Admissions Policy 2026-27

The Arden Forest C of E Multi Academy Trust Board is the Admission Authority for Coughton 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)

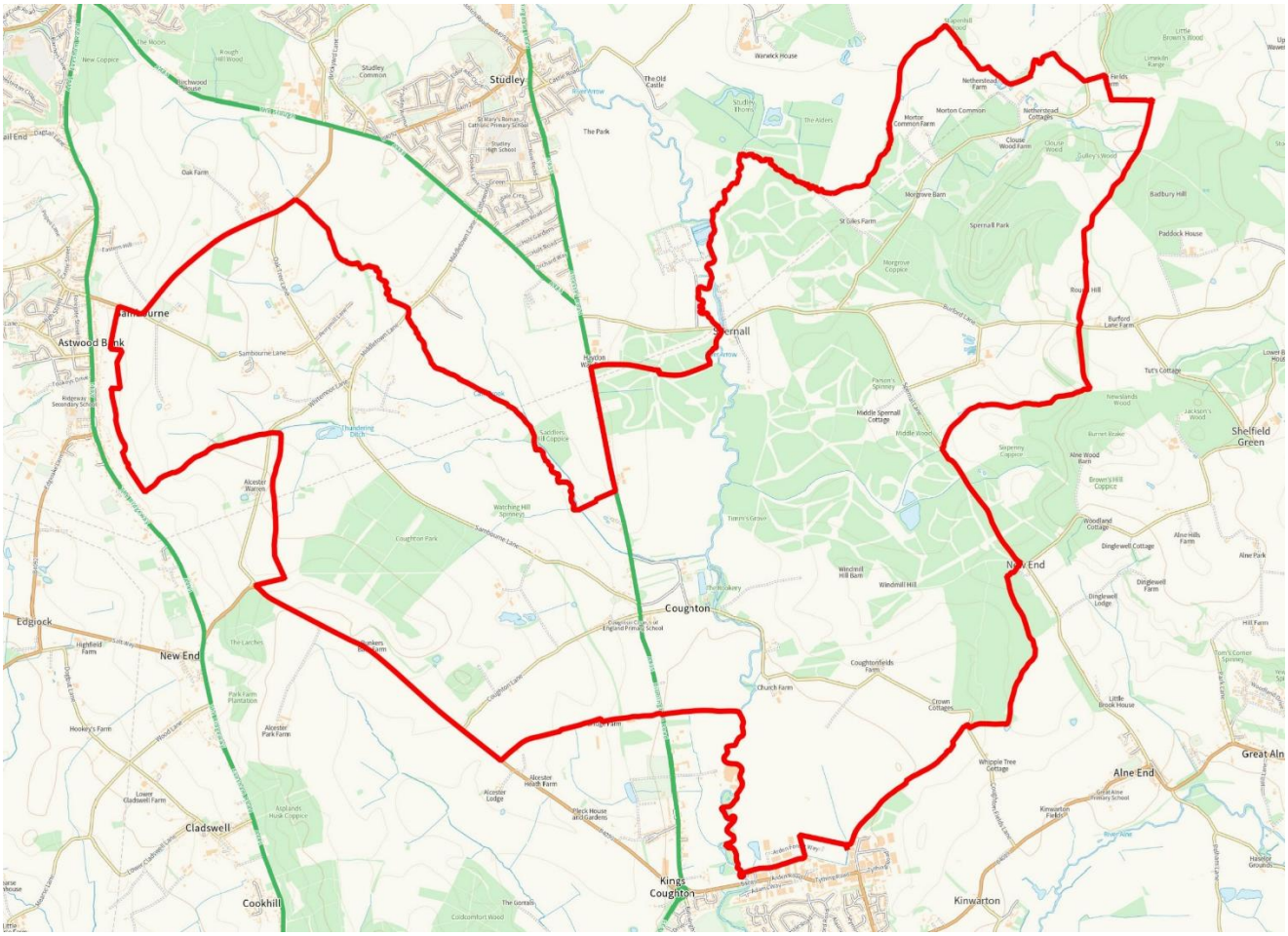
4. Children who reside outside the priority area who have a sibling attending the school at the time of admission.

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 drawing lots. This is done independently of the Trust Board/Local Governing Body.

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 "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. The 2021 Admissions Code requires 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 to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). The 2021 Code refers to these children as internationally adopted previously looked after children – "IAPLAC".

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 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 Headteacher will determine any such requests in the best interests of the child. 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 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 on 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 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 breeched 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. For more information visit: https://www.warwickshire.gov.uk/moving-schools-within-schoolyear/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