



# Inspire Education Trust

Together we achieve, individually we grow

## Admission Policy – Primary 2026-27 (including September 2026 Reception Intake)

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**Policy Date:** December 2024

**Review Date:** November 2025

## Document History

Version	Status	Date	Author	Summary Changes
V1		Nov 23	R Darling	<ul style="list-style-type: none"><li>• Update of dates</li><li>• Addition of new Section 8</li></ul>
V2		Nov 24	R Darling	<ul style="list-style-type: none"><li>• Additional information on how Hearsall, Stockingford and Whittle's Enhanced/ Specialist Resource Provisions align with this admission's policy.</li><li>• Further clarity on the process for in-year admissions.</li><li>• Arrangements for pupils below compulsory school age.</li></ul>

This Policy applies to all primary schools in The Inspire Education Trust: Arley Primary Academy, Clifford Bridge Academy, Frederick Bird Academy, Hearsall Community Academy, Stockingford Academy, Walsgrave CE Academy and Whittle Academy.

## 1. The Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2023) 'School Admission Appeals Code'

## 2. Admissions Policy 2026-27 Oversubscription Criteria

If the number of applications is less than the published admission number, then all applicants will be offered a place.

All applicants with an Education, Health and Care Plan which names the school must be admitted before places are allocated using the oversubscription criteria.

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 the 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 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.

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 of Staff who have been employed at the school for two or more years at the time of application for the school place; or recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. All other children.

If it is not possible to meet all of the requests in any one of the categories described above, the Trust will prioritise the requests based on the distance to the school.

### **3. Brothers and Sisters**

Brothers and sisters are those children who live at the same address and either have one or both natural parents in common; are related by a parent's marriage or whose parents are living as partners. We include children who are adopted within our definition of brothers and sisters.

All brothers or sisters must still be attending the school when the applicant is due to be admitted. Please note that children attending nursery will not be classed as brothers or sisters for the purposes of this definition as they are not attending the main school.

### **Siblings of Multiple Births**

Where the last available place in either category of place is offered to one sibling of a multiple birth, we will endeavour to admit the remaining sibling(s).

### **4. Staff**

Under the oversubscription criteria the word staff will mean: All 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. Decisions on hard to fill posts will be made based on guidance from Human Resources. 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.

### **5. Distance**

If it is not possible to meet all of the requests in any one of the categories described above, the Trust will prioritise the requests within that category based on the distance to the school. A straight-line measurement will be made, using a computerized 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 local authority, overseen independently, will select by drawing lots.

### **6. 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 Trust 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 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 likely to be withdrawn.

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.

## 7. Catchment area

One of the aims of local schools 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 on our individual academy websites.

## 8. In-year Admissions

- The school will follow the same process for in-year admissions as for admissions at the start of the academic year. The school will publish a link to the LA's in-year admissions arrangements on the school website by 31 August each year.
- Where the school has places available in-year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.
- The school will consider all such applications and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the process outlined below.
- The school will ensure that parents can access a hard copy of the information from the LA about in-year applications upon request.
- The school will provide the LA with details of the number of places available, or any supporting evidence, no later than two school days following the request of such information from the LA.

## 9. Arrangements for pupils below compulsory school age

If a child below compulsory school age has been offered a place, then:

- They're entitled to a full-time place in the September following their 4th birthday.
- Parents can defer the date the child is admitted until later in the school year, but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which the offer was made.
- Parents can have the child attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

## 10. 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 relevant Authority recommends that the parent/carer contact the headteacher of the preferred school 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 relevant 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 this admission's 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.

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 City Council or Warwickshire County Council coordinated 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.

## **11. Challenging Behaviour**

### **11.1 Challenging Behaviour**

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

### **11.2 Fair Access Protocol**

We participate in Coventry and Warwickshire's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## **12. Part time attendance**

Where the parents wish, children may attend part time until later in the school year but not beyond the point at which they reach compulsory school age.

For more information, please visit the following webpage:

## Coventry

[http://www.coventry.gov.uk/downloads/file/28497/guidance\\_notes\\_for\\_applying\\_to\\_educate\\_out\\_of\\_the\\_normal\\_chronological\\_age\\_group](http://www.coventry.gov.uk/downloads/file/28497/guidance_notes_for_applying_to_educate_out_of_the_normal_chronological_age_group)

## Warwickshire

<https://www.warwickshire.gov.uk/applying-school-place-reception/deferringstartingschool/3>

### 13. Children currently attending Nursery Classes (Coventry LA)

Parents of children already attending Nursery Classes will also need to complete an application form in order to request a place at their preferred Primary School. 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. Inspire Education Trust cannot therefore guarantee that a pupil who is admitted to a school's nursery class will be admitted to the same school.

### 14. In Year Admission's Policy

Each Academy co-ordinate's their In Year Admissions with Coventry Local Authority (Clifford Bridge Academy, Frederick Bird Academy, Hearsall Academy, Walsgrave C of E Academy and Whittle Academy) and Warwickshire County Council (Arley Primary Academy and Stockingford Academy) and that further information can be found here:

Coventry - <https://www.coventry.gov.uk/school-admissions/primary-school-admissions/5>

Warwickshire - <https://www.warwickshire.gov.uk/moving-schools-within-school-year>

### 15. Waiting List

Inspire Education Trust 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 for Academies. If places become available, the Authority will allocate the places in accordance with the oversubscription criteria. Each time a child is added, the list is ranked again in line 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 31 December 2026. After this parents/ carers will need to contact the School Organisation Team (Clifford Bridge/Frederick Bird/Hearsall/Walsgrave/Whittle) or Warwickshire Admissions (Arley/Stockingford) if they wish to stay on the waiting list until the end of the academic year when the waiting list will be discarded.

### 16. Appeals

Parents who have been refused a place at any of the academies within the Inspire Education Trust have the right to make an appeal against the decision. Appeals are heard by an independent appeals panel. Appeal forms and details about how to appeal and the schedule for all appeals, including deadlines for appeal forms to be submitted, can be accessed via the Coventry / Warwickshire Appeals section on their council's website.

## Coventry

[www.coventry.gov.uk/schoolappeals](http://www.coventry.gov.uk/schoolappeals)

## Warwickshire

<https://www.warwickshire.gov.uk/school-admissions-appeals/appeal-outcome-school-placement>

Parents do not have a right to a second appeal in respect of the same academic year, except where the Trust agrees there were faults in the first appeal which may have significantly affected the outcome or the Trust accepts a further application for a place at the school because of a significant and material change in the circumstances of the parent, child, or school, but this has been turned down. Repeat applications will not be considered unless the significant and material change relates to matters that would affect the level of priority which would be given to the application in accordance with the admission over-subscription criteria.

### 17. Enhanced Resource & Specialist Resource Provisions

The following schools have an Enhanced Resource Provision (ERP) – Hearsall Community Academy (Ladybirds ERP), and Whittle Academy (Whittle ERP). Ten places in each. Coventry Local Authority will manage admissions to the ERP's.

Stockingford Academy has two Specialist Resource Provisions (SRP), The Hive and The Haven. Eight places in each. Warwickshire Local Authority will manage admissions to the SRP's.

The referral pathway for these resource-based provisions will be through Coventry LA's SEND Team or Warwickshire's County Admissions Panel for Specialist Provision or successor bodies (hereon in referred to as County Panel) or alternatively through Warwickshire's High Needs Panel. No pupil can be admitted without the prior agreement of Coventry or Warwickshire LA's. Where the School is at capacity, places in the ERP/ SRP will be in addition to the Published Admission Number (PAN).

### 18. Admission Numbers 2026-27 & September 2026 for Reception

The admission number represents the capacity of the school to admit pupils at the normal age of entry in the 2026-2027 academic year.

Inspire Education Trust - Primary Academy	Admissions Number
Arley Primary Academy	30
Clifford Bridge Academy	60
Frederick Bird Academy	120
Hearsall Academy	60
Stockingford Academy	90
Walsgrave C of E Academy	60
Whittle Academy	30



Reviewed by:

Rob Darling  
Rob Darling

November 2023  
November 2024

Next Review Date:

November 2025

Approved by Directors:

Signed:

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Lois Whitehouse  
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Mark Gore  
Chair of Directors