



Richard Lee Primary

Admissions 23/24 Policy

Local Level Policy

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Committee approved by	Richard Lee Local Governing Body
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Part of the Castle Phoenix Trust
Leading Learning and Excelling Together

Richard Lee Primary School (the 'Academy') participates in the Local Authority co-ordinated scheme and all deadlines within this should be adhered to by applicants.

For September 2023-24, the Academy's Published Admission Number (PAN) is 60.

Oversubscription criteria:

If there are more applications for a place than there are places available within the Academy's admission number, places will be allocated in accordance with the following criteria and in the order shown below:

Special Educational Needs

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

- 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, all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of English and ceased to be in state care as a result of being adopted or became subject to a child arrangements order or a special guardianship order. 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 attending the school provided that the brother or sister will continue to attend the school the following year.**
- 5. Children by reference to the distance their home is from the Academy in accordance with the definitions section.**

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

Definitions

Brothers and Sisters

The 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.

Distance

If it is not possible to meet all of the requests in any one of the categories described above, the academy 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 preferred 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 multi academy trust, overseen independently, will select by drawing lot

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 academy 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 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 aim of the Academy is to serve its neighbourhood and develop links with the local community to strengthen the Academy and the community. The area served by a school is known as the catchment area and specific details of our catchment area is available at Appendix A.

Procedures

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 Local Authority recommend that the parent/carer contacts the Headteacher of the 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 place cannot be allocated 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 Academy Admissions Policy.

Applications for children to be admitted into a class outside of their normal age group

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 Board of Directors. 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 Board of Directors 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 Head Teacher.

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-schooladmission>.

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 attends part time until the child reaches compulsory school age.

Children currently attending Nursery Classes

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

The criteria referred to on page 1 will be applied to all children regardless of whether they are currently attending Richard Lee Nursery.

Nursery children do not automatically get a place in Reception.

Late Applications

The closing date for applications in the normal admissions round is **15 January 2023**. After that date, the Local Authority will continue to receive applications but these will be considered to be late and will only be considered after all those who applied on time.

Waiting List

After the initial allocation of places, the Academy will maintain a waiting list until the end of the autumn term (31 December). The Academy will continue to do this for subsequent terms and also maintain waiting lists for other year groups. Applications for inclusion on the waiting list will be ranked according to the Academy's oversubscription criteria as described on page 1.

If places become available, the Local 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 higher ranked oversubscription criterion.

Waiting lists will remain in operation until the end of the Autumn Term (31 December). Thereafter, parents will be required to register their interest in the Academy at the beginning of each term, otherwise they will be deemed to have withdrawn their interest.

In Year Admissions

The parent(s) or carer(s) of children seeking admission to Richard Lee Primary School should apply for a place by completing a standard admission form, available from the Local Authority. Once completed, the form should be returned to the Local Authority which coordinates all such applications, and the Local Authority will notify applicants of the school's admission decisions. If a place is not available in the relevant year group, parent(s) and carer(s) are entitled to appeal against this decision and if an appeal is lodged, it will be heard within 30 school days of the appeal being lodged. The applicant's name will also be placed on the school's waiting list for admission into the relevant year group. Further information on in year admissions is available from the Local Authority <https://www.coventry.gov.uk/school-admissions/primary-school-admissions/5>

Appeals

If you are unsuccessful in obtaining a place at the initial point of allocation, parents have the right of appeal and should contact the Local Authority for the relevant form.

Annex A: Richard Lee Primary School Catchment Area

Addresses included within Richard Lee Primary School's Catchment Area:

- Allerton Close
- Ambler Grove
- Amelia Crescent (2 - 114 even and 1 - 89 odd)
- Ansty Road (188 - 278 even and 169 - 287a odd)
- Anthony Way
- Arabella Walk (2 - 4 even and 1 - 3 odd)
- Arch Road
- Attoxball Road including Vincent Wyles House and William Malcolm House
- Axholme Road
- Barbicane Rise
- Belgrave Road (13 - 87 odd and 2 - 74 even)
- Belgrave Square
- Billinton Close
- Binley Road (188 upwards)
- Bourne Road
- Brewster Close
- Briars Close
- Brindle Avenue
- Bromleigh Drive
- Buttercup Walk (2 - 12 even and 1 - 23 odd)
- Carver Close
- Church Lane (10 - 32)
- Clementine Walk (2 - 10 even and 1 - 9 odd)
- Constance Close (2 - 24 even and 1 - 31 odd)
- Copeswood Terrace
- Crakston Close
- Crescent Avenue
- Daisy Close (2 - 16 even and 1 - 5 odd)
- David Spencer Drive (1 - 51 odd and 2 - 30 even)
- Doreen Close (2 - 12 even and 1 - 11 odd)
- Dunrose Close including William Sheridan House
- Edyth Road
- Emscote Road
- Esme Close (2 - 6 even and 1 - 11 odd)
- Farren Road (1 - 89 odd and 2 - 110 even)
- First Avenue
- Gwendolyn Drive (2 - 10 even and 1 - 9 odd)
- Harold Road
- Harry Rose Road
- Herrick Road
- Hipswell Highway
- Hocking Road
- Hopedale Close
- Hyde Road
- Isadora Lea (2 - 6 even and 1 - 3 odd)
- Joseph Levy Walk (1 - 9 odd and 2 - 18 even)
- Keats Road
- Kempley Avenue
- Lauras Walk (2 - 18 even and 1 - 15 odd)
- Lila Avenue (2 - 34 even and 1 - 33 odd)

- Lloyd Crescent
- Lord Lytton Avenue
- Marconi Close (1 - 53 odd and 2 - 34 even)
- Margeson Close
- Marjorie Way (2 - 40 even and 1 - 75 odd)
- Matilda Mews (2 - 8 even and 1 - 3 odd)
- Mayflower Drive
- Meredith Road
- Momus Boulevard
- Oldham Avenue
- Omar Road
- Phoebe Close (2 - 10 even and 1 - 31 odd)
- Pumping Station Road (1 - 37 odd and 2 - 32 even)
- Rigdale Close
- Sandgate Crescent
- Sandilands Close
- Sapphire Gate
- Second Avenue
- St. Austell Road including Caludon Terrace
- St. Ives Road
- Standish Close
- Swinburne Avenue
- Sylvia Bird Close (1 - 19 odd and 2 - 28 even)
- Tennyson Road (201 odd and 214 even upwards)
- The Drive
- Triumph Close
- Uxbridge Avenue
- Ventnor Close
- Weir Way (1 - 25 odd and 2 - 28 even)
- Wyver Crescent