



# Ernesford Grange Academy

## Admissions Policy 2027-2028

<b>Approved By:</b>	<b>Directors</b>	<b>Date: February 2026</b>
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<b>Reviewed By:</b>	<b>Emma Clarke</b>	<b>Date: December 2025</b>
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<b>Next review due by:</b>	<b>January 2027</b>
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Ernesford Grange Academy is part of the Sidney Stringer Multi Academy Trust and the Academy is the admission authority. Ernesford Grange participates in the local authority coordinated scheme for Year 7 admissions intake. All applicants should adhere to the deadlines within the scheme. The admission arrangements comply with the Fair Access Protocol as detailed in the Admissions Code.

### **Procedure for admitting pupils to Ernesford Grange Academy**

For September 2027 the Published Admission Number (PAN) for Year 7 is 210

If there are more requests for the Academy 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:

#### **Oversubscription Criteria**

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 of staff who work at the Academy and spend the majority of their time working at the Academy, with two years' service at the time of application. Staff refers to any person employed by the Governing body of the Academy, or if employed by another organisation who works wholly or mainly in the Academy. They must meet the following criteria
  - 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 definition does not include contract or peripatetic staff

3. 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 is of compulsory school age and will continue to attend Ernesford Grange Academy the following year.
4. Other children who live in the catchment area served by the Academy.
5. Children living outside the catchment area with a brother or sister who currently attends the Academy, provided that the brother or sister is of compulsory school age and will continue to attend Ernesford Grange Academy the following year.
6. Children by reference to the distance to the Academy.



If it is not possible to meet all of the requests in any one of the categories described above, requests will be prioritised by reference to distance.

### **Brothers and Sisters**

The Academy sees the benefits of children from the same family attending the same Academy and gives priority to brother and/or sister connections in its policy for allocating places. 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. However, where the Academy is over-subscribed, no guarantee can be given that places will be available for brothers and sisters.

### **Multiples births**

Where the last place is offered to one of twins/triplets, then the Academy can choose to admit all of the siblings.

### **Compulsory Academy age**

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

### **Tie Breaker**

If it is not possible to meet all of the requests in any one of the categories described above, requests will be prioritised within that category by reference to distance. A straight-line measurement will be made, using Coventry City Council's computerised mapping system, from the centre of the child's residence to the centre of the Academy. 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, the decision will be made by the drawing of lots.

### **Home address**

A student'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 Governing Body 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 school's 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 specific catchment areas are as follows:

[Please use this link to access catchment.](#)

### **Special Educational Needs**

All children with an Educational Health and Care Plan that name the Academy will be admitted before all other applicants.

### **Late Applications**

The closing date for applications in the normal admissions round is **31 October**. After that date, the local authority will continue to receive applications on behalf of the Governing Body, but these will be considered to be late and may not be processed until after 1 March.

### **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 Mrs D Last on [024 7645 3121](tel:02476453121) or e-mail [dlast@egacademy.org.uk](mailto:dlast@egacademy.org.uk) for information on how to appeal. Information on the timetable for the appeals process is on our website.

### **Waiting Lists**

When a place cannot be offered at the Academy the child's name will be automatically placed on the waiting list. If places become available, they will be allocated based on 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 2027. 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.

### **Applications outside the normal admissions round**

The Parent(s)/Carer(s) of children seeking admission to Ernesford Grange should apply for a place by completing a standard admission form, available from the local authority.

<https://www.coventry.gov.uk/Academy-admissions/secondary-Academy-admissions/6>

Once completed, the form should be returned to the local authority which coordinates all such applications, and the local authority will notify applicants of the Academy's admission decisions. If a place is not available in the relevant year group, Parent(s)/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 Academy's waiting list for admission into the relevant year group.

### **Admission of children outside 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 Sidney Stringer Multi Academy Trust Board of Directors. 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 Directors 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 Principal.

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-Academy-admission>

### **Admission into the Sixth form**

This policy applies to students who will turn 17 years old in the academic year 2027/28. We do not accept new applications from students aged 18+ and will only consider students who turned 17 in the previous academic year in exceptional circumstances and if we have space.

The admission number for external students applying to join in Year 12 in September 2027 is 10. In order to pursue their preferred courses both internal and external students will be expected to meet the minimum requirements for the course(s) for which they are applying.

Both internal and external students wishing to enter the sixth form will be expected to have met minimum academic entry requirements for the sixth form. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum requirements. These minimum requirements for each course offered will be published annually on the Academy's website/prospectus. Minimum class sizes will be set and if insufficient applications are received the Academy reserves the right to withdraw the course, an alternative course will be offered in these circumstances.

The application process begins at the end of November, and internal applicants must complete an internal application form and then meet with the Head of Post 16 to discuss a suitable programme of study. External applicants must complete an external application and are also invited to come in to discuss their eligibility for a chosen programme of study. A meeting with the Academy to discuss options and academic entry requirements will not play any part in determining whether an offer of a place will be made

If the number of applications is less than the published PAN, then each will be given an unconditional offer.

If the number of applications exceeds the published PAN, this will be considered in line with internal applications and oversubscription criteria will apply. Conditional offers may be made as long as students have met the criteria needed.



Students who apply after the deadline may still be considered if spaces still exist for the subjects they are applying for.

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2. Children of staff who work at the Academy and spend the majority of their time working at the Academy, with two years' service at the time of application. Staff refers to any person employed by the Governing body of the Academy, or if employed by another organisation who works wholly or mainly in the Academy (see previous section for criteria)
3. 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 is of compulsory school age and will continue to attend Ernesford Grange Academy the following year.
4. Other children who live in the catchment area served by the Academy.
5. Children living outside the catchment area with a brother or sister who currently attends the Academy, provided that the brother or sister is of compulsory school age and will continue to attend Ernesford Grange Academy the following year.
6. Children by reference to the distance to the Academy.

If it is not possible to meet all of the requests in any one of the categories described above, requests will be prioritised by reference to distance.

### **Responding to offers**

All students must respond to offers by the deadline set on the offer letter. Failure to do so may mean that the offer is withdrawn and a place can be offered to another student. If oversubscription criteria have been applied and a student does not achieve the necessary entry requirements for a particular pathway, they must instead accept a place on an alternative pathway or the offer may be withdrawn.

### **Appeals**

Appeals against the decision of Governors to refuse a place at the Academy must be made in writing to the Chair of Governors. Appeals will be heard by an independent appeal panel.

Chair of Governors, Ernesford Grange Academy, Princethorpe Way, Coventry CV32QD