



## Admissions Policy 2027/2028

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### **School Admission Arrangements for 2027-28**

Finham Primary School is an Academy and part of the Finham Park Multi Academy Trust, which is the admission authority. The admission arrangements comply with the Fair Access protocol as detailed in the Admissions Code. All applications will be considered equally.

Arrangements for applications for places at Finham Primary School will be made in accordance with the Local Authority's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the Local Authority.

## 1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's arrangements for allocating places to the students who apply
- Explain **how to appeal** against a decision not to offer your child a place

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#). This policy complies with our funding agreement and articles of association.

## 3. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in).

**The School participates in the Local Authority coordinated scheme for Reception intake and all deadlines within the Local Authority policy should be adhered to by applicants.**

For applications in the normal admissions round please use the common application form - <https://www.coventry.gov.uk/school-admissions/primary-school-admissions>. You should complete this form fully and use it to express your preference for a minimum of 3 schools, in rank order. The common application form should be returned to the Local Authority by the relevant date. These dates may be different if the return is electronic or by post.

You will receive an offer for a school place directly from the Local Authority if you secure a place.

## 4. Requests for admission outside the normal age group

Parents are entitled to request 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.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 8. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

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>

## 5. Deferred entry into Primary School

Coventry children may be admitted to primary schools at the beginning of the school year after their fourth birthday provided they have reached the age of four by the 31 August.

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 governors recommend that the parent/carer contact the head teacher of the preferred school 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 governors cannot allocate it to another child. Parents/carer 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 general 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.

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 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.

## 6. 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.

## 7. Children Currently Attending Nursery Classes

Parents of children already attending Nursery Classes will also need to complete an application form in order to request a place at their preferred Primary School. The policy of the governors 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 governors cannot therefore guarantee that a pupil who is admitted to a school's nursery class will be admitted to the same school.

## 8. Allocation of places

### 8.1. Admission number

The school has an agreed admission number of 60 students for entry in Reception. This is supported by the Local Authority.

The **normal admissions round** is the period during which parents/carers can apply for school places at the school's normal point of entry, using the common application form provided by the local authority

<https://www.coventry.gov.uk/school-admissions/primary-school-admissions>

Email: [primaryadmissions@coventry.gov.uk](mailto:primaryadmissions@coventry.gov.uk)

Tel: 024 7697 5445

### 8.2. Oversubscription criteria

If the school is not oversubscribed, all applicants will be offered a place. In the event that the school receives more applications than the number of places it has available, places

will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Looked after children and previously looked after children (as defined below)
2. Children who have a brother or sister (a sibling as defined below) attending Finham Primary School, providing that the brother or sister will be of compulsory school age and will continue to attend Finham Primary School the following year
3. Children of staff who meet the definition below
4. Children who live in the catchment area served by the school.
5. Other children according to distance between their home and Finham Primary School.

### **8.3. Tie Break**

In the event of oversubscription in any category above priority will be determined by the proximity of the child's home to Finham Primary School using 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 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 Admissions Panel will select by drawing lots which will be supervised by an adjudicator independent of the school.

### **8.4. Waiting Lists**

The governors cannot always offer places at Finham Primary School. If this is the case the child's name will be automatically placed on the school waiting list. If places become available, the governors will allocate the places in accordance 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. Thereafter, parents will be required to register their interest in the preferred school at the beginning of each term, otherwise they will be deemed to have withdrawn their interest.

### **8.5. Children of UK service personnel and crown servants**

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively,

the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

## 9. Definitions

**Looked after children** are children who, at the time of making an application to the school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order
- 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.

All children whose EHC Plan (Education Health and Care Plan) names the school will be admitted before any other places are allocated.

### Sibling

By *sibling* we mean:

- Children living at the same address who have one or both natural parents in common
- Children living at the same address who are related by a parent's marriage
- Children living at the same address whose parents are living as partners at this address
- We include siblings who are adopted within our definition of sibling
- We do not include 'cousins' within our definition of sibling
- However, where the school is oversubscribed, no guarantee can be given that places will be available for brothers and sisters.

Applications with each year group made on behalf of twins or other multiple births – where the last child to be offered a place is one of multiple birth siblings, the school will admit over the published admission number (PAN) in order to support the family.

### Compulsory school age

Siblings are required to be of compulsory school age within the oversubscription criteria.

This means they must be attending in Reception to Year 6 at the time that the applicant would be joining the school.

### **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 Board that care is split equally between parents/carers at two homes, parents/carers 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.

### **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.

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**

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 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 Admissions Panel will select by drawing lots. This process will be independently verified.

## **10. Catchment area**

- Alfriston Road
- Anchorway Road
- Bathway Road
- Brentwood Avenue
- Canford Close

- Cotswold Drive
- Crossway Road
- Daleway Road
- Droylesden Park Road
- Erithway Road
- Finham Green Road
- Finham Grove
- Fletcher Walk
- Fosseway Road
- Grange Avenue
- Green Lane (127 odd and 102 even upwards) including Leasowes Farm Cottage
- Gretna Road
- Hadleigh Road
- Handcross Grove
- Howes Lane including Oak Lea Farm
- Ilfracombe Grove
- Jacklin Drive
- Jedburgh Grove
- Joanna Drive
- Kenpas Highway (180 upwards) inc. Styvechale Harvester and Holiday Inn Express
- Kings Hill Lane
- Kingscote Grove
- Leigh Avenue
- Oxley Drive
- Poolside Gardens
- Rees Drive
- Roman Way
- St. Martin's Road
- Stonehaven Drive
- The Graylands
- Vardon Drive
- Winsham Walk
- Wychwood Avenue

## 11. Late Applications

The closing date for admissions in the normal admissions round is usually 15 January. After that date the Local Authority will continue to receive applications but those will be considered to be late and may not be processed until May that year.

## 12. In-year admissions

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 EHC plan names the school will be admitted.

Finham Primary School has agreed to participate in the Local Authority Fair Access protocol and will make referrals as appropriate on receipt of applications which meet these criteria.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available it will be filled by one of the students on the waiting list in accordance with the oversubscription criteria listed in section 8.2 of this policy document. Priority will not be given to children on the basis that they have been on the waiting list the longest.

## 13. Appeals

If your application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

*Finham Primary School  
Green Lane  
Coventry  
CV3 6EJ*

Appeals will be heard by an independent appeal panel.

This policy will be reviewed and approved by the local governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the governing body will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangement are to apply.

**Written by:** J Waldron January 2026

**Next review date:** January 2027

**Approved by Governors:** February 2026

**Signed:**



SARAH BRACKEN  
Headteacher

**Signed:**



RACHEL CROW  
Chair of Local Governing Body