

## **Community and Voluntary Controlled Primary and Infant School Admissions Policy 2018/19 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 residence order, child arrangements order or a special guardianship order**

A looked-after child is defined in Section 22 of the Children Act 1989.

- 2. Children who live in the catchment area served by the school, who have a brother or sister attending the school or, in the case of separate infant and junior schools, the corresponding junior school, provided that the brother or sister will continue to attend that school the following year**
- 3. Other children who live in the catchment area served by the school.**
- 4. Children living outside the catchment area with a brother or sister who currently attends the school or, in the case of separate infant and junior schools, the corresponding junior school, provided that the brother or sister will continue to attend that school the following year;**
- 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 City Council will prioritise the requests by reference to distance.

### **Brothers and Sisters**

The City Council sees 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 City Council 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. Where the final place in a year group can be taken by two or more children living an equal distance from the school, the local authority, overseen 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 Local Authority 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 neighbourhood 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 Authority recommends that the parent/carer contact the headteacher 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 Authority cannot allocate it to another child. Parents/carers 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 City Council 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 Local Authority Maintained 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 City Council 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 City Council cannot therefore guarantee that a pupil who is admitted to a school's nursery class will be admitted to the same school.**

## Waiting List

The Authority cannot always offer places at a preferred school. If this is the case the child's name will be automatically placed on the Waiting List for community and voluntary controlled schools. If places become available, the Authority 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 2018 Autumn Term. After this parents/carers will need to contact the Admissions Team by the beginning of each term if they want to stay on the waiting list for the rest of the academic year

## Admission Numbers 2018/19

### Community and Voluntary Controlled Primary and Infant Schools

The admission number represents the capacity of the school to admit pupils at the normal age of entry in the 2018/19 academic year.

Community and Voluntary Controlled Primary schools	Admission Number 2017/18
Alderman's Green Community Primary	90
Aldermoor Farm Primary	90
All Saints' C.E. Primary (Voluntary controlled)	30
Allesley Primary	60
Allesley Hall Primary	30
Broad Heath Community Primary	90
Cannon Park Primary	30
Charter Primary	45
Coundon Primary	90
Courthouse Green Primary*	90
Earlsdon Primary	60

Edgewick Community Primary	60
Ernesford Grange Primary	60
Frederick Bird Primary	120
Gosford Park Primary	60
Grange Farm Primary	60
Grangehurst Primary	60
Hearsall Community Primary*	60
Henley Green Community Primary	60
Holbrook Community Primary	90
Hollyfast Primary	90
Howes Community Primary	30
John Gulson Primary	90
John Shelton Community Primary	30
Joseph Cash Primary	60
Limbrick Wood Primary	30
Little Heath Primary	60
Longford Park Primary	30
Manor Park Primary	90
Moat House Community Primary	60
Moseley Primary	60
Mount Nod Primary	45
Park Hill Primary	60
Pearl Hyde Primary	45
Potters Green Primary	60
Ravensdale Primary	60
Richard Lee Primary	90
Southfields Primary	60
Sowe Valley Primary	30
Spon Gate Primary	60
St Andrew's C.E. Infant (Voluntary controlled)	60
St Christopher Primary	60
Stivichall Primary	75
Stoke Primary	60
Stoke Heath Primary	60
Templars Primary	90
Whitley Abbey Primary	60
Whitmore Park Primary	90
Whoberley Hall Primary	30
Willenhall Community Primary	60
Wyken Croft Primary	120

\*Due to convert to academy status in 2017 and admission arrangements will be part of the conversion process.