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# Admissions Policy

September 2024



Arrangements for applications for places at the Sidney Stringer Primary Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority

## **Published Admission Number**

Sidney Stringer Primary School will have an agreed admission number (Published Admission Number or PAN) of 60 pupils, to be admitted into Reception each year if sufficient applications are received. If 60 or fewer applications are received all applications will be admitted.

Infant classes will comprise no more than 30 pupils with a single teacher.

## **Children with Education Health Care Plans**

Sidney Stringer Primary will admit all pupils with an Education, Health and Care Plan where the school is named on the Plan.

## **Sidney Stringer Academy Oversubscription criteria:**

If there are more requests for a school place than there are places available within the school's admission number, after the admission of children with an Education Health and Care Plan which names the school, 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 have a brother or sister attending Sidney Stringer Primary Academy**  
Sidney Stringer Primary 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. This will also include foster siblings living permanently at the same address. However, where schools are over-subscribed no guarantee can be given that places will be available for brothers and sisters.
- 3. Children of staff working at Sidney Stringer Academy with two years' service at the time of application.**  
Staff refers to any person employed by the Governing body of the school.



All staff who have been continuously employed directly 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

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. 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.**

#### **Tie Break**

To decide between two or more applications which cannot be otherwise separated lots will be drawn. This will be supervised by someone independent of the school.

#### **Deferred entry**

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. If parents make a decision to defer the entry, a place will be reserved until the child starts as long as they start within the academic year. Entry cannot be deferred beyond the academic year for which the place has been offered.

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 the City Council 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 %2 Oof the normal chronological age group](https://www.coventry.gov.uk/downloads/file/28497/guidance%20notes%20for%20applying%20to%20educate%20out%20of%20the%20normal%20chronological%20age%20group)

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 attends part time until the child reaches compulsory school age.

## **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

## **Waiting List**

If a place is not available the child's name will be automatically placed on the Waiting List. Up until 31 December 2024 this will be administered by the local authority and if places become available, the LA 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 2024 Autumn Term. Thereafter, parents will be required to register their interest with the local authority who will co-ordinate admission arrangements.

## **Late applications**

All applications received by the school after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list

## **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](mailto:schoolappeals@coventry.gov.uk) for information on how to appeal.