

**The Westwood Academy**  
**Admissions Policy 2027-2028**



THE  
WESTWOOD  
ACADEMY

Policy Owner: S Hatch ()

Approved by: Local Governing Board

Date: 10<sup>th</sup> December 2025

Last reviewed on: November 2024

Next review due by: December 2026

### **Admissions Policy 2026/2027**

The Westwood Academy is part of the Kenilworth Multi Academy Trust (the 'KMAT'). Whilst the KMAT is the admission authority of the school, admissions decisions are delegated to the Local Governing Body.

The admissions process is part of the Coventry Local Authority co-ordinated scheme.

The determined published admission number (PAN) for the school year beginning in September 2027 is 187. This is in response to a request from the school, which the Local Authority has agreed to support, due to increased numbers in the city and demand for places at The Westwood Academy.

### **2027/2028 Oversubscription Criteria:**

If there are more requests for a school place 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). In addition, this includes all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and those who are no longer in state care as a result of being adopted, or became subject to a child arrangement order or special guardianship order. 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 be of compulsory school age and will continue to attend that school the following year. The definition of brother or sister includes stepbrothers, stepsisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address.
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 attend the school, provided that the brother or sister will be of compulsory school age and will continue to attend that school the following year.
5. Children whose parent (or parents) are employed by The Westwood Academy and who have been so employed for two or more years at the time at which the application is made and/or they have been recruited to fill a vacant post for which there is a demonstrable skills shortage.

6. Other children living outside the catchment area.

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

### **Siblings**

This will be a full, adopted, half or stepbrother or sister and will include a full, adopted half or stepbrother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate the natural parental home address.

### **Compulsory school 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 school.

### **Distance**

If it is not possible to meet all of the requests in any one of the categories described above, the Governors 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 Governors will select by drawing lots, and this process will be overseen by a person independent of the KMAT and the school.

### **Home address**

A pupil's home address is considered to be the 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 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.**

### **Catchment area**

One of the aims of our school 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 our catchment area are listed at Appendix 1 at

the end of this policy. You do not have to live in the catchment area to apply for a place at The Westwood Academy.

### **Special Educational Needs**

All children with an Education Health and Care Plan that name the school will be admitted before all other applicants and the number of available places under the PAN will be reduced accordingly.

### **Admission of Children outside of their normal age group**

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 Westwood Academy's Admissions Policy. The school will consider a variety of factors when making this decision, including (but not limited to); size of year cohort and teaching groups, distribution and numbers of SEND pupils, health and safety requirements etc.

Consideration will be made on the circumstances of each case and the best interests of the child concerned. The school will take account of the parent or carer's views, information about the child's academic, social and emotional development and where relevant their medical history. The views of a medical professional, for example GP or Educational Psychologist, whether they have previously been educated outside of their normal age group and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will also consider the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the school will set out clearly the reasons for their decision. 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.

Requests for a child to be educated out of year group must be made in line with the relevant deadline for making an application for the child's normal year group to Coventry LA. As an example, where a child should chronologically be transferring to secondary school in September 2026, but the family wishes to defer entry for a year, the deadline to make such a request (for entry in September 2026) is 31<sup>st</sup> October 2025. Requests received after this deadline by Coventry LA may not be given consideration until after National Offer Day on 1<sup>st</sup> March 2026.

Parents should also submit a 2026 entry application for their child, as this will ensure that the child does not miss out on a school place in the normal age group if the request is not agreed by the admission authority. Part of this process requires the views of the Headteacher to be considered, so parents should take all reasonable steps to ensure that they have discussed their request with the Headteacher. It is unlikely that an incomplete request form will result in a request for a child to be educated out of year group being agreed. An agreement for a child to be educated out of year group is **not** a guarantee of an offer at a school.

### **Late Applications**

The closing date for applications in the normal admissions round is **31 October 2025**. 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 2026**.

### **Appeals**

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply to the school direct in the first instance giving notice of their wish to appeal. The school will arrange for appeals to be registered with the Kenilworth Multi Academy Trust, who will refer this to an Independent Appeals Panel for the appeal to be heard.

### **Waiting Lists**

After the initial allocation of places on **1 March 2026**, the Governors in conjunction with the Local Authority will establish a waiting list and this will operate up until the 31<sup>st</sup> December. Parents who wish for their children to continue to be considered for any places after the end of the autumn term must register their interest for the school via the Local Authority.

### **Fair Access Protocol**

The Local Governing Body have adopted the LA policy for admission of previously excluded or children who would be considered a challenging admission.

<https://www.coventry.gov.uk/attendance-inclusion/fair-accessprotocol#:~:text=The%20Coventry%20Fair%20Access%20Protocol,school%20as%20quickly%20as%20possible>.

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

An application must be made to the Local Authority who co-ordinate all such applications, and will notify applicants of the Governor decision. Applicants refused a place will be offered the right of appeal.

### **Sixth Form Admissions**

Admission into the Sixth Form is dependent on students having the minimum academic qualifications below:

#### **Year 12**

The published admission number for external candidates into Year 12 is 10.

#### **Academic qualifications**

There are two routes of entry for courses with separate entry qualifications.

Route 1: The general requirement for entry into Sixth Form to study A Levels is 5 GCSE grades at 5 or above, including English Language and Maths.

Route 2: The general requirement for entry to Sixth Form to study vocational courses is 5 GCSE grades 4 or above, including English and Maths.

In relation to both routes above, all BTEC level 2 courses will be equivalent to one GCSE. Only 1 BTEC course will be allowed to count. For certain subjects, there are additional specific requirements which are set out in the Sixth Form prospectus on the school website.

### Meeting

Each student who applies to the Sixth Form will have a meeting to discuss course options and academic entry requirements.

### The process

For all candidates, final and firm offers can only be made upon receipt of examination results in August. There is no guarantee that a subject that has been advertised will run. Applicants should note therefore that admission is to the Sixth Form and not to study a particular course of study.

The school will keep a waiting list for students who still wish to attend The Westwood Academy Sixth Form, have met the entry requirements, but for whom there is no place due to oversubscription. The waiting list will be operated up to 31 December in the year of the offer.

### Oversubscription criteria for Sixth Form

If the number of applications from students who have achieved the published entry requirements exceeds the school's admission number, the following oversubscription criteria will be applied in the order shown below:

- 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). In addition, this includes all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and those who are no longer in state care as a result of being adopted, or became subject to a child arrangement order or special guardianship order. A looked-after child is defined in Section 22 of the Children Act 1989.
- 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 be of compulsory school age and will continue to attend that school the following year. The definition of brother or sister includes stepbrothers, stepsisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address.
- Other children who live in the catchment area served by the school.
- Children living outside the catchment area with a brother or sister who currently attend the school, provided that the brother or sister will be of compulsory school age and will continue to attend that school the following year.

- Children whose parent (or parents) are employed by The Westwood Academy and who have been so employed for two or more years at the time at which the application is made and/or they have been recruited to fill a vacant post for which there is a demonstrable skills shortage.
- Other children living outside the catchment area.

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

### Appeals

If a place in the Sixth Form is refused, both parents and students have a statutory right of appeal to the Independent Appeal panel. Information about the admission appeal process is available from the School Appeals Officer on 01926 736381 ([schoolappeals@warwickshire.gov.uk](mailto:schoolappeals@warwickshire.gov.uk))

### **APPENDIX 1: Catchment**

Abberton Way  
 Abercorn Road  
 Ainsbury Road  
 Alan Marcell Close (1 - 113 odd and 130 - 146 even)  
 Aldrin Way  
 Alice Drive  
 Allen Hill Way  
 Allesley Old Road (1 - 181 odd and 2 - 200 even)  
 Apple Way (1 - 15 odd and 2 - 10 even)  
 Applecross Close  
 Arden Grove (1-36 , excl 13)  
 Aston Road  
 Atherston Place  
 Bates Road  
 Beechwood Avenue  
 Binns Close  
 Blackthorn Close  
 Blanchfort Close  
 Bockendon Road  
 Bott Road  
 Bouchier Close (1 - 23 odd and 2 - 14 even)  
 Bradnick Place  
 Brambling Avenue (1 - 29 odd ex 13 & 2 - 28 even)  
 Bramston Crescent  
 Bransford Avenue

Brill Close  
Broadwells Court  
Broadwells Crescent  
Bronze View  
Bullfield Avenue  
Burnsall Grove  
Burnsall Road  
Butterworth Drive  
Canas Court  
Canley Road  
Cannocks Lane  
Cannon Close  
Cannon Hill Road  
Cannon Park Road  
Cassandra Close  
Centenary Road  
Chaffinch Road (1 - 11 odd & 2 - 10 even)  
Chancellors Close  
Charter Avenue including Mitchell House  
Cherry Tree Drive (1 - 79 and 161 - 171 odd and 2 - 162 even)  
Cloud Green  
Coleby Close  
Collins Grove  
Coniston Road  
Conway Avenue  
Copeland Place  
Copt Oak Close  
Crackley Lane  
Craven Street  
Cromwell Lane (32 - 172 even and 47 - 123 odd)  
Cryfield Grange Road (1 - 16 even up to City Boundary)  
Cryfield Heights  
Curriers Close  
Dalmeny Road  
D'Aubeny Road  
De Montfort Way  
Dilcock Way  
Dolomite Avenue  
Dolphin Court (1 - 7)  
Donegal Close  
Dormer Harris Avenue  
Dorney Close  
Downy Birch (1 - 8)  
Duggins Lane (6 - 18 even and 21 - 33 odd up to City Boundary)  
Duke Street  
Earlsdon Avenue North (upwards 123 odd and upwards 162 even)

Eastcotes  
Eastleigh Avenue  
Elm Walk (1 - 14)  
Evesham Walk  
Excelsior Road (1 - 5 odd and 2)  
Fairlands Park  
Falkland Close  
Farthing Walk  
Featherbed Lane (1 - 5 odd up to City Boundary)  
Fieldfare Way (1 - 31 odd ex13 & 2 - 32 even)  
Fife Road  
Fletchamstead Highway (2 - 66 even and 5 - 511 odd)  
Fletchworth Gate  
Florin Close  
Fordwell Close  
Founders Close  
Franklin Grove  
Freeburn Causeway  
Gerard Avenue  
Gibbet Hill Road  
Gilbert Horal Close  
Glebe Close  
Glenrosa Walk  
Goldcrest Walk (2 - 14 even)  
Gravel Hill  
Greenfinch Road (2 - 10 even and 1 - 9 odd)  
Grendon Close  
Greswold Close  
Guinea Crescent  
Hancock Green  
Harton Close (1 - 9 odd)  
Hathaway Road  
Hayton Green  
Hearsall Lane  
Heath Green Way  
Hedgefield Way  
Hemsby Close  
Henry Boteler Road  
Herald Avenue  
Heritage Court  
Heycroft  
Highgrove  
Highland Road  
Highwayman Croft  
Hilary Road  
Howcotte Green

Hummingbird Avenue (2 - 18 even and 1 - 29 odds ex 13)  
Hunt Terrace  
Ingram Road  
Innis Road  
Ivy Farm Lane  
Ivy Walk  
Jacob Drive  
John Rouse Avenue  
Karlingford Close  
Kebull Green  
Kele Road  
Kenilworth Road (52 - 170 even only)  
Kilburn Drive  
Kingdom Avenue (1-63 odd excluding 13 & 2-14 even)  
Kingsland Avenue  
Kirby Corner Road  
Knights Templar Way  
Langwood Close  
Lapwing Place (1 - 35 odd ex 13 & 2 - 40 even)  
Leem Green  
Leeming Close  
Lesingham Drive  
Lichen Green  
Lilacvale Way  
Little Cryfield  
Lomsey Close  
Longwood Close  
Lord Street  
Lunar Close  
Lynbrook Road  
Lynchgate Road  
Maplebeck Close  
Maplin Close (1 - 3 odd and 2 - 16 even)  
Marina Close  
Maudslay Road  
Mayor's Croft  
Meadowcroft Close  
Merynton Avenue  
Middlecotes  
Millburn Hill Road  
Milrose Way  
Mistle Court (1 odd & 2 - 54 even)  
Mitchell Avenue  
Moat House Lane  
Molay Close (1 - 17 odd, excluding 13 and 2 - 10 even)

Monk's Field Close  
Montbard Close (1 - 3)  
Moreall Meadows  
Mount Street  
Nailcote Avenue  
Nailcote Lane  
Nickson Road  
Nightingale Lane  
Northfolk Terrace  
Old Mill Avenue  
Onley Terrace  
Orlescote Road  
Padstow Road  
Page Road  
Papenham Green  
Parbrook Close  
Park Wood Lane  
Pennant Avenue  
Penrose Close  
Penruddock Drive (Hidcote House, 1 - 19 odd, 4 - 18 and 24 - 30 even)  
Pershore Place  
Pilkington Road  
Plants Hill Crescent  
Pomeroy Close  
Poppyfield Court  
Porter Close  
Portway Close  
Poundgate Lane  
Preston Close  
Prior Deram Walk  
Queen Margarets Road  
Queensland Avenue  
Raven Cragg Road  
Renfrew Walk  
Renown Avenue  
Rex Close  
Ridefort Close (1 to 23 odd, excluding 13 and 2 - 16 even)  
Ridgeley Road  
Robert Cramb Avenue  
Robert Mountford Way  
Robin Close (1 - 15 odd ex 13 & 2 - 26 even)  
Rochester Road (upwards 26 even and upwards 29 odd)  
Rose Gardens (1-11 odd & 2- 14 even)  
Rough Knowles Road  
Rushmoor Drive  
Russett grove

Ryton Close  
Salix Close (1 - 11 odd and 2 – 12 even)  
Sandringham Close  
Scarborough Way  
Sefton Road  
Sherriff Avenue  
Shultern Lane  
Silver Birch Avenue (1 - 31 odd and 2 - 20 even)  
Sir Henry Parkes Road  
Sir Thomas White's Road  
Sir William Lyons Road  
Skylark Street (2 - 24 even and 1 - 19 odd ex 13)  
Sorrel Close  
Southam Close  
Southleigh Avenue  
Squires Way  
Standard Avenue  
Stare Green  
Stareton Close  
Starling Close (2 - 6 even and 1 - 7 odd ex 13)  
Station Avenue  
Stoneleigh Avenue  
Sunnyside Close  
Swaledale  
Talbot Close  
Tanners Lane (7 - 87 odd only)  
Tawny Close (1 - 123 odd ex 13 & 2 - 20 even)  
Templar Avenue (45 - 55 odd)  
Templars Field  
Ten Shilling Drive  
The Arboretum  
The Cheviot  
The Galliards  
The Pines  
The Riddings  
The Shrubberies  
Thimble Road  
Thomas Sharp Street  
Thruppence Close  
Tile Hill Lane (483 - 719 odd only)  
Timothy Grove  
Tocil Croft  
Toledo Close  
Torrington Avenue  
Torwood Close  
Treedale Close

Tremelay Drive  
Trevor Close  
Turnstone View (1 - 35 ex 13)  
Tutbury Avenue  
University of Warwick  
Vanguard Avenue  
Walsall Street  
Wansfell Close  
Wedon Close  
Wendiburgh Street  
Westcotes  
Westwood Heath Road - from Lodge Farm  
Westwood Way  
Whitchurch Way  
Whitefield Close  
William Kirby Close  
William Lewis Walk (1-36 con)  
Wilman Close (2 - 28)  
Wolfe Road  
Wood End Croft  
Woodfield Road  
Woodland Avenue  
Woodleigh Road  
Yarmouth Green

Area by Street Name

