

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 |

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| 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.