Admissions Policy
September 2027

Approved by: Parkgate Local Governing Body

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Review: January 2027

Admissions Policy 2027/2028

1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- https://www.gov.uk/government/publications/school-admissions-code--2
- https://www.gov.uk/government/publications/school-admissions-appeals-code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the http://www.legislation.gov.uk/ukpga/1998/31/contents

This policy complies with our funding agreement and articles of association.

3. Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. You will receive an offer for a school place directly from your local authority.

If places are oversubscribed the oversubscription criteria in Section 6 will be followed. All children with an Education, Health and Care Plan (EHC) that name the school will be given priority before all other applicants.

In-year admissions – (Taken from the DfE School admissions code)

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group and should complete a request form provided by your home local authority. All requests will be passed to the school, and we will contact parents to arrange a meeting with the Headteacher prior to the Governors making a decision on the application.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

• Parents' views
• Information about the child's academic, social and emotional development
• Where relevant, their medical history and the views of a medical professional
• Whether they have previously been educated out of their normal age group
• Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
• The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if 3 parents have made a request for a child to be admitted outside the normal age group. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The admission number for Parkgate Primary School is 90 and represents the capacity of the school to admit pupils at the normal age of entry in the 2027/2028 academic year. If the number of applications is less than the published admission number then all applicants will be offered a place.

6.2 Oversubscription criteria

If there are more requests for the school than there are places available within the school's admission number, places will be allocated in accordance with the following criteria and in the order shown below.

1. 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). Also, children who were previously looked after but ceased to be so because they were adopted, or became subject to child arrangements order or a special guardianship order. This also includes those 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. A looked-after child is defined in Section 22 of the Children Act 1989.
2. Children who live in the catchment area served by the School, who have a brother or sister attending the School provided that the brother or sister will continue to attend the School the following year
3. Other children who live in the catchment area served by the School.
4. Children living outside the catchment area with a brother or sister who currently attends the School provided that the brother or sister will continue to attend the School the following year;

5. Children of Staff who have been employed at the School for two or more years at the time of application for the school place; or recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. All other children

If it is not possible to meet all of the requests in any one of the categories described above, the school will prioritise the requests based on the distance to the school.

Brothers and Sisters

Brothers and sisters are those children who live at the same address and either have one or both natural parents in common; are related by a parent's marriage or whose parents are living as partners. We include children who are adopted within our definition of brothers and sisters. All brothers or sisters must still be attending the school when the applicant is due to be admitted. Please note that children attending nursery will not be classed as brothers or sisters for the purposes of this definition as they are not attending the main school.

Staff

Under the oversubscription criteria the word staff will mean:
All staff who have been continuously employed by the School for a period of at least two years for the purpose of working in the School as follows:

- All full-time teaching staff
- All full-time support staff – defined as those on 37 week and above contract
- All part time teaching staff with a 45% and above timetable
- All part time support staff who work at least 15 hours per week for 37 weeks or more

The two-year qualification period may be waived if a post is hard to fill. The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion. The definition does not include peripatetic staff.

6.3 Home address

A pupil's home address is considered to be a residential property that is the child's only or main residence. At the time places are allocated, proof of permanent residence at the property concerned may be required. Where documentary evidence can substantiate to the satisfaction of the Local Authority that care is split equally between parents at two homes, parents must name the address to be used for the purpose of allocating a school place.

If a school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to withdrawal.

Children of UK service personnel and other Crown Servants will be treated as meeting the residency criteria for a catchment area once proof of posting has been provided

6.4 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the centre of the school site. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week. Where the distance between 2 children's homes and the school is the same, the school governors, will select by drawing lots. This process will be independently verified.

6.5 Catchment area

One of the aims of local schools is to serve its neighbourhood and develop links with the local community to strengthen the school and the community. The area served by a school is known as the catchment area and details of specific catchment areas are available at https://www.coventry.gov.uk/catchmentareas

6.6 Children below compulsory school age (optional)

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday. Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Part time attendance

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. For more information please visit the following webpage:
http://www.coventry.gov.uk/downloads/file/28497/guidance_notes_for_applying_to_educate_out_of_the_normal_chronological_age_group

Children currently attending Local Authority Maintained Nursery Classes

Parents of children already attending Nursery Classes will also need to complete an application form in order to request a place at Parkgate Primary School.

7 In-year admissions

You can apply for a place for your child at any time outside the normal admissions round via the City Council. As is the case in the normal admissions round, all children whose Education, Health and Care Plan (EHC) names the school will be admitted. Likewise, through co-ordination with the City Council, if there are spaces available in the year group you are applying for, your child will always be offered a place. If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in

section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

8 Appeals

Parents who have been refused a place at the School have the right to make an appeal against the decision. Appeals are heard by an independent appeals panel. Appeal forms and details about how to appeal and the schedule for all appeals, including deadlines for appeal forms to be submitted, can be accessed via the Coventry Appeals section on the website at https://www.coventry.gov.uk/info/148/school_admissions/122/school_appeals

Parents do not have a right to a second appeal in respect of the same academic year, except where the school agrees there were faults in the first appeal which may have significantly affected the outcome or the school accepts a further application for a place at the school because of a significant and material change in the circumstances of the parent, child, or school, but this has been turned down. Repeat applications will not be considered unless the significant and material change relates to matters that would affect the level of priority which would be given to the application in accordance with the admission over-subscription criteria.

Waiting List

The Academy cannot always offer places at a preferred school. If this is the case the child's name will be automatically placed on the Waiting List for Parkgate Primary School. If places become available, the Authority will allocate the places in accordance with the oversubscription criteria. Each time a child is added, the list is ranked again in line with the oversubscription criteria. Applicants may therefore move both up and down the list depending on whether others joining the list meet a higher ranked oversubscription criterion. Waiting Lists will remain in operation until 31 December 2027. After this, parents/carers will need to contact the School Organisation Team if they wish to stay on the waiting list until the end of the academic year when the waiting list will be discarded.

Each admission authority must maintain a clear, fair, and objective waiting list until at least 31 December of each school year of admission**, stating in their arrangements that each added child will require the list to be ranked again in line with the published oversubscription criteria**.

9 Monitoring arrangements

This policy will be reviewed by the Governing Body every year. Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing body will publicly consult on these changes.