



Whitley Abbey Primary School

Admissions Policy

Reviewed March 2017
Next review March 2018

Whitley Abbey Primary School Admissions Policy

Aims

- To give children and parents as much information about Whitley Abbey Primary School and the education we provide as possible
- To make each child's start a happy and successful one
- To begin a partnership with parents that will be lasting

Procedures

At Whitley Abbey Primary School children normally start school in September before their fifth birthday.

Parents are able to add their child's name to the intake list at school expressing an interest (this does not mean a place has been offered as school places are offered by the Local Authority when the application process opens) at any time.

Applications can be made on line at www.coventry.gov.uk/admissions and by paper copy (online applications preferred) any time after the 1st September the year before the child is due to start school. The closing date for applications is mid January the following year. School staff can support this process by completing forms online and checking information is correct.

Parents who make an online application will receive an email regarding the outcome of their application in mid April; parents who made a paper application will be sent a letter regarding the outcome via second class post in mid April. For those families that have been unsuccessful, the Admissions and Benefits office will send letters with details of what to do next.

Once admissions are confirmed, we welcome each child and his or her family, and invite them to spend time with us in the Summer term prior to the child starting school. In the first week in September this is continued (See our pre-school programme and induction policy for detailed arrangements)

The School Standards and Framework Act 1998 requires all infant (Reception, Years 1 and 2) class sizes to be limited to a maximum number of 30. Admission numbers are therefore based on multiples of 15 and 30, which helps schools to organise Key Stage 1 classes of 30 or fewer.

1. Admission Limit

From September 2017:

The school's admission number for Year R is 60.

The school's admission number for Year 1 is 60

The school's admission number for Year 2 is 60

The school's admission number for Year 3 is 60

The school's admission number for Year 4 to Year 6 is 30.

2. Admissions Criteria

The Children Learning and Young People Directorate of Coventry City Council control the admission arrangements for the school. To apply for a primary school place parents should complete the application form on line at www.coventry.gov.uk/admissions **but we can send out hard copies of the booklet and forms if required. On this website there is also the option to receive the information in other languages and in braille.**

The Local Authority has an equal preferences allocation scheme, whereby parents can apply for up to three schools. All three schools listed will be looked at as equal choices. However, parents should ensure they list the school they most want their child to attend as their first choice, followed by their second choice and then their third choice. All three schools will be considered against the respective over-subscription criteria for the schools chosen. Should the Authority be able to offer a place at more than one of the schools listed it will decide which single place to offer in accordance with the order in which the choices are listed.

For example:

If a place can be offered at all three schools listed then a place will be offered at the school listed as first choice.

If a place can only be offered at the schools listed as choices 2 and 3, a place will be offered at the school listed as choice number 2.

In all instances the Authority will endeavour to offer a place at the school listed first but parents are advised to read the admissions policies of all the schools requested so they can judge the likelihood, or not, of being offered a place at the school they most prefer.

If there are more requests for a school than are places available within the school's admission number, places will be allocated in Local Authority Community and Church of England (Voluntary Controlled) Schools in preference order using the criteria in priority as follows:

- 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).

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

- To children who live in the catchment area served by the school, with a brother or sister (see Note 1 below) at the school or corresponding Junior School in the case of separate Infant and Junior Schools, **provided that the brother or sister will continue to attend that school the following year;**
- To other children who live in the catchment area served by the school;
- To children with a brother or sister (see Note 1 below) at the school or corresponding Junior School in the case of separate Infant and Junior Schools, **provided that the brother or sister will continue to attend that school the following year;**
- To children by reference to the distance to the preferred school. A straight-line measurement will be made

to the school; the shortest measurement will have the highest priority.

Note 1

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half sister, where two children are related by a parent's marriage;
- Adopted or fostered children.

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 contacts the Head Teacher of the preferred school to discuss the matter in more detail prior to submitting the application form. If the parent/carer then decides to apply, a place will be reserved until the child starts – 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.

Special Educational Needs

If a child has a statement of Special Educational Needs which names a school, they must be admitted to that school.

Looked after Children

Top priority will be given to the children who are in the care of the local authority or provided with accommodation by the authority. A looked after child is defined in Section 22 of the Children Act 1989.

Exceptional Family or Medical Circumstances

Consideration may be given to very exceptional family or medical circumstances. The extent of such priority will be determined by the extent to which the child's educational prospects and /or mobility are affected. Reference may be made to relevant professionals in these cases. The circumstances of the child will be of paramount consideration in such cases rather than the financial or social circumstances of the parent.

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 the category by reference to distance. A straight-line measurement will be made from the child's home address to the centre of the preferred school site. The shortest measurement will have the highest priority. The address we use must be your child's permanent home address.

Late Applications

Applications received after the closing date will be treated as late applications and will not be considered until after the initial allocation of places has taken place. This means a late application is less likely to be allocated a place in a popular school as applications received on time may already have been allocated all of the

available places. If all places have been already allocated up to the admission number, late applications will be placed on the waiting list in admission criteria order.

Waiting List

In the event of a school being over-subscribed, a waiting list will be maintained by the local authority until the end of September 2017. The list will be kept in over-subscription order. Parents who wish their child's name to remain on the waiting list after this date must re-register their interest with the Local Authority every 21 days, otherwise they will be deemed to have withdrawn their interest.

Children attending Catholic primary schools will not receive catchment area status for a Local Authority Community Secondary School, unless, at the initial allocation of places they have been unable to secure a place at their appropriate Catholic "feeder" secondary school.

Parents whose preference is not met by the Children Learning and Young People Directorate can appeal to an independent appeal panel.

If a school place is offered on the basis of an address, which is subsequently found not to be the child's normal home address, the place will be withdrawn.

Full details of the admissions policy are given in the Children Learning and Young People Directorate annual publication "Primary Education in Coventry". Copies of this booklet are available from Primary Schools or the Admissions and Benefits Team in Civic Centre 1, Little Park Street, Coventry CV1 5RS or by telephoning (024) **7683 1622 or 7683 1577**.