



Radford Primary

Admissions Policy 2027 - 2028

Approved By: Directors **Date:** February 2026

Reviewed By: Emma McCann **Date:** December 2025

Next review due by: January 2027



Arrangements for applications for places at the Radford Primary Academy will be made in accordance with the local authorities' coordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.

Published Admission Number

Radford Primary Academy has an agreed admission number (Published Admission Number or PAN) of 30 pupils, to be admitted into Reception each year if sufficient applications are received. If 30 or fewer applications are received all applications will be admitted. Infant classes will comprise no more than 30 pupils with a single teacher.

Oversubscription criteria:

Radford Primary Academy is part of the Coventry co-ordinated admissions scheme. If the number of applications is less than the published admission number then all applicants will be offered a place. 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.

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 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 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 continue to attend the Academy the following year.
5. 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

Radford Primary 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.



Tie Breaker

If a tie-breaker is necessary to determine which child is admitted, the allocation of a place will be determined first by proximity to the Academy with those living nearest to the Academy being given priority. If any applicants live exactly the same distance from the Academy, they will be prioritised by the drawing of lots, supervised by an independent officer, not an employee or governor of the Academy.

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 residence at the property concerned may be required. Where documentary evidence can substantiate 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 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.

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

Radford Primary Academy will admit all pupils with an Education, Health and Care Plan where the Academy is named on the Plan.

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 Coventry City Council on 024 7697 2647 or schoolappeals@coventry.gov.uk for information on how to appeal.

Waiting List

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.

Deferred entry into Primary School

Legally a child does not have to be educated until the term after their fifth birthday. Parents may feel their child is young for their age, or there may be other reasons for wanting to delay their entry to school. This is called deferred entry.

In this situation applications for a place should be made in the normal way. The Academy recommends that the parent/carer contact the headteacher of Radford Academy to discuss the matter in more detail prior to submitting the application. If the parent/carer then decides to defer entry, a place will be reserved until the child starts as long as they start within the academic year. The Academy cannot allocate it to another child. Parents/carers cannot assume however that an application for a deferred entry place will be successful. It will be considered alongside all other applications in accordance with the Academies admissions policy.

Where a parent/carer of a summer born child wishes to defer entry until the following academic year, and wishes their child to start in reception this will mean the child is taught out of their normal age group. They should still make an application at the usual time but must notify us on the application that they will wish to request a place out of the normal age group. Parents/carers will then be contacted to discuss the matter further and should note there are no guarantees that such applications will be successful, but that each case will be considered individually.

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, parents should use the standard application form and include information regarding the year group requested outlining the reasons why, enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The application will be considered based the information provided by the parents, the child's best interests and the views of the Executive Headteacher, alongside all other applications in accordance with the Coventry co-ordinated admissions scheme. 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.

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>

Applications outside the normal admissions round

We co-ordinate with the local authority the in-year admissions process and that further information can be found here: <https://www.coventry.gov.uk/school-admissions/primary-school-admissions/5>. You can apply for a place for your child at any time outside the normal admissions round. 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, 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 in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Part time attendance

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

Children currently attending Radford Academy Nursery Class

Parents of children already attending Radford Primary Academy Nursery Classes will also need to complete an application form in order to request a place at Radford Primary Academy. The policy of the City Council is not to provide nursery classes at every school, but to provide classes which serve a wider area than the school's catchment area. The number of part-time places available in a nursery class therefore often exceeds the number of places available in the Reception Class in the same school. **The City Council cannot**



therefore guarantee that a pupil who is admitted to a school's nursery class will be admitted to the same school.