# Admissions Policy 2028-29

The Arden Forest C of E Multi Academy Trust Board is the Admission Authority for Coughton CE Primary School. 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. The school has a pupil admission number (PAN) of **25 children**.

**OVER SUBSCRIPTION CRITERIA**

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

1. Looked after children (LAC) and children who were previously looked after but immediately after being looked after became subject to adoption (PLAC); children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC); a child arrangements order; or special guardianship order. (See Note B).

2. Children who live in the priority area who have a sibling attending the school at the time of admission. (See Note C)

3. Children who reside within the priority area. (See Note D)

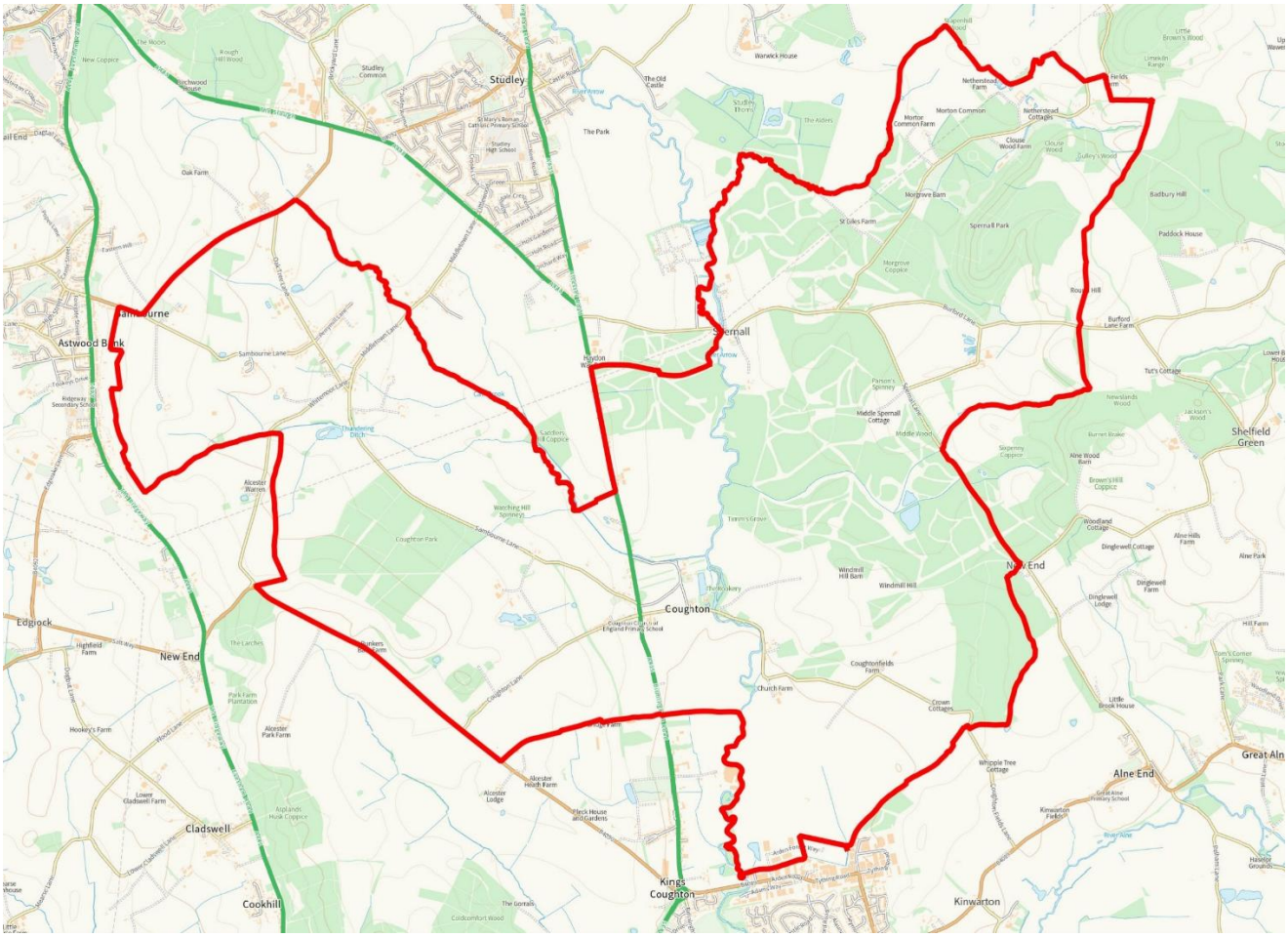
4. Children who reside outside the priority area who have a sibling attending the school at the time of admission.

5. 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. Where a final place(s) cannot be allocated, as it is impossible to define a difference between applications, the allocation of the final place(s) will be determined by random allocation using a random number generator. The allocation will be carried out by two officers of the Admissions Service in the presence of a local authority solicitor.

Priority Areas

The Parish of Coughton and the area of Sambourne Parish (excluding Alcester Warren) bounded by Sambourne Lane (included) to Jill Lane (excluded) and the Cain Brook to the Coughton Parish Boundary. Also included is the Parish of Spernall and the area of Morton Bagot Parish south of Bannams Wood.




https://www.warwickshire.gov.uk/mapinfantprimaryschools

Distance

Distance will be calculated by the straight line measurement from the centre of the applicant's home address to the centre point of the school.

Note A

Children with Education Health Care Plan that name the school will be offered a place first. This will reduce the number of places available.

Note B

Children who were previously looked after are children who were looked after by a local authority but ceased to be so because they were adopted under section 46 of the Adoption and Children Act 2002, became subject to a child arrangements order under section 8 of the Children Act 1989, or became subject to a special guardianship order under section 14A of the Children Act 1989. Children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted will be given equal first priority in admission arrangements alongside looked after children and previously looked after children.

Note C

Siblings can be a brother or sister sharing the same parents; half-brothers and half-sisters; adopted sisters and brothers or; stepsisters and stepbrothers. Siblings can reside at different addresses.

Note D

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 parents must nominate the address to be used for the purpose of the school admission application**.** The Local Governing Body reserves the right to ask for evidence of the address of a pupil or prospective pupil.

Admissions Deferral

Parents of children offered a place in Reception may request that the date their child is admitted to the school is deferred until later in the same academic year, but not beyond the start of the term after their child reaches compulsory school age. Children reach compulsory school age on 31 December, 31 March or 31 August following their fifth birthday. Parents may also request that their child attends on a part-time basis until they reach compulsory school age. Requests for deferred or part-time entry will be agreed in line with the School Admissions Code and Warwickshire County Council's guidance on deferring starting school. The process is administered by Warwickshire County Council. For more information please visit: https://www.warwickshire.gov.uk/school-admissions-appeals/deferringstartingschool/2

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 excepted 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. 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 waiting list will be maintained until at least 31 December in the school year of admission.

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. In such circumstances, the over subscription criteria will be applied.

**Admission for children outside of their normal age group**

Parents may seek a place for their child outside their normal age group if, for example, the child has experienced problems such as ill health or if they are moving from overseas and their child has not been educated in the English school system. If parents wish to apply for their child to have a Delayed Entry to school, parents should apply to their local authority for a school place as normal – as if their child were going to start school at age 4 – even though they want to delay their child's start at school until age 5. Parents must also complete a second form **applying for a Request to be educated out of year group – Delayed Entry**. This application should outline the reason(s) why you wish your child should be considered for admission into a class outside of their normal age group. You should enclose any supportive evidence and documentation, for example from professionals who have worked with your child. The process is administered by Warwickshire County Council in line with their Policy for educating children outside their normal academic year group which can be found here. Parents have a statutory right to appeal against the refusal of a place at the school for which they have applied. This right does not apply if they have been offered a place at the school but it is not in their preferred age group.

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 of the Local Governing Body.

In Year Admissions

Parents should apply directly to Warwickshire County Council Admissions Service who coordinate admissions throughout the year. The Local Governing Body will apply the oversubscription criteria where they are more applications than places.

Fair Access Protocol

The Trust Board will participate in Warwickshire County Council's Fair Access Protocol in accordance with the School Admissions Code. The purpose of the Protocol is to ensure that vulnerable and unplaced children, particularly those having difficulty in securing a school place, are allocated a school place as quickly as possible. The school will admit children allocated a place under the Fair Access Protocol in accordance with the requirements of the School Admissions Code and relevant legislation, including where this results in the school's published admission number being exceeded. For more information visit: https://www.warwickshire.gov.uk/moving-schools-within-school-year/child-admitted-fair-access-protocol

How to apply

The admissions process is administered by Warwickshire County Council applications can be made via the website https://www.warwickshire.gov.uk/admissions. Applicants who do not live in Warwickshire should apply for a school place through their home local authority.