



COTEFORD JUNIOR SCHOOL

Headteacher: Miss Joanna Martin

ADMISSIONS POLICY

The Governors, who are responsible for admissions to this academy, have agreed with the Local Authority to admit eighty-one (81) pupils in each year group. This number applies to every academic year from September 2025 until July 2026.

Where there are more applications than there are places available, the Governors will admit pupils according to the following criteria, which are listed in order of priority and reviewed annually:

1. Looked after children and previously looked after children. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a residence order or a special guardianship order.
2. Children who are on roll at Coteford Infant School
3. Children who have sibling(s) living in the same household at the same address with at least one parent/guardian in common and who are on roll at either Coteford Junior School or Coteford Infant School at the time of the proposed admission
4. The proximity of the applicant's home address to the school, measured in a straight line between the Ordnance Survey's address reference for the school and the applicant's address using the London Borough of Hillingdon's computerised measuring system with those living closest receiving the highest priority.

Note: Children who have an Education and Health Care Plan which names Coteford Junior School are admitted directly to the school.

Casual Admissions

If the school is oversubscribed the Admissions Officer maintains the school waiting list. As a place becomes available the above criteria will be applied if there are more applicants than places. Proof of address is required prior to admission as is a copy of the child's birth certificate or passport.

Multiple Birth Siblings

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, both siblings can be offered a place even if that results in taking the number of children in the class above 30.

Admission Appeals:

Parents who are not offered a place for their child are entitled to appeal to an independent appeal committee under the Provision of the 1980 Education Act. Parents wishing to appeal should complete an appeal form available from the school. The form should then be returned to the Clerk to the Appeals Committee via the school within 14 days of notification not to admit.

Arrangements to be determined annually.

Policy Review date; September 2026

Policy was reviewed: September 2025