



# **Admissions Policy 24-25**

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## Academy Primary School Admissions Policy 2024/25

### **Oversubscription criteria:**

If the number of applications is less than the published admission number then all applicants will be offered a place.

If there are more requests for a school than there are places available within the school's admission number, places will be allocated in accordance with the following criteria and in the order shown below.

1. Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order. This also includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. All siblings who have a brother or sister attending the school, providing that the brother or sister will continue to attend that school the following year

3. Children of all staff who have been continuously employed by the school for a period of at least two years for the purpose of working in the school as follows:

- All full time teaching staff
- All full time support staff – defined as those on 37 week and above contract
- All part time teaching staff with a 45% and above timetable
- All part time support staff who work at least 15 hours per week for 37 weeks or more

The two-year qualification period may be waived if a post is hard to fill.

The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion.

The definition does not include peripatetic staff

4. Children who live in the catchment area served by the school.

A list of roads in the catchment area for the school are detailed at the end of this document and held on the schools website:

<https://www.finghamprimary.co.uk>

5. Children by reference to the distance to the preferred school

If it is not possible to meet all of the requests in any one of the categories described above, the governors will prioritise the requests by reference to distance.

### **Brothers and Sisters**

The governors see the benefits of children from the same family attending the same school and gives priority to brother and / or sister connections in its policy for allocating places. The definition of brother or sister includes step-brothers, step-sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address. However, where schools are over-subscribed no guarantee can be given that places will be available for brothers and sisters.

### **Distance**

If it is not possible to meet all of the requests in any one of the categories described above, the governors will prioritise the requests within that category by reference to distance. A straight-line measurement will be made, using a computerised mapping system, from the centre of the child's residence - to the centre of the preferred school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority.

### **Tie Breaker**

Where the final place in a year group can be taken by two or more children living an equal distance from the school the Multi Academy Trust oversee independently, will select by drawing lots.

### **Home Address**

A pupil's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required. Where documentary evidence can substantiate to the satisfaction of the governors that care is split equally

between parents at two homes, parents must name the address to be used for the purpose of allocating a school place

If a school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to withdrawal.

Children of UK service personnel and other Crown Servants will be treated as meeting the residency criteria for a catchment area once proof of posting has been provided

### **Catchment Area**

One of the aims of local schools is to serve its neighborhood and develop links with the local community to strengthen the school and the community. The area served by a school is known as the catchment area and details of specific catchment areas are available at <https://www.coventry.gov.uk/catchmentareas>

### **Deferred entry into Primary School**

Legally a child does not have to be educated until the term after their fifth birthday. Parents may feel their child is young for their age, or there may be other reasons for wanting to delay their entry to school. This is called deferred entry.

In this situation applications for a place should be made in the normal way. The governors recommend that the parent/carer contact the head teacher of the preferred school to discuss the matter in more detail prior to submitting the

application. If the parent/carer then decides to defer entry, a place will be reserved until the child starts as long as they start within the academic year. The governors cannot allocate it to another child. Parents/carer cannot assume however that an application for a deferred entry place will be successful. It will be considered alongside all other applications in accordance with the general admissions policy.

Where a parent/carer of a summer born child wishes to defer entry until the following academic year, and wishes their child to start in reception this will mean the child is taught out of their normal age group. They should still make an application at the usual time but must notify us on the application that they will wish to request a place out of the normal age group. Parents/carers will then be contacted to discuss the matter further and should note there are no guarantees

that such applications will be successful, but that each case will be considered individually.

Parents may seek a place for their child outside of their normal age group. The application will be considered alongside all other applications in accordance with the Coventry co-ordinated admissions scheme. Where the application is refused the parent has a right to an appeal against the refusal of a place, unless the child has been offered a place in another year group in the school.

### **Part Time Attendance**

Parents can request that their child attends part time until the child reaches compulsory school age.

### **Children Currently Attending Nursery Classes**

Parents of children already attending Nursery Classes will also need to complete an application form in order to request a place at their preferred Primary School. The

policy of the governors is not to provide nursery classes at every school, but to provide classes which serve a wider area than the school's catchment area. The number of part-time places available in a nursery class therefore often exceeds the number of places available in the Reception Class in the same school.

The governors cannot therefore guarantee that a pupil who is admitted to a school's nursery class will be admitted to the same school.

### **In Year Admissions**

The parent of a child seeking admission to the Academy should apply for a place by completing a standard admission form, available from the Local Authority. Once completed, the form should be returned to the Local Authority using the address on the form. If a place is not available in the relevant year group, the application will be placed on the Academy's waiting list for admission into the relevant year group. If no place is immediately available, parents are entitled to appeal.

Further information on the process and timetable can be accessed via:

<https://www.coventry.gov.uk/school-admissions/primary-school-admissions/5>

**Waiting List**

The governors cannot always offer places at Finham Primary School. If this is the case the child's name will be automatically placed on the school waiting list. If places become available, the governors will allocate the places in accordance with the oversubscription criteria. Applicants may therefore move both up and down the list depending on whether others joining the list meet a higher ranked oversubscription criterion.

Waiting Lists will remain in operation until the end of the 2024 Autumn Term (31 December). Thereafter, parents will be required to register their interest in the preferred school at the beginning of each term, otherwise they will be deemed to have withdrawn their interest.

Admission Numbers 2024/25  
Finham Primary School - 60

## **CATCHMENT AREA**

- Alfriston Road
- Anchorway Road
- Bathway Road
- Brentwood Avenue
- Canford Close
- Cotswold Drive
- Crossway Road
- Daleway Road
- Droylesden Park Road
- Erithway Road
- Finham Green Road
- Finham Grove
- Fletcher Walk
- Fosseway Road
- Grange Avenue
- Green Lane (127 odd and 102 even upwards) including Leasowes Farm Cottage
- Gretna Road
- Hadleigh Road
- Handcross Grove
- Howes Lane including Oak Lea Farm
- Ilfracombe Grove
- Jacklin Drive
- Jedburgh Grove
- Joanna Drive
- Kenpas Highway (180 upwards) including Styvechale Harvester and Holiday Inn Express
- Kings Hill Lane
- Kingscote Grove
- Leigh Avenue
- Oxley Drive
- Poolside Gardens
- Rees Drive
- Roman Way
- St. Martin's Road
- Stonehaven Drive
- The Graylands
- Vardon Drive
- Winsham Walk
- Wychwood Avenue

This policy was adopted and agreed by Governors in September 2022

To be reviewed annually.

Adopted –

Signed by:



Rachel Crow, Chair of Governors.

Date September 2022



Sarah Bracken, Headteacher.

Date: September 2022