



ADMISSIONS POLICY September 2023

DRAFT



Finham Park School is an Academy and the Academy Trust of the School is the admission authority. The admission arrangements comply with the Fair Access protocol as detailed in the Admissions Code.

For September 2023 Finham Park School's Published Admission Number (PAN) for Year 7 is 270.

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 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 and all previously looked after children, including those 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
A looked-after child is defined in Section 22 of the Children Act 1989.

2. Children who live inside or outside the catchment area served by the school, who have a brother or sister attending the school, provided that the sibling is in year 7-10 and will continue to attend Finham Park School the following year.

3. Children of 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.

4. Other children who live in the catchment area served by the school.

5. Children by reference by distance to the school.

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 by reference to distance.



BROTHERS AND SISTERS

The Trustees of the school see the benefits of children from the same family attending the same school and give priority to brother and/or sister connections in its policy for allocating places. The definition of brother or sister includes step brothers, step sisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address. However, where the school is oversubscribed no guarantee can be given that places will be available for brothers and sisters. Where the final place in a year group is offered to one of twins or other multiple births the parent has to decide which child will take up the place.

COMPULSORY SCHOOL AGE

Brothers and sisters are required to be of compulsory school age within the oversubscription criteria. This means they must be attending in Years 7 to 11 at the time that the applicant would be joining the school.

DISTANCE

If it is not possible to meet all of the requests in any one of the categories described above, the Trustees will prioritise the requests within that category by reference to distance. A straight line measurement will be made, using a computerised mapping system, from the centre of the child's residence – to the centre of the school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority. Where the final place in a year group can be taken by two or more children living an equal distance from the school, the Trustees will select by drawing lots.

HOME ADDRESS

A student'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 Governors 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 place 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.

CATCHMENT AREA

One of the aims of Finham Park is to serve its neighbourhood and develop links with the local community to strengthen the school and community. The area served by a school is known as the catchment area and details of our catchment area are available from the school office.



Roads in catchment area for Finham Park School

Adare Drive; Albany Road (upwards 141 odd and upwards 98 even); Alfriston Road
Alpine Rise; Anchorway Road; Arden Street; Armorial Road; Asthill Croft;
Asthill Grove including Kenilworth Court; Avondale Road; Baginton Road; Barnack Avenue
Bathway Road; Beanfield Avenue including Pipers Court
Bell Walk (1 - 9 odd and 2 - 8 even only); Belvedere Road; Berkeley Road North
Berkeley Road South; Beverly Drive; Bishops Walk; Brentwood Avenue; Broadwater
Broadway including Broadway Mansions; Bywater Close
Canford Close; Chideock Hill; Clarendon Street (Clarendon Villas 1-4 and Clarendon Mews 1-6)
Coat of Arms Bridge Road; Cotswold Drive; Crossway Road
Daleway Road; Dalton Road; Davenport Road - Chandler Court and Grove Court
Davenport Road; Delaware Road; Dewsbury Avenue; Droylsdon Park Road
Earlsdon Avenue North (2 -160 even and 1 -121 odd)
Earlsdon Avenue South (including Woodlands Court, Holly Bank and Elsie Jones House)
Earlsdon Street; Easedale Close; Eaton Road; Erithway Road
Finham Green Road; Finham Grove; Finnemore Close; Fletcher Walk
Fosseway Road; Frobisher Road; Galmington Drive; Girdlers Close
Grange Avenue; Grasmere Avenue; Green Lane (upwards from 127 odd and upwards from 102
even) including Leasowes Farm Cottage and Renaissance Court 1-8
Gregory Avenue; Gretna Road
Hadleigh Road; Handcross Grove; Hartington Crescent; Hexworthy Avenue
Hiron Croft; Hornchurch Close; Howes Lane including Oak Lea Farm
Humphrey Burtons Road; Huntingdon Road; Ilford Drive; Ilfracombe Grove
Ilmington Close; Jacklin Drive; Jedburgh Grove; Joanna Drive
Kenilworth Road (2 - 46 even and 33 - 169 odd); Kenpas Highway; Kings Hill Lane
Kingscote Grove; Leamington Road; Leasowes Avenue; Leigh Avenue; Leighton Close
Lonscale Drive; Magnolia Close; Maidavale Crescent; Manor Road; Mantilla Drive; Marshfield Drive
Mayfield Road; Medland Avenue; Michaelmas Road including Warwick Court; Mickleton Road
Mill Hill; Moat Avenue; Moor Street; Morningside; Mylgrove; Myrtle Grove; Newcombe Road
Norwich Drive; Oak Tree Avenue; Orchard Crescent; Osborne Road; Oxley Drive
Palmerston Road; Park Road and Park House; Peveril Drive; Pinewood Grove; Poolside Gardens
Poplar Road; Providence Street; Radcliffe Road; Rees Drive; Regency Drive
Rochester Road (1 - 23 odd and 2 - 20 even) including Beachwood Court; Roman Way
Shaftesbury Road; Spencer Avenue; Spencer Mews (79 - 85)
Spencer Road including Lynden House; St Andrews Road including Leaholm Court
St. Martin's Road (1 - 113 odd and 2 - 140 even) to City Boundary
Stanley Road; Stanway Road; Stivichall Croft; Stonehaven Drive
Stoneleigh Road (1 - 35 odd and 2 - 30 even); Stoney Road including Sherbourne Court
Styvechale Avenue; Sunway Grove; Sylvan Drive including Gratton Court; The Firs
The Graylands; The Hiron; The Spinney; Thirsk Road; Townsend Croft; Townsend Road
Tynward Close; Underhill Close; Vardon Drive; Wade Avenue; Wainbody Avenue North
Wainbody Avenue South; Warwick Avenue including Carlton Gardens
Warwick Road; Warwick Street; Westcliffe Drive; Winsham Walk; Woodside Avenue North
Woodside Avenue South; Wychwood Avenue



SPECIAL EDUCATIONAL NEEDS

All children with an Educational Health and Care Plan that name the school will be admitted before all other applicants.

LATE APPLICATIONS

The closing date for admissions in the normal admissions round is the last day of October. After that date the Local Authority will continue to receive applications but those will be considered to be late and may not be processed until after the 1st March the following year.

APPEALS

If you are unsuccessful in obtaining a place, parents have the right of appeal to an independent panel, who have the authority to exceed this admission number where appropriate. Please address your appeal to Finham Park Appeal, d.case@finhampark.co.uk or in writing to Finham Park School, Green Lane, Coventry, CV3 6EA.

WAITING LISTS

After the initial allocation of places the Trustees in conjunction with the Local Education Authority will establish a waiting list up until the end of the Autumn Term, 31 December 2023. Parents who wish to continue to be considered for any places after the end of the Autumn Term must register their interest for the school via the Local Authority.

APPLICATIONS OUTSIDE THE NORMAL ADMISSIONS ROUND

An application must be made to the Local Authority who coordinate all such applications, and will notify applicants of Trustee decisions. Please complete the in-year transfer form, which is available from reception. Once you have completed Part 1 and Part 2 of the form, you need to return it to school for Part 3 to be completed. The Headteacher will arrange to discuss the reasons for transfer with you. Applications refused a place will be offered the right of appeal. The process for an in-year application is detailed here: <https://www.coventry.gov.uk/school-admissions/secondary-school-admissions/6>.

APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP (Years 7 – 13)

If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Governing Body. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Governing Body will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the headteacher. If parents are considering submitting an



application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at <https://www.gov.uk/government/publications/summer-born-children-school-admission>

Sixth Form Admissions Policy

This policy applies to students who will turn 17 years old in the academic year 2023/24. We will consider 15 year old students if they have the necessary qualifications to pursue level 3 courses. We do not accept new applications from students aged 18+ and will only consider students who turned 17 in the previous academic year in exceptional circumstances and if we have space.

Pupil Admissions Number (PAN)

Finham Park Sixth Form's PAN is 300, split into two year groups:

Year 12 = 160 (PAN for external applicants [not from Finham Park School] = 10)

Application Deadlines

External students wishing to apply for a place at Finham Park Sixth Form for September 2023 must apply by 31st January 2023. Applications can be made by the following means:

- 1) Online at <http://www.finhampark.co.uk/sixth>
- 2) Using the common application form at <http://secure.route14-19.co.uk>.
- 3) In writing to Finham Park Sixth Form, Finham Park School, Green Lane, Coventry, CV3 6EA.

Internal students will need to fill in an application to select their choices ready for September 2023. All applications will be considered together at the same time and each application will be given a guidance meeting to ensure they are pursuing the correct pathway.

If the number of applications is less than the published PAN, then each will be given an unconditional offer.

If the number of applications exceeds the published PAN, then oversubscription criteria will apply and conditional offers may be made.

Students who apply after the deadline may still be considered if spaces still exist for the subjects they are applying for.

Entry Routes

Finham Park Sixth Form uses a pathway model for entries to the Sixth Form:

- Students achieving 5 grade 4 GCSEs to include English Grade 5 and Mathematics Grade 5 will have access to a broad choice of A Levels. Please refer to the Sixth Form prospectus for subject entry requirements.
- Students achieving 4 grade 4 GCSEs including English and Mathematics will have access to a broad choice of BTEC qualifications.

Student Guidance Meetings

All applicants will be invited to a guidance meeting to discuss their post-16 choices and enrichment opportunities. This meeting does not form part of the selection process, but is important to ensure



students are following the correct programme of study for their needs. Attendance for students at these meetings is compulsory and parents are free to attend if they wish.

Oversubscription criteria

If the number of applications from students who have achieved the published entry requirements exceeds the PAN, the following oversubscription criteria will be applied in the following order:

1. Students who, at the time of admission, are in 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 and all previously looked after children, including those 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. *A looked-after child is defined in Section 22 of the Children Act 1989.*
2. Students who live in or outside of the catchment area served by the school, who have a brother or sister attending the school in Years 7-10 provided that the brother or sister will continue to attend Finham Park the following academic year.
3. Other students who live in the catchment area served by the school.
4. Students by reference by distance to the school. 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 by reference to distance.

Responding to offers

All students must respond to offers by the deadline set on the offer letter. Failure to do so may mean that the offer is withdrawn and a place can be offered to another student. If oversubscription criteria have been applied and a student does not achieve the necessary entry requirements for a particular pathway, they must instead accept a place on an alternative pathway or the offer may be withdrawn.

Appeals

Appeals against the decision of Governors to refuse a place at the school must be made in writing to the Chair of Governors. Appeals will be heard by an independent appeal panel.

Chair of Governors
Finham Park School
Green Lane
Coventry
CV3 6EA



ADMISSIONS POLICY

Reviewed by: C Bishop
Reviewed by: C Bishop
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December 2018
December 2019
November 2020
November 2021

Next review date:

November 2022

Approved by Governors:
Signed:

Signed:

CHRIS BISHOP
Headteacher

Date: 24 November 2021

JENNY MCLEAN
Chair of Governors

Date: November 2021