

## **KERESLEY GRANGE PRIMARY SCHOOL**

### **ADMISSIONS POLICY**

**SEPTEMBER 2026**

Keresley Grange Primary is an academy within The Futures Trust, a Multi Academy Trust (the Academy Trust). The Academy Trust is the admission authority. The school participates in the local authority coordinated scheme for Reception admissions intake. All applicants should adhere to the deadlines within the scheme.

Please refer to:

[Coventry Primary School Admissions](#)

The admission arrangements comply with the Fair Access Protocol as detailed in the Admissions Code.

#### **Aims**

This policy aims to:

Explain how to apply for a place at the school

Set out the school's arrangements for allocating places to the pupils who apply

Explain how to appeal against a decision not to offer your child a place

#### **Legislation and statutory requirements**

This policy is based on the following advice from the Department for Education (DfE):

- <https://www.gov.uk/government/publications/school-admissions-code--2>
- <https://www.gov.uk/government/publications/school-admissions-appeals-code>

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the

<http://www.legislation.gov.uk/ukpga/1998/31/contents>

This policy complies with our funding agreement and articles of association.

## **Definitions**

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## **Oversubscription criteria:**

Keresley Grange has an admission number of 45 children per year group.

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; 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 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 who currently attends the School provided that the brother or sister will continue to attend the School the following year;
5. Children by reference to the distance to the preferred school.

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.

### **Further information about oversubscription criteria:**

#### **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 at <https://www.coventry.gov.uk/catchmentareas>

The catchment area for Keresley Grange is listed in Appendix 1

#### **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 Local 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

**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 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

#### **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.

## **Tie break**

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 school governors, overseen independently, will select by drawing lots

## **Requests for admission outside the normal age group**

Parents may seek a place for their child outside of their normal age group. They should complete a request form provided by your home local authority. The Academy would recommend parents who are considering this to contact school prior to application to discuss the request. All requests will be processed by Coventry admissions team and they will notify the school about any out of normal age group requests and we will contact parents to arrange a meeting with the Headteacher. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if 3 parents have made a request for a child to be admitted outside the normal age group. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. 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.

See more information at:

[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%20notes%20for%20applying%20to%20educate%20out%20of%20the%20normal%20chronological%20age%20group)

### **Deferred Entry**

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday. Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for. Parents who wish to defer entry must complete applications for a place in the normal way through the Local Authority. The Academy recommends that the parent/carer contact the headteacher of the school to discuss the matter in more detail prior to submitting the application.

### **Part time attendance**

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

### **Waiting List**

The Academy cannot always offer places at the 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 2026 Autumn Term (31<sup>st</sup> December 2026). After this parents/carers will need to contact the Admissions Team by the beginning of each term if they want to stay on the waiting list for the rest of the academic year.

### **How to apply**

**For applications in the normal admissions round** you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3

state-funded schools, in rank order. You will receive an offer for a school place directly from your local authority.

If places are oversubscribed the oversubscription criteria in stated above will be followed. All children with an Education, Health and Care Plan (EHC) that name the school will be given priority before all other applicants.

Applications are made through Coventry City Council:

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

### **For applications outside of the normal admissions round (in-year admissions)**

You can apply for a place for your child at any time outside the normal admissions round via the City Council. 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, through co-ordination with the City Council, 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 above. Priority will not be given to children on the basis that they have been on the waiting list the longest.

**Appeals** – If a place that is applied for is not allocated to the child, the parent can appeal against this decision. The appeal will be heard by an independent panel. More details can be found at:

<https://www.coventry.gov.uk/school-admissions/school-appeals>

## **Appendix 1**

Keresley Grange catchment area

- Appleby Close
- Ash Green Lane
- Bablake Close
- Bastille Gate
- Battalion Court
- Bennetts Road
- Bennetts Road North (to Boundary)
- Bennetts Road South (all Odd and 2 - 202 even)
- Bexhill Walk
- Blackberry Lane
- Blacksmiths Drive
- Blenkinsopp Avenue
- Brackenhurst Road
- Branfield Road

- Brownhill Green Road including Brownhill Court
- Burrow Hill Lane South including Lower Rock Farm
- Burrows Walk
- Butterfield Drive
- Church Park Close
- Cofa Road
- Coopers Meadow (59 - 92)
- Copthorne Road including Copthorne Lodge
- Cottage Farm Road including Cottage Farm Lodge and Halford Lodge
- Dosco Road
- Durham Close
- Earls Wood Drive
- Eastcroft
- Exhall Road
- Fairbourne Way
- Fairlight Road
- Feltham Lane
- Fivefield Road
- Flude Road
- Golby Walk
- Goldsmiths Close
- Greens Road including Battalion Court and Regiment Court
- Gutteridge Avenue
- Harroway Close
- Hawkesmill Lane (86 - 156 even and 37 - 165 odd)
- Henry Baxter Drive
- Henry Wychard Drive
- Herders Way (1, 2 and 4 only)
- High Street
- Hills Wood Avenue
- John Alcock Close
- Kelmscote Road
- Kemble Close
- Keresley Brook Road
- Keresley Close
- Keresley Green Road (42 - 50 even)
- Keresley Road (89 - 125 odd) including The Wallace Pub
- Kirton Close
- Long Lane
- Lowe Road
- Marley Walk
- Millers Walk
- Neale Leighton Drive
- New Road
- Newson Place
- Norman Place Road (1 - 53 odd and 12 - 58 even)
- Northbrook Road

- Old Bell Walk
- Old Wheel Walk
- Philip Stowell Road
- Redgate Way
- Regiment Court
- Ribbon Weavers Walk
- Robert Atchison Way (2, 4, 6, 7, 8 & 9 only)
- Roger Blythebrook Avenue
- Sandpits Lane
- Sandstone Avenue
- Satchwell Walk
- Shoemakers Close
- Simons Grove
- Sinclair Close
- Stennells Close
- Stephen Edgson Close
- Tally Close
- Tamworth Road to City Boundary and Horse & Jockey (including Grove Farm Lane)
- Taunton Way
- The Chase
- Thompsons Road
- Thurlestone Road
- Tweed Avenue
- Wall Hill Road (1 - 91 odd and 2 - 124 even)
- Waste Lane
- Wickham Close
- Willetts Road
- William Hillman Court
- Wingfield Way
- Worthington Avenue
- Yarnmakers Path (14, 15, 16, 17, 18 and 19 only)