



Caludon Castle

Admissions Policy 2025-2026

Local Level Policy

Date effective	16 February 2024
Review Cycle	2025-2026
Review Date	January 2025
Date of Approval by Governors	
Committee approved by	Local Governing Body
Author	Karen Steele – Deputy Head of Operations

Date	Notes

Caludon Castle School (the "Academy") participates in the Local Authority co-ordinated scheme for Year 7 intake and all deadlines within that should be adhered to by applicants.

For September 2025, the Academy's Published Admission Number (PAN) for Year 7 is 240.

2025/26 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 (please reference to oversubscription definitions for further information):

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) 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 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 (see definitions section).
2. Children who live in the catchment area served by the Academy, who have a brother or sister attending the Academy provided that the brother or sister will be of compulsory school age and will continue to attend the Academy the following year.
3. Other children who live in the catchment area served by the Academy.
4. Children living outside the catchment area with a brother or sister who currently attends the Academy, provided that the brother or sister will be of compulsory school age and will continue to attend the Academy 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. Children by reference to the distance their home is from the Academy in accordance with the definitions section.

Tie Breaker

If it is not possible to admit all applicants in any one of the categories described above, priority will be determined by the proximity of the child's home to the Academy. 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 Academy as described above, the admission authority will select by drawing lots. This will be supervised by someone independent from the school.

2024/2025 Definitions and Further Details

Looked After Children

In accordance with the School Admissions Code (2021) the highest priority must be given to looked after children and previously looked after children (children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order or a special guardianship order, including internationally adopted previously looked after children (IAPLAC)). A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to a school.

Brothers and Sisters

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. 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 Academy is over subscribed no guarantee can be given that places will be available for brothers and sisters.

Catchment area

One of the aims of our 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 details of our catchment area are available at Annex A.

Children of Staff

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 a 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 or more weeks

The two year qualification period may be waived if a post is hard to fill.

The definition does not include contract staff or peripatetic staff.

Compulsory school age

Brothers and sisters are required to be of compulsory school age within the oversubscription criteria. This means they must be attending the Academy in Years 7 to 11 at the time that the applicant would be joining the Academy.

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 Trustees. 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 Trustees 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 Headteacher.

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>

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.

Distance

A straight line measurement using 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 Academy as described above, the admission authority will select by drawing lots. This will be supervised by someone independent of the school.

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 Governors 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.

Late Applications

The closing date for applications in the normal admissions round is **the last day of 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

If you are unsuccessful in obtaining a place, parents have the right of appeal to an independent panel who have the authority to exceed the Academy's admission number where appropriate. Please address your appeal to Caludon Castle Appeal, thompsonj@caludoncastle.co.uk or in writing to Caludon Castle Appeal, Caludon Castle School, Axholme Road, Coventry, CV2 5BD.

Waiting Lists

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 Caludon Castle 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 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. When a place becomes available the school will contact the first person on the list for the relevant year group

Fair Access Protocol

The Coventry Fair Access Protocol covers the arrangements for all admission requests and the integration or reintegration to schools of pupils who are requesting a place at a school and are considered challenging admissions. All secondary schools in Coventry are included in this partnership. The agreement requires each school to accept a quota of students who are challenging admissions over their published admission number if necessary. This agreement acknowledges the significant additional challenge faced by the Academy in respect to admissions and provides a fair and equitable framework for the admission of challenging admission pupils. The Academy will enroll students placed via the protocol within the agreed timeframes set out and in accordance with the Coventry City Council Fair Access Protocol Document for Secondary Schools.

In Year admissions

The parent(s) or carer(s) of children seeking admission to Caludon Castle School should apply for a place by completing a standard admission form, available from the school or from the Local Authority. Once completed, the form should be returned to the Local Authority which co-ordinates 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/secondary-school-admissions/5>

Sixth Form Admissions Policy

The Academy's sixth form normally considers applications from students aged 16 or 17 years old in September 2025.. The Academy does not accept new applications from students who are over 18.

The Academy operates a Post 16 centre for a maximum of 300 students. 300 places overall will be available in the Years 12 and 13 provision. The admission number for external year 12 students is 10. This is the number of places which will be offered on an annual basis to eligible external applicants, after transfer of existing Caludon Castle School students. Additional external pupils will be admitted until the sixth form provision meets its capacity of 300 students with the necessary entry requirements.

The size of the teaching groups will need to be viable for a course to run. If the academy decides that this is not possible then the academy reserves the right to withdraw a course. Every effort will be made to enable a student to study a particular subject at a different school and/or an alternative course will be offered.

Internal and external applicants must meet the standard minimum entry requirement of 5 GCSEs (or equivalent qualifications) at grade 4 and above, including Maths and English to be eligible for a level 3 programme of study.

In order to match students with appropriate courses through which they will gain success, many courses in Year 12 have additional entry requirements for both internal and external students. These requirements (reviewed annually) are based on an understanding of the demands of the courses and the qualities which students need to meet these demands successfully and are published in the sixth form prospectus and on the Academy's website.

The Academy operates a one year sixth programme, aimed at students who do not have a grade 4 in both Mathematics and English. There are no academic entry requirements for this programme of study. We aim to limit the group size to 15 students, and for this reason we usually consider applications from internal students only.

The application process begins at the end of November, 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.

External applications will complete an external application and are also invited to come into discuss their eligibility for a chosen programme of study. Please note that meetings with the post 16 team are not interviews and do not form part of the admissions criteria or decision making process on whether to offer a place.

The Academy will not consider external applications after 30 September 2024 i.e. the end of the month prior to the school autumn census date in October 2024.

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

Oversubscription criteria will apply in the following order:

Special Educational Needs

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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) 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 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 (see definitions section).

2. Children who live in the catchment area served by the Academy.
3. Children by reference to the distance their home is from the Academy in accordance with the definitions section.

Tie Breaker

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Annex A – Caludon Castle School Catchment Area

Addresses included within Caludon Castle School's catchment area:

- Abbeydale Close
- Abbotsbury Close
- Allerton Close
- Ansty Road (42 - 448 even)
- Arch Road
- Attoxball Road (200 - 214 even) including Vincent Wyles House (Flats), William Malcolm House (Flats) and 1-12 Caludon Park
- Axholme Road
- Barbicane Rise
- Belgrave Road
- Belgrave Square
- Billinton Close
- Blandford Drive
- Bodmin Road
- Bracadale Close
- Braddock Close
- Brewers Close
- Brewster Close
- Bridgeacre Gardens
- Bridport Close
- Brinklow Road
- Bronte Walk
- Brunton Close
- Bryanston Close
- Bulwick Close
- Burnside
- Calgary Close
- Caludon Park Avenue
- Camville
- Carver Close
- Chelney Walk
- Claybrookes Lane (1 - 47 odd excluding 13 and 2 - 36 even)
- Clifford Bridge Road
- Colebrook Close
- Comberton Close (1-20 excluding 13)
- Coombe Court
- Coombe Park Road
- Corfe Close
- Cowley Road
- Crakston Close
- Cranbourne Chase
- Dalton Gardens
- Donnybrook Drive
- Dorchester Way
- Dowley Croft
- Dunrose Close including William Sheridan House (Flats)
- Dunrose Close
- Dunvegan Close
- Edyth Road
- Ellis Park Drive
- Ennerdale Lane
- Farren Road
- Faygate Close
- Fieldside Lane

- Fieldside Lane
- Florence Road
- Fontmell Close
- Frampton Walk
- Franklins Gardens
- Gainford Rise
- Gaulby Walk
- Glebe Farm Grove
- Grimston Close
- Hardwyn Close
- Hargrave Close
- Harold Road
- Harry Rose Road
- Harry Weston Road
- Harvesters Close
- Hepworth Road
- Hermitage Road
- Herrick Road
- Himbleton Drive (1-29 odd excluding 13 and 2-18 even)
- Hipswell Highway
- Hocking Road
- Homeward Way
- Hopedale Close
- Hulme Close
- Hunters Close
- Hyde Road
- Keats Road
- Kelway
- Kerris Way
- Keswick Walk
- Kings Park Drive
- Kingsholm Close
- Kynner Way
- Lisbon Way
- Lloyd Crescent
- Longfellow Road (upwards 107 odd and upwards 128 even)
- Lord Lytton Avenue
- Lulworth Close
- Lyttleton Close
- MaCaulay Road
- MacDonald Road
- Margeson Close
- Marnhull Close
- Martley Close (1 - 20 excluding 13)
- Mayflower Drive
- Melfort Close
- Mellowdew Road
- Meredith Road
- Middlefield Drive
- Mill Lane
- Morris Avenue
- Murrayfield Way
- Newey Road
- Newstead Way
- Oldham Avenue
- Omar Road
- Oswin Grove
- Porchester Close

- Portree Avenue
- Rannock Close
- Ravensdale Road
- Rigdale Close
- Royston Close
- Sandgate Crescent
- Sandilands Close
- Sevilla Close
- Sheldrake Close
- Shelley Road
- Shillingstone Close
- Skipworth Road
- Snape Road
- Sommerville Road
- Sordale Croft
- St. Austell Road including Caludon Terrace 1-14
- St. Bartholomew's Close
- St. Ives Road
- St. Justs Road
- Standish Close
- Stradey Close
- Studland Green
- Sturminster Close
- Swanage Green
- Swinburne Avenue
- Tapcon Way
- Tarrant Walk
- Tennyson Road (upwards 115 odd and upwards 122 even)
- The Drive
- The Greensward
- The Stoop
- Tideswell Close
- Tollard Close
- Triumph Close
- Twickenham Way
- Tylney Close
- Upperfield Way
- Valencia Road
- Ventnor Close
- Wareham Green
- Warmwell Close
- West Morland Road
- Wimborne Drive