
Stoke Park School

Admissions Policy 2024/25



Date of Last Review: February 2023

Reviewed by: Headteacher

Agreed by Governors:

Frequency of Review: Annually

Date of Next Review: February 2024

Stoke Park School is an academy within The Futures Trust, a Multi Academy Trust (the Academy Trust) and the Academy Trust is the Admission Authority. It participates in the Local Authority coordinated scheme for Year 7 admissions intake. All applicants should adhere to the deadlines within the scheme. The admission arrangements comply with the Fair Access Protocol as detailed in the Admissions Code.

For September 2024, Stoke Park School's Published Admission Number for Year 7 is 180

Application Process

1. The school participates in the coordinated admission arrangements operated by the Local Authority. Applications must be made using the Common Application Form provided and administered by the Local Authority.

Consideration of Applications

2. The admission authority will consider all applications for places at Stoke Park School. Where fewer than the published admission number for the relevant year groups are received, the admission authority will offer places at Stoke Park School to all those who have applied.

Special Educational Needs

3. All children with an Education Health and Care Plan (EHCP) that name the school in the EHCP will be admitted.

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

4. 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 school's Admissions Officer; this request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that they wish to have taken into account as part of that request. The admission authority will consider applications submitted and advise parents of the outcome of their application, in writing, having taken into account the information provided by the parents, the child's best interests and the views of the Headteacher.
5. 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>.

Oversubscription Criteria

6. If there are more requests for a school place 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 (please refer to oversubscription definitions for further information):
 - a) 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) and all children who were previously looked after but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order, 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 (see Definitions section).
 - b) 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 be of compulsory school age and will continue to attend Stoke Park School the following year.
 - c) Other children who live in the catchment area served by the school.
 - d) Children living outside the catchment area with a brother or sister who currently attends the school, provided that the brother or sister will be of compulsory school age and will continue to attend Stoke Park School the following year.
 - e) Children by reference to the distance their home is from the school in accordance with the definitions section.

Tie Breaker

1. If it is not possible to determine all the applications received that meet any of the categories described above, priority will be determined by the proximity of the child's home to Stoke Park School. This will be carried out using a straight-line measurement and 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 as described above, the admission authority will select by drawing lots. This process will be supervised by a person independent of the school.

Brothers and Sisters

7. The Trustees 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 under oversubscription criteria (b) and (d). 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 over-subscribed no guarantee can be given that places will be available for brothers and sisters.

8. Where the final place in a year group is offered to one of a pair of twins or other multiple births, the admission number will be exceeded to accommodate the multiple birth siblings. This recognises the exceptional nature of emotional bonds between multiple birth siblings.

Catchment area

9. One of the aims of our school 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 details of the addresses included in the schools catchment area are attached in **Annex 1**). If you have any queries relating to the school's catchment area, please contact the school directly. Catchment areas do not prevent parents who live outside the catchment of a particular school from expressing a preference for the school.

Compulsory school age

10. 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

11. 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 admission authority will select by drawing lots. This process will be supervised by a person independent of the school.

Home address

12. A child'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 parents have shared responsibility for a child and the child lives for part of the week with each parent, the definition of a child's residence will be where they reside the majority of the time (3 nights or more) between Monday to Friday
13. Where documentary evidence can substantiate to the satisfaction of the admission 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

- 14. 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.**

Late Applications

15. The closing date for applications in the normal admissions round is **31 October**. After that date, the Local Authority will continue to receive applications but these will be considered to be late and may not be processed until after 1 March the following year.

Appeals

16. If your child has not been offered a place at Stoke Park School you have the right of appeal against the decision. Accepting the place you have been offered does not affect your right of appeal. Appeals are administered by the Local Authority and heard by an Independent Appeals Panel; the Independent Appeals Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the DfE. The determination of the appeal panel is binding on all parties.
17. If you would like to appeal for a place you should contact Coventry City Council School Appeals Team on 024 7697 2647 / schoolappeals@coventry.gov.uk (<https://www.coventry.gov.uk/school-admissions/school-appeals>).

Waiting Lists

18. After the initial allocation of places, the admission authority in conjunction with the Local Authority will establish a waiting list and this will operate up until the end of the Autumn term (31 December). Parents who wish for their child to continue to be considered for a place at Stoke Park School after the end of the autumn term must register their interest via the Local Authority by completing a Secondary School Transfer Application Form. A new waiting list will be produced by the Local Authority at the start of the spring term which will then operate until the end of the academic year. Applications for inclusion on the waiting list will be ranked according to the school's oversubscription criteria as described above. If a place becomes available the school will contact the first person on the list for the relevant year group.

Fair Access Protocol

19. The Coventry Fair Access Protocol covers the arrangements for all admission requests and the integration or reintegration to schools of students who are requesting a place at a school and are considered more difficult to place. All secondary schools in Coventry are included in this partnership. The agreement requires each school to accept a quota of students who are regarded as more difficult to place over their published admission number if necessary. This agreement acknowledges the significant additional challenge

faced by Stoke Park School in respect to admissions and provides a fair and equitable framework for the admission of more difficult to place students.

In-Year Admissions

20. Stoke Park co-ordinates its in-year admissions with Coventry City Council Local authority. Parent(s)/Carer(s) of children seeking admission to the school should apply for a place by completing a standard admission/transfer form, available from the school or 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, parents are entitled to appeal against this decision (see **Appeals**, paragraph 17).

If you would like more information on In-Year admissions please contact Coventry City Council Secondary School Admissions on 02476 975445
<https://www.coventry.gov.uk/school-admissions/secondary-school-admissions>

Post 16 Admissions Criteria

21. Stoke Park School also considers applications from external students aged 16 or 17 years old in September 2023 for admission into Year 12 in September 2024. Stoke Park School does not accept new applications from students aged 18+.
22. The admission authority provides for a maximum number of 160 students in Year 12. The admission number for external students that apply to join in Year 12 in September 2024 is 10. In order to pursue their preferred courses both internal and external students will be expected to meet the minimum requirements for the course(s) for which they are applying.

Entry Requirements

23. Both internal and external students wishing to enter the sixth form will be expected to have met minimum academic entry requirements for the sixth form (an external student is a student not on roll at Stoke Park School in Year 11). If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum requirements.
24. The general requirement for entry into Stoke Park School's sixth form is:
 - Students achieving 5 Grade 5 GCSEs to include English Grade 5 and Maths Grade 5 will have access to a broad choice of A levels. Students

wanting to study Sciences or Maths must achieve Grade 6 in Maths, Grade 6,6 in Combined Science, and Grade 6 in the Triple Sciences.

- Students achieving 5 Grade 4 GCSEs including English and Maths will have access to a broad choice of BTEC qualifications.
- For certain subjects, there are additional specific requirements. These can be found in the Post 16 Prospectus located on the Stoke Park website.
<https://www.stokepark.coventry.sch.uk/>

25. Minimum class sizes will be set and if insufficient applications are received the school reserves the right to withdraw the course, an alternative course may be offered in these circumstances.

Application Process

26. The application process begins in November 2023. Internal applicants must complete an internal application form and then meet with a member of the Post 16 team to discuss a suitable programme of study by 12 January 2024. External applicants must complete an external application form and return this to school by 12 January 2024; external applicants are also invited to come in to discuss their eligibility for a chosen programme of study. A meeting with the school to discuss options and academic entry requirements will not play any part in determining whether an offer of a place will be made.

27. If the number of successful applications (ie those students who have met entry requirements) exceeds the published PAN then the following oversubscription criteria will apply.

Post 16 Oversubscription Criteria

28. If, after allocating places to eligible internal candidates, there are more requests for a school place than there are places available within the school's admission number, places will be allocated to those pupils who meet the academic entry criteria in accordance with the following criteria and in the order shown below (please refer to oversubscription definitions for further information).

- a) 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 a child arrangements order, residence order or a special guardianship order, including those children who appear (to the admission authority) to have been in state care outside 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.
- b) Students 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 be of compulsory school age and will continue to attend Stoke Park School the following year.

- c) Other students who live in the catchment area served by the School.
- d) Students living outside the catchment area with a brother or sister who currently attends Stoke Park School, provided that the brother or sister will be of compulsory school age and will continue to attend the following year.
- e) Students by reference of distance to the School..

29. For definitions, please see **Brothers and Sisters** paragraph 8; **Catchment Area** paragraph 10; **Distance** paragraph 12; and **Home Address** paragraph 13

30. If it is not possible to determine all the applications received that meet any of the categories described above, priority will be determined by the proximity of the child's home to Stoke Park School. This will be carried out using a straight-line measurement and 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 as described above, the admission authority will select by drawing lots. This process will be supervised by a person independent of the school.

31. The school will keep a waiting list for students who still wish to attend Stoke Park School's sixth form, who have met the entry requirements, but for whom there is no place due to oversubscription

Appeals

32. Appeals against the decision of the school to refuse a place must be made in writing to the Chair of the Local Governing Body within 20 school days of notice of the refusal.

33. Appeals will be heard by an independent appeal panel.



Annex 1

Roads in the Stoke Park School catchment area

- Alliance Way including (upwards 53 odd and upwards 56 - 62 even)
- Alverstone Road
- Ambler Grove
- Ansty Road (2 - 40 even)
- Anthony Way
- Argyll Street
- Avon Street (1 - 135 odd and 2 - 138 even)
- Barras Green
- Barras Heath
- Beaconsfield Road
- Binley Road (25 - 149 odd and 54 - 296 even)
- Bolingbroke Road
- Brays Lane
- Briars Close
- Brighton Street
- Briton Road including Westbury Court and Westbury Mews
- Bromleigh Drive
- Browning Road
- Burlington Road (upwards 54 even and upwards 59 odd)
- Burns Road
- Caludon Road (upwards 7 odd and all even numbers)
- Camden Street
- Central Avenue
- Chandos Street
- Church Lane (Stoke)
- Clara Street
- Clay Lane (Stoke)
- Clements Street
- Cleveland Road
- Coleridge Road
- Copeswood Terrace



- Copperfield Road
- Coventry Street
- Crescent Avenue
- Dane Road
- Dawes Close
- Dean Street
- Dronfield Road
- Druid Road
- Duke Barn Fields
- East Avenue
- Emerson Road
- Emscote Road
- Enfield Road
- Ethelfield Road
- Goring Road
- Grenville Avenue
- Gresham Street
- Hamilton Road
- Harefield Road
- Harley Street
- Hastings Road
- Headborough Road
- Heath Road (upwards 24 even and upwards 5 odd)
- Hollis Road
- Holmfield Road
- Hugh Road
- Kempley Avenue
- Kings Grove
- Kingsway
- Longfellow Road (1 - 105 odd and 2 - 126 even) including Longfellow Court and Shelley Court
- Marlborough Road
- Mercer Avenue (83 & 83a, St. Albans Church and Vicarage)
- Milton Street
- Momus Boulevard
- North Avenue



- North Street
- Pinners Croft
- Powell Road
- Quarrywood Grove
- Raleigh Road
- Richmond Street
- Roman Road
- Salford Close
- Sapphire Gate
- Saxon Road
- Shakespeare Street
- South Avenue
- St. Agatha's Road
- St. Ann's Road
- St. Michael's Road
- St. Osburg's Road
- Stepney Road
- Stoke Green
- Stoke Park Mews
- Stoke Row
- Stratford Street
- Tennyson Road (1 - 111 odd and 2 - 120 even)
- Uxbridge Avenue
- Villiers Street
- Walsgrave Road (22, upwards 34 even and upwards 79 odd)
- Welsh Road
- West Avenue
- William Arnold Close
- Wordsworth Road
- Wyver Crescent