



## Admissions Policy 2020-21

This has been considered and adopted by Arden Forest C of E Multi Academy Trust Board. The Local Governing Body of Coughton C of E Primary School is delegated to act in respect of admissions on behalf of the Arden Forest C of E Multi Academy Trust.

Coughton C of E Primary School aims to serve its community by providing stimulating and challenging education of the highest quality.

*This policy is available to parents via the school website.*

### OVER SUBSCRIPTION CRITERIA

In the event of over subscription, priority will be given using the following criteria in order of precedence:

1. Children for whom their Educational Health Care Plan names this school.
2. Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) (See Note B)
3. Children who live in the priority area who have a sibling attending the school at the time of admission. (See Note D)
4. Children who reside within the priority area. (See Note C)
5. Children who reside outside the priority area who have a sibling attending the school at the time of admission.
6. Other children living outside the priority area.

NB In the event of over subscription, priority will be given to children living closest to the school within each criterion.

### Priority Areas

For an accurate description of the school's priority area, please visit the Warwickshire County Council website: <https://www.warwickshire.gov.uk/mapinfantprimaryschools>

### Note A

Parents can request that the date their child is admitted to the school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part time until the child reaches compulsory school age. The Executive Principal will determine any such requests in the best interests of the child.

### Note B

Children who were "looked after" by a local authority but ceased to be so because the child was adopted under section 46 of the Adoption and Children Act 2002, or became the subject of a residence order in Section 8 of the Children's Act 1989, or became the subject of a special guardianship order, defined by Section 14A of the Children's Act 1989.

### Note C

The home is where the child normally sleeps when s/he attends school (including the address at which a 'looked after' child in the care of a local authority normally sleeps). Addresses involved in child minding arrangements (professional or with relatives) are excluded. If the child's parents do not live together, and the child lives for equal amounts of time with each parent, the Warwickshire County Council will ask the parents to nominate the address to be used for the purpose of the school admission application.

The Governing Body reserves the right to ask for evidence of the address of a pupil or prospective pupil.

### Note D

Siblings can be half-brothers and half-sisters, adopted sisters and brothers or stepsisters and brothers. Siblings can reside at different addresses.

### Multiple Births

If the school can accommodate only one child of a multiple birth (eg. twins) under this admissions policy then the Trust Board will consider whether in these exceptional circumstances it can admit the other child(ren). For infant classes, a child whose twin or sibling from a multiple birth is admitted (other than as an expected pupil) will be a legal exception to infant size limits.

The closing date for applications for admission to Reception is set by Warwickshire County Council. Late applications will be considered after those received on time.

Further information about the admissions process is available from Warwickshire County Council.

### The Warwickshire County Council Waiting list for Reception Class

If Warwickshire County Council, acting on behalf of the Trust Board, is unable to offer your child a place in Reception Class at the start of the September term because the school is oversubscribed, you can ask to put your child's name on the Council's waiting list for a place at the school. The waiting list ceases to exist after the start of the September term. If places

become available because offers have not been accepted, they will be offered to those on the waiting list using the same priority order as above. The amount of time a child's name has been on the waiting list is not relevant. Parents should be aware that the priority order of children on the list can alter, for example as children with higher priorities are added.

The school cannot offer a place to a child in the Infant Classes (Reception, Year 1 and Year 2) over the legal limit of 30 pupils except in the circumstances described in the Department for Education's School Admissions Code.

The school may, in exceptional circumstances, offer a place to a child in the Junior Classes (Years 3-6) over the normal number of 30 pupils. Such applications are considered by the Local Governing Body which will take into account the special circumstances of the child, including a child from a multiple birth who would otherwise have to attend a different school from his/her multiple birth sibling(s).

### Appeals

Parents have the right to appeal to the Admission Appeals Panel against the decision of the Local Governing Body against the decision to refuse application for a school place. The Independent Admission Appeals Panel is arranged by Warwickshire County Council who administers the appeals on behalf on the Local Governing Body.

### Fair Access Protocol

The Local Governing Body recognises its duty to work with the Local Authority during the course of the year to provide fair access for "hard to place" children, even where the school has already reached its published admission number – except where the infant class size limit of 30 pupils would be breached by doing so. These pupils may include children who have previously been permanently excluded from a school, children of Traveller families, refugees and asylum seekers, and children on the Child Protection register. The protocol established by the Local Authority for this purpose is designed to ensure that such pupils are shared equally between schools in an area.