



Admissions Policy

Kenilworth Primary School

*'High Aspirations Today, Inspiring
the Leaders of Tomorrow.'*

Signed by:

K. Sampson

Head Teacher

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Rod Woodhouse

Chair of governors

Date: October 2025

Last updated: October 2025

Admissions Policy

1 Introduction

- 1.1** Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. Our Admissions policy conforms to the regulations that are set out in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

2 Aims

- 2.1** We seek to be an inclusive school, welcoming children from all backgrounds and abilities.
- 2.2** All applications will be processed in line with LEA guidance.
- 2.3** The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.
- 2.4** A child's level of ability is irrelevant to this school's admissions policy; as are any special needs the child may have.

3 How parents can apply for their child to be admitted to our school

- 3.1** Our school is a community school, and it determines the admission arrangements in agreement with the LEA. The Admissions Authority for our school is therefore the LEA, which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the LEA.
- 3.2** The LEA's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from the local Education Department, and should be returned by the date stipulated on that form. The school will notify parents of the decision as soon as all the applications have been considered.
- 3.3** Children enter school at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e. when the autumn term begins). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they return the necessary application form to the LEA by the end of January.

4 Admission appeals

- 4.1** If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LEA. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school.

5 The standard number

- 5.1** The 'standard number' is the number of children the LEA considers the school can accommodate per year group is 30.

6 Sizes of classes for infants

- 6.1** We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

7 Monitoring and review

- 7.1** This policy will be monitored by the governing body and reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the local Admissions Forum.

Nursery Admissions

[From the 1st September 2017, the school has been responsible for managing Nursery admissions.](#)

When will my child start at nursery?

Children who turn three can apply for a nursery place, to begin after the term they turn three.

How do I apply?

Our application for Nursery places for September 2026 can be found on the website under admissions, or collected from the school office.

Parents will need to fill in parts of the form before returning it to the school office. Incomplete applications will not be considered as part of the nursery admissions.

How are applications considered?

We will consider all the applications made. If there are less than 30 applications made, all offers will be made. If we receive more applications, then the following will be applied.

1. Does your child have an EHCP?
2. Is your child a looked after child?

3. Does your child have any medical or social reasons why Kenilworth is the school they should go to?

4. Does your child have a sibling in the school?

5. Are you taking up the 30-hour offer?

6. The distance you live from the school.

To be eligible for criteria 1-3, further documents will be required at the point of application. If these are not sent in with the application form, these criteria will not be considered.