



Whitley Abbey Primary School

Admissions Policy

Approved by
Governors

Date: July 2025

Last reviewed on: July 2025

Next review due by: July 2026

Whitley Vision and Values

Aims and Values

We aim...

- For everyone to be valued, safe and happy.
- To promote high standards of teaching and learning and expect the highest levels of attainment for everyone.
- To strive to open children's minds to life's possibilities and promote citizenship amongst our children.
- To place a great emphasis on developing a love of reading and vocabulary to enable children to become lifelong learners.
- To nurture the mental and physical wellbeing of everyone through our character values of; kindness, honesty, friendship, courage, resilience, and gratitude.
- To foster positive relationships, to engender an ethos of tolerance, respect and an understanding that we live in a diverse community.

Hand in Hand we Learn

Core Learning Values

A core learning value is a central belief clearly understood and shared by every member of the school community. We believe in commitment, opportunity, respect and excellence.

By **commitment** we mean that everyone

- shows loyalty to friends, colleagues and the school
- is willing to support and show care for those who need help
- is willing to work to the highest level
- keeps the school rules

By **opportunity** we mean that everyone

- develops confidence through participation
- volunteers in a variety of school situations
- considers their own strengths
- pursues individual interests in a manner which broadens horizons

By **respect** we mean that everyone

- values all members of the school community
- displays good manners at all times
- displays tolerance of others with different points of view and beliefs
- shows respect for the school buildings, facilities and surrounding environment

By **excellence** we mean that everyone

- is proud of personal achievement
- produces work of the highest quality
- sets high standards and personal goals for improvement
- makes best use of talents, time and resources

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.

Applications can be made on line at <https://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.

Primary 2026 entry (Children born between 1 September 2021 and 31 August 2022)

The application process to apply on time starts on 1 September 2025.

The closing date for making your application on time is **16 January 2026**. All applications received after this date will **not** be considered until after the national offer date of 14 April 2026.

Late applications will be considered in the second allocation round in May 2026.

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 of 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 2025:

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 is 60

The school's admission number for Year 5 is 60

The school's admission number for Year 6 is 60

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 <https://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.

For further information, please see the Coventry Schools Admission booklet available at:

https://pdf.browsealoud.com/PDFViewer/Desktop/viewer.aspx?file=https://pdf.browsealoud.com/StreamingProxy.ashx?url=https://www.coventry.gov.uk/download/downloads/id/33890/primary_admissions_booklet_2021.pdf&opts=www.coventry.gov.uk#langidsrc=en-gb&locale=en-gb&dom=www.coventry.gov.uk

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 2025. 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 at Coventry City Council or by telephoning (024) **76831613**.

In Year Applications

Coventry City Council currently co-ordinate all admissions, including in-year admissions. Any applications for a school place should therefore be directed to the School Organisation (Admissions) team in the first instance.

If you have just moved into the city, information regarding in year school admissions can be found here - https://www.coventry.gov.uk/downloads/148/school_admissions

If you wish your child to transfer schools within Coventry, please contact the school your child currently attends to discuss your request with them. This will give an opportunity to resolve any difficulties with the school. If a transfer is appropriate then you will need to complete the [transfer application form](#).

All applications are processed in a rolling programme, which means that parents will usually wait 7 to 13 working days for a decision to be made. Around school holidays when schools will be closed and unable to view applications, this period can be longer.

Admissions team - Primary

Monday to Thursday: 8.30am – 5pm, Friday: 8.30am - 4.30pm

Email: primaryadmissions@coventry.gov.uk

Tel: 024 7697 5445 Coventry City Council

Admission Appeals

If it has not been possible to offer your child a place at your preferred school, the City Council will write to you to explain the reasons why it was not possible to offer you a place at your preferred school.

You have the right of appeal against the decision not to allocate your child a place. Accepting the place you have been offered does not affect your right of appeal.

- If your child has been allocated a place to start at primary school in Reception this September and you wish to make an appeal, more information and the form you need to complete is at [Reception entry appeal form](#).
- If you wish to make an appeal for a place starting at any other time, more information and the form you need to complete is at [In year appeal form](#).

The School Appeals Team is responsible for administering the arrangements for appeals for Community Schools and ensuring that they are heard by an Independent Appeal Panel made up of people who have no connection at all with the original decision.

What happens after I have completed an appeal form?

You will receive 10 school days' notice of the time and date of the appeal hearing.

You will receive a statement before your appeal hearing saying how your application was dealt with, why your child has not been offered a place and why the school is unable to admit another pupil.

Any extra documents you wish to send in to support your appeal must be received by the clerk at least 3 days before the appeal hearing. Failure to do this may result in your appeal hearing being adjourned.

If your appeal for a school is unsuccessful, you may not appeal for the same school within an academic year unless there has been a material or significant change to your circumstances.

Fair Access Protocol

All Coventry schools are required to sign up to an in-year fair access protocol. The aim of this protocol is to reduce the time that vulnerable children spend out of school and to ensure that vulnerable children are admitted to Coventry schools on a fair basis, making sure that no school is asked to take a disproportionate number of pupils presenting with challenging behaviour or who have been excluded. Any children that are considered to require a school place through this protocol will be given priority over those on waiting lists and can be admitted to schools even when the school is full.

Further details of the protocol are available from the [Inclusion and Attendance team webpage](#).

Application for places outside the normal age group

Where a parent/carer seeks a place for their child outside their normal age group, they must state which year group they are requesting and why they want this year group on the application form. Parents/carers will then be contacted to discuss the matter further as requests will be considered on the circumstances of each case and in the child's best interests. Each school governing body will need to make an individual decision. There are no guarantees that such applications will be agreed. However, where the application is not agreed a letter setting out the decision and reasons for it will be provided along with any rights to appeal.