

# **Eastern Green Junior School 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. This also includes those children who appear 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 currently attend St Andrew's Church of England Infant School**
- 3. Children who live in the catchment area served by the school, who have a brother or sister attending the school or St Andrew's Church of England Infant school provided that the brother or sister will continue to attend that school the following year.**
- 4. Other children who live in the catchment area served by the school.**
- 5. Children living outside the catchment area with a brother or sister who currently attends the school or St Andrew's Church of England Infant school, provided that the brother or sister will continue to attend that school the following year;**
- 6. 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.**
- 7. All other children**

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

### **Brothers and Sisters**

Brothers and sister 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.

### **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.

### **Distance**

If it is not possible to meet all of the requests in any one of the categories described above, the City Council will prioritise the requests within that category based on 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 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.

### **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.

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

### **Applications out of normal age group**

Parents may seek a place for their child outside of their normal age group. Parents should use the standard application form and include information regarding the year group requested and the reasons for the request. The application will be considered alongside all other applications in accordance with the Coventry co-ordinated admissions scheme. Please note there are no guarantees that such applications will be successful, but each case will be considered individually. 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.

For more information on issues to take into account when considering out of normal age group applications please visit the following webpage: [Out of normal age group guidance – Coventry City Council](#)

### **In-Year Admissions**

Eastern Green Junior School is a community school and part of the [Coventry co-ordinated admissions scheme](#).

An application can be made for a place for a child at any time outside the normal admission round for all year groups and the child will be admitted where there are places available.

Applications are made on a standard on-line application form via the [Primary in - year application form link](#).

Decision letters will be issued by the Local Authority in line with the timings published on the [primary school admissions](#) website pages and these will include appeal information where an application was unsuccessful. Please note that admissions decisions are made during term time only.

### **Waiting List**

The Authority cannot always offer places at the school. If this is the case the child's name will be automatically placed on the waiting list for the school. 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 if they wish to stay on the waiting list until the end of the academic year when the waiting list will be discarded.

## **Appeals**

Parents who have been refused a place at a school 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 Appeals section on the website at

[https://www.coventry.gov.uk/info/148/school\\_admissions/122/school\\_appeals/2](https://www.coventry.gov.uk/info/148/school_admissions/122/school_appeals/2).

Parents do not have a right to a second appeal in respect of the same academic year, except where the City Council agrees there were faults in the first appeal which may have significantly affected the outcome or the City Council 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.

Admissions number for the school is 60.