one phase of education to another and for all children requiring a place in reception, requiring a transfer from an infant only school to a junior school, and those transferring from primary to secondary an application must be made. This includes children already in a school based nursery who require a place in the reception class.

Relevant age group	Children born between	Application round open	National closing date
Children entering reception	1 September 2021 and 31 August 2022	August 2026	15 January 2027
Children transferring from an infant only school to year 3 in a different junior or primary	1 September 2018 and 31 August 2019	October 2026	15 January 2027
Children transferring from primary to year 7 in secondary	1 September 2014 and 31 August 2015	July 2026	31 October 2026



Children applying to transfer to a school with an atypical age of admissions in year 9 or 10	Children starting in the school year preceding the year of admission	Letters issued to parents of Y8 pupils before 12th September 2026.	31 October 2026
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6. Allocation of places

6.1. Children with Special Educational Needs.

A small number of children will have an Education Health Care Plan that names this school and these children will be admitted to the school if named as part of that process. The majority of children with special educational needs will not require an Education Health Care Plan. Applications for children who have special educational needs but no Education Health Care Plan, will be considered on the basis of the Admission Authority's published admissions criteria.

6.2. Priority Order

For all other applications places will be allocated in the following order of priority:

1. Relevant Looked After Children and previously looked after children (see note (a) below).
2. Children who, on 15th January 2027, have an exceptional, confirmed medical need which the Admission Authority is satisfied makes attendance at this school essential, due to its unique ability to meet that need. This does not include common conditions that can be managed by many mainstream schools.

The Trust requires a letter on headed paper from an independent medical consultant or specialist, detailing the child's diagnosis and explaining why the child's specific and exceptional needs can only be met at this school and no other. The letter must explicitly state the unique facilities, expertise, or resources at the school

that are essential for the child's health and well-being.

All applications under this criterion will be reviewed by a panel comprising senior leaders and/or designated admission officers. The panel will, where necessary, seek independent advice to evaluate the evidence provided and ensure consistency. The final decision will be based on the panel's assessment of whether the supporting evidence clearly demonstrates that this school is uniquely essential for the child's medical needs. All decisions and the reasoning will be recorded.

3. Children who on 15th January 2027, have a compelling and verifiable social need which the Admission Authority is satisfied can only be met at this school, and which, if not met, would cause significant and lasting detriment to the child's well-being or seriously impair their educational progress. This does not include a parent's wish for a child to attend due to friendship groups, after-school activities, or personal domestic/childcare arrangements.

The Trust requires independent, written evidence from a relevant professional (such as a social worker, educational psychologist, a senior member of staff from the child's current school, or a professional from a recognised support service) who has direct knowledge of the child. The evidence must clearly and explicitly state why attendance at this specific school is essential, and why the child's needs cannot be met at any other school.

All applications made under this criterion will be assessed by a panel of senior school staff and/or admissions officers. The panel will consider the evidence provided and the specific circumstances of the case to determine if the criteria are met. The panel's decision will be final, and parents will be notified in writing of the outcome and the reasons for the decision.

Please note: Very few cases are agreed annually on exceptional medical or social grounds.

4. Children who, on 15th January 2027, live in the catchment area of this school as defined by the Admissions Authority and it is expected will have an older brother or sister on the roll of this school in Years 1-6 at the start of the academic year 2027

5. Children who, on 15th January 2027, live in the catchment area of the school as defined by the Admissions Authority (see appendices)

6. Children who, on 15th January 2027, it is expected will have an older brother or sister on the roll of the preferred school in Years 1-6 at the start of the academic year 2027.

7. Children who, on 15th January 2027, live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement "as the crow flies").

7. Admission numbers

Our schools have the following published admission numbers (PAN) for entry in 2027-28.

School	PAN
Anston Brook Primary	30
Anston Park Infants	45
Anston Park Junior	45
Bramley Grange Primary	60
Brinsworth Manor Infants	60
Brinsworth Manor Juniors	30
Canklow Woods Primary	30
Dinnington Community Primary	45
Kilnhurst Primary	45
Swinton Fitzwilliam Primary	16
Swinton Queen Primary	30



Wentworth C of E Primary	60
Whiston Junior and Infants	30
Wickersley Northfield Primary	30
Whiston Worrygoose Infant and Junior	30
Woodsetts Primary	30

8. Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, we will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates. A child's home address will be considered to be where they are resident for the majority of nights in a normal school week.

Where the distance between 2 or more children's homes and the school is the same, random allocation* will be used to decide between them. This process will be independently verified.

* The random allocation process will involve drawing random sealed envelopes with the name of one child per envelope.

9. Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with

EHC plans listing 1 of our schools.

10. Fair Access Protocol

The Trust participates fully in the Rotherham Metropolitan Borough Council (RMBC) Fair Access Protocol. This protocol is a statutory duty on all local authorities and schools to ensure that children who are without a school place, particularly the most vulnerable, are allocated a school place as quickly as possible.

The Fair Access Protocol is used to place children who are having difficulty securing a school place through the normal in-year admissions process. This may include:

- Children who have been out of education for a significant period.
- Children with special educational needs (but without an Education, Health and Care Plan), disabilities, or medical conditions.
- Children who are or have been in the care of social services, or are otherwise deemed vulnerable.
- Children with a history of challenging behavior who have been permanently excluded from a previous school.

When a child is referred to the Fair Access Protocol by the local authority, the Trust, along with other schools in the area, will consider the child for admission. This process ensures that the most vulnerable children are not left without an education and that all schools share the collective responsibility for supporting them. Admissions made under this protocol will take priority over children on the school's waiting list and can be made even if the school is full.

11. In-year Admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name 1 of our schools will be admitted to the school.

Likewise, if there are spaces available at the school in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group at the school. When a space becomes available it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children

on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be accessed here:

[Link](#) or

Be sent to the following address:

Children and Young People's Services, Riverside House, Main Street, Rotherham. S65 1AE

Contact an Admissions Officer on (01709) 823777

You can find details on our in-year admissions and an application form on the following webpage:

[Rotherham Local Authority Admissions](#)

[Whitewoods Primary Academy Trust - Admissions Page](#)

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

12. Appeals

If your child's application for a place at 1 of the schools in our trust is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

Children and Young People's Services, Riverside House, Main Street, Rotherham. S65 1AE

Contact an Admissions Officer on (01709) 823777

You can find details of the trust's appeals timetable on the following webpage:

[Rotherham Local Authority Admissions Appeals](#)

[Whitewoods Primary Academy Trust - Admissions Page](#)

13. Monitoring arrangements

This policy will be reviewed and approved by the board of trustees every year.

Whenever changes to the admission arrangements are proposed (except where the change is an increase to the PAN), the board of trustees will publicly consult on these changes.

The board of trustees will consult on the admission arrangements at least once every 7 years, even if there have been no changes during that period.



Anston Brook Primary School

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Primary Academy Trust



Anston Park Infant School

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Brinsworth Manor Infant School

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Brinsworth Manor Junior School

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Canklow Woods Primary

Alma Ro ad Bentle y Stre et Bradm ars h Wa y Burrell Stre et Canklo w Hill Ro ad Canklo w Ro ad Castle Av en ue Castle Vie w Chape l Lan e Coke	Town Stree t Unity Plac e Warden Stree t Water Lane Henders on Plac e Jubilee Cott ages Jubilee Stree t Kingsley Cour t Malt Kiln Stree t Mill Stree t Millfold Rise Oak Tree Cour t	Rother Road Rother Terrace Rother View Road Sheffield Road Swan Street The Maltings West Bawtry Road (odd number s 1-137, The Swallow, Canklo w House) Westfield View Westgate Wheathill Street Wilfred Street Wood Lane Wood Terrace Wood View Place
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Hill
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The
Point

Oil Mill
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Old
Sheffield
Road
Robinson
Street



Dinnington Community Primary

Addis on Sq uar e Anne Str ee t Ascot Dri ve Athor pe Gr ov e Athor pe Ro ad Baker Str ee t Barley cro ft La ne Barnsl ey Str ee t Beckw ith Ro	Hatfield Cres cent Haydoc k Ave nue Haydoc k Chas e Heathru sh Drive High Haze l Clos e High Noo k Gar dens High Noo k Roa d Hope Ave nue Howard Stree t Hunters Chas e	Nobel Wa y Old Sch ool Wal k Oldcoa tes Clos e Oldcoa tes Roa d Outga ng Lan e – Heri tag e Cou rt (see also Lau ght on J&I) Paddin gto n Clos e Paddo ck
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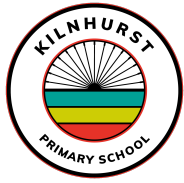
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Kilnhurst Primary

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r Cl o s e Beec h vil le A v e n u e Beig ht o n R o a d Birdw el l R o a d Blunn C ro ft Broa d h e a d Cl o s	Lane (part) Don Gran ge Ellison Drive Elmdale Clos e Elm Tree Farm Cour t Elmville Aven ue Hooton Roa d Jagger Cour t Kew Cour t Kilnhurst Roa d Larkspur Clos e Low Woo d Clos e Meado w Croft Meado w	Snowberr y Close Springfiel d Road Thomas Hill Grove Thorn Road Twigg Court Victoria Street Waterwa y Lane Wentwort h Gard ens Wentwort h Road Wharf Road Wheatley Road
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e Buck th or n Cl o s e Can al si d e Vi e w Cam pi o n D ri v e Cara w a y G ro v e Carlis le St re et Fenn el G ar d	View Roa d	
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D r i v e		
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Swinton Fitzwilliam Primary

Birch C o u r t Blac k a m o o r R o a d Bolto n R o a d Bram el d R o a	Foster's Clos e Foxland Aven ue Golden Smith ies Lane - S64 (Swin ton end only) Goodwi n Cres cent Grange Roa d Griffin Roa d Hawthor ne Chas	Rocking ham Road Rocklea Close Romwoo d Aven ue Rookery Road St. Geor ge's Aven ue St. John's Road St. Marg aret's Drive St. Mary's Cres cent Scorah's Lane South
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d Broa d w a y Broa d w a y C lo s e Broo k si d e Ced a r C lo s e Ced a r V al e Cent r al A v e n u e Chur	e Highfield Cour t Highfield Roa d Highmill Aven ue Low Gold en Smith ies Manor Farm Drive Meado w Drive Milton Cour t Milton Stree t Paddoc k Croft Park Clos e Park Roa d Piccadill y Roa d (odd 1-91, even	Aven ue Telson Close The Beec hes The Cres cent The Croft The Elms (off Valle y Road) The Gree n The Larch es The Lea The Rise The Stabl es Toll Bar Road Twyford Close Valley Road Warren Vale Road Woodla nds Cres cent Woodm an
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c h C lo s e Chur c h St r e e t t o t h e ju n c ti o n w it h M ilt o n Stree t - (e v e n u p w	2-142) Pinfold Clos e Raceco urse Clos e Raceco urse Roa d Rig Drive Rocking ham Cour t	Drive Yearling Chas e
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<p>a r d s fr o m 4 4, o d d u p w a r d s s from 2 7) Chur c h V ie w Cros s w a y Dar w y n A v e n u</p>		
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e East A v e n u e Far G o l d e n S m i t h e s Fitzwi lli a m St r e e t t o t h e S p o r t s m a n Inn –		
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Swinton Queen Primary

Albert Stre et Bower Ro ad Bridge Stre et Brookfi eld Av	Crown Stree t Drakefor d Clos e Duke Stree t Eagleto n	Quarrell Way Queen Street Queen's Avenue Queen's Croft Reader Crescen t Rowms
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Smithies
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Yorkfield
Court



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Wentworth Church of England Junior and Infant school

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Whiston Junior and Infant School

Alma Ro w Bank Vi e w Barfiel d Av en ue Birch all Av en ue Brook Str e et Chaff Cl os e Chaff La ne Chap el Hill Chur	Guilthw aite Cres cent Guilthw aite Hill High Stree t Hill Side Hind Roa d Hollow Gate Hunger Hill Lane Hunger Hill Roa d Leasega te Roa d Long Lane Meado wcro ft Clos	Rhodes Drive Sandringh am Avenu e Saville Road School Hill Sorrelsyke s Close The Green The Pieces North The Pieces South Turner Lane Upper Whisto n Close Upper Whisto n Farm Upper Whisto n
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ch Hill Com m on La ne Cots w ol d Cr es c en t (2 6- 64 ev en , 15 -3 5 o d d) see W his to n W orr yg o os e Cotta m Cl os	e Melrose Cott ages Mill Hill Morthen Lane - part Aug hton Pleasley Roa d Rectory Drive Reresby Cres cent (32-5 6, 43-87) see Whist on Worr ygoo se Reresby Roa d (38-1 06, 29-87) see Whist on Worr ygoo se	Lane Well Lane (Uppe r Whisto n) West Bawtry Road (485-5 01 odd) see also Sitwell Inf, Cankl ow, Brinsw orth Howar th, Brinsw orth Manor Westby Cresc ent Whiston Green Whiston Vale (off Pleasl ey Road)
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e Dewh ill Av en ue Doles La ne East Ba wt ry Ro a d (2 85 -4 83 o d d) se e als o W orr yg o os e, Sit w ell Inf , H err in gt ho		
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rp e Inf , D alt on Lis ter d al e Flat La ne		
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Whiston Worrygoose Junior and Infant School

Barthol om ew Clo se Blyth Clo se Cotsw old Cre sce nt (2-2 4, 1-1 3)	Lathe Roa d Little Com mon Lane Manor Drive Middlefi elds Drive Mill Dyke Clos e Moorho use	Royds Avenue Royds Moor Hill (Whiston) Rye Bank Shrogs Wood Road Sitwell View Spencer Court Spencer Green Spring Close
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see als o Whi sto n J&I Cow Rak es Clo se Cow Rak es Lan e East Ba wtr y Ro ad (11 7-2 83, 283 A od d) see als o Whi sto n J&I /Sit wel l/ Her	Clos e Moorho use Lane Moorlan ds Cres cent Norbroo k Way Park Aven ue Reresby Cres cent (2-30 even , 1-41 odd) see also Whist on J&I Reresby Drive Reresby Roa d (2-36 even , 1-27 odd) see also Whist on J&I	Spring Croft Spring Green Stringers Croft Upper Rye Close Whiston Brook View Worrygoose Lane
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Wickersley Northfield Primary School

Aireto n Clo se Aldam Ch ase Aldred Clo se Almon d Gla de Archer y Clo se Avill Wa y Bawtry Ro ad (Norths ide 109 up war ds to Pla ne Driv e) (Souths	Green Lane Hall Croft Harvest Roa d Holly Mou nt Larch Aven ue (22 even up, 35 odd up) Lilac Farm Clos e Lindum Drive Lings Lane Magna Clos e Magna Cres cent Markfiel d Drive	Pinchwell View Poplar Glade Quarry Fields Quarry Field Lane Radley Avenue Riding Close Rose Court Rose Drive Rosemary Road Sandy Flat Lane Scarboroug h Road Scholey Road Second Lane Sheep Dike Lane Sitwell Lane Sitwell Terrace Sorby Way Spring Vale Close Spruce Avenue St. Alban's Way
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ide 148 up war ds to Go ose Lan e) Bracke n Co urt Brecon Ris e Briar Co urt Brambl e Clo se Chevri Co urt Churc h Co urt Churc h Lan e Churc h Vie w Churc hfie ld Driv	(1-13 odd, 2-14 even) Matthe ws Drive Melciss Roa d (1-11 5 Odd, 2-116 even) Minden Clos e Moat Lane Moatlan ds Morthen Gard ens Morthen Hall Lane Morthen Lane Morthen Roa d Morthen View Morthen Villa ge (inc. York Lane	Stone Crescen t Sycamore Avenue (1-57 odd) Sycamore Farm Close Sylvester Avenue Tanfield Way The Crofts The Gorse The Grove The Orchard The Pines Three Bells Close Tree Hollow Place Warde Aldam Crescen t Warren Road Weald Garden s Welbeck Mews Willow Court Willow Tree Way Wood Lane (1-35, 10-56) Wood View
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g Wa y (1-5 3a od d + Bru sh & Eas el) (2-8 8d ev en) Foster Ro ad Freem an Ro ad Gill Clo se Gillott Dell Gillott Lan e Goose Lan e Grang e Co urt Grang e Me ws	Pinchfiel d Holt Pinchfiel d Lane Pinchmill Hollo w	
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White Woods
Primary Academy Trust



Woodsetts Primary School

Apple Tre e Clo se Barker Ha des Ro ad Berne Squ are Birkett Ho use Black Lan e Branci ffe Gr an ge Brand's Clo se Brand's Far m + Cot tag e Brand's Lan e	Haven Farm Haven Hill (sout h of Firbe ck Drive) Hoades Aven ue Hoades Farm Home Farm (Gildi ngw ells) Ivy Lodg e Lane Kid Lane Kings Woo d Clos e Kings Woo d Cour t Kings	Ramper Road (see also Laughto n J&I) Red Quarry Lane Rockfield Drive Rotherham Baulk Salt Hill Salt Hill Road Scholey Avenue South Farm (Letwell) Springfield Close Stambers Close St George Close St Martins Close Sunny Bank Farm Swinston Hill Road (from S.H. Wood south to Woodsetts)
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