



Admissions Policy

September 2025 - 2026



Radford Primary Academy Admissions Policy 2025/26

Oversubscription criteria:

Radford Primary Academy is part of the Coventry co-ordinated admissions scheme. If the number of applications is less than the published admission number then all applicants will be offered a place.

If there are more requests for a 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 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 that 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 that school the following year**
- 5. Children by reference to the distance to Radford Primary Academy**

If it is not possible to meet all of the requests in any one of the categories described above, the City Council will prioritise the requests by reference to distance.

Brothers and Sisters

Radford Academy sees the benefits of children from the same family attending the same school and gives 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 schools are over-subscribed no guarantee can be given that places will be available for brothers and sisters.

Children by reference to the distance to the school

A straight-line measurement will be made, using a computerised mapping system, from the centre of the child's residence - to the front door of the preferred school site. The address used must be the child's permanent home address. The shortest measurement will have the highest priority.

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 residence at the property concerned may be required. Where documentary evidence can substantiate 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.

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

Catchment area

One of the aims of Radford Academy 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 from the Academy.

Deferred entry into Primary School

Legally a child does not have to be educated until the term after their fifth birthday. Parents may feel their child is young for their age, or there may be other reasons for wanting to delay their entry to school. This is called deferred entry.

In this situation applications for a place should be made in the normal way. The Authority recommends that the parent/carer contact the headteacher of Radford Academy to discuss the matter in more detail prior to submitting the application. If the parent/carer then decides to defer entry, a place will be reserved until the child starts as long as they start within the academic year. The Authority cannot allocate it to another child. Parents/carers cannot assume however that an application for a deferred entry place will be successful. It will be considered alongside all other applications in accordance with the Academies admissions policy.

Where a parent/carer of a summer born child wishes to defer entry until the following academic year, and wishes their child to start in reception this will mean the child is taught out of their normal age group. They should still make an application at the usual time but must notify us on the application that they will wish to request a place out of the normal age group. Parents/carers will then be contacted to discuss the matter further and should note there are no guarantees that such applications will be successful, but that each case will be considered individually.

https://www.coventry.gov.uk/downloads/file/28497/guidance_notes_for_applying_to_educate_out_%20of_the_normal_chronological_age_group

Parents may seek a place for their child outside of their normal age group. The application will be considered alongside all other applications in accordance with the Coventry co-ordinated admissions scheme. Where the application is refused the parent has a right to an appeal against the refusal of a place, unless the child has been offered a place in another year group in the school.



Part time attendance

Parents can request that their child attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Children currently attending Radford Academy Nursery Class

Parents of children already attending Radford Academy Nursery Classes will also need to complete an application form in order to request a place at Radford Academy. The policy of the City Council is not to provide nursery classes at every school, but to provide classes which serve a wider area than the school's catchment area. The number of part-time places available in a nursery class therefore often exceeds the number of places available in the Reception Class in the same school. **The City Council cannot therefore guarantee that a pupil who is admitted to a school's nursery class will be admitted to the same school.**

Waiting List

The Authority 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. If places become available, the Authority will allocate the places in accordance 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 the end of the 2025 Autumn Term (31st December). Thereafter, parents will be required to register their interest in the preferred school at the beginning of each term, otherwise they will be deemed to have withdrawn their interest.

In-year admissions

We co-ordinate with the Local Authority the in-year admissions process and that further information can be found here: <https://www.coventry.gov.uk/school-admissions/primary-school-admissions/5> You can apply for a place for your child at any time outside the normal admissions round. 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, 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 this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Admission Numbers 2025/26

The admission number represents the capacity of the school to admit pupils at the normal age of entry in the 2025/26 academic year. Our admission number is 30.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact Coventry City Council on 024 7697 2647 or schoolappeals@coventry.gov.uk for information on how to appeal.