



**COUNDON  
COURT**

**ADMISSIONS POLICY**

**AY2728**

**Agreed by Governors:** January 2026

**Frequency of Review:** Annually

## **Admissions Policy**

Coundon Court, an inclusive school, welcoming children from across the area and beyond, is an academy within The Futures Trust, a Multi Academy Trust (the Academy Trust), and the Academy Trust is the admission authority. Coundon Court outsources the application process for admissions, both in-year and out of year, to the Local Authority for processing. The Governors are committed to ensuring that the admissions to Coundon Court reflect the full range of ability.

**Year 7 admissions to Coundon Court for September 2027 will be co-ordinated through Coventry LA's Co-ordinated Scheme.** Applications should be submitted to the Local Authority on the Common Application Form to reflect its timetable.

**The admission number for entry at Year 7, 8, 9,10 and 11 is 345.**

Coundon Court will admit 345 into future Year 7 cohorts in line with the Coventry Secondary Partnership School Place Planning Agreement.

The admission arrangements described in this document will apply to admissions for September 2027.

### **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 the 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 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 teaching and non-teaching staff who have been directly employed by 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.
- 3.** Children who live in the catchment area served by Coundon Court, 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 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 Coundon Court, provided that the brother or sister will be of compulsory school age and will continue to attend the following year.
6. Children by reference to the distance to Coundon Court.

### **Brothers and Sisters**

The Governors see the benefits of children from the same family attending the same school and give priority to brother and / or sister connections in its policy for allocating places. The definition of brother or sister includes stepbrothers, stepsisters, half-brothers, half-sisters and adopted brothers and sisters living at the same permanent address. However, where the school is over-subscribed, no guarantee can be given that places will be available for brothers and sisters.

### **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 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

### **Confirmation of 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 will be confirmed with each child's primary school. In any case of dispute, parents will be asked to provide appropriate documentary evidence to confirm address and residency. 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 place is offered on the basis of an address that is subsequently found to be false or misleading in order to gain entry to the school, then that place may be withdrawn.**

### **Catchment Area**

The area served by a school is a catchment area. Details of our catchment area are available from the School Organisation (Admissions) section of the City Council. You can also check at [www.coventry.gov.uk/catchmentareas](http://www.coventry.gov.uk/catchmentareas) .

### **Special Educational Needs**

Children in receipt of an Education Health Care Plan will be admitted.

### **Late Applications**

The closing date for applications in the normal admissions round is 31 October of the year preceding admission. After that date, the Local Authority will continue to receive applications, but these will be considered late and may not be processed until after 1 March of the year of admission.

### **Appeals**

Parents who wish to appeal against the fact that their child has not been allocated a place at the school must apply to the School Organisation (Admissions) section who will arrange for appeals to be registered. An independent panel will hear appeals.

Appeal applications are made through the following link:  
[www.coventry.gov.uk/schoolappeals](http://www.coventry.gov.uk/schoolappeals)

### **Waiting Lists**

Where, in any year, the school receives more applications for places than there are places available a waiting list will be maintained from 1 September to 31 December of the year to which the allocation applies. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Parents who wish for their children to continue to be considered for any places that become available after the end of the autumn term must re - register their interest with the school. Children's position on the waiting lists will be determined solely in accordance with the oversubscription criteria set out in above. Where places become vacant, they will be allocated to children on the waiting list in accordance with the published oversubscription criteria.

## **In Year Admissions**

Coundon Court will consider all in year applications for admissions and if the year group applied for has a place available, a place will be offered. Any in-year applications should be made to the school directly. The Academy trust will notify and liaise with the Local Authority to co-ordinate all such applications and inform applicants of decisions. School organization has been set up to meet the needs of a staged increase in year group numbers. In 2027 it is set at 345 for Year 8, 9, 10 and Year 11. Any application over these numbers will be refused. If a place is not available, the parent can ask for his or her child to be added to the waiting list. Applicants who are unsuccessful in securing a place will be offered the right of appeal.

## **Out of Year Admission Requests**

Where a parent/carer seeks a place for their child outside their normal age group, they must notify their intention on the application. Parents/carers will then be contacted to discuss the matter further as each case will be considered on the circumstances of each case and in the child's best interests. The criteria in the table below will be used to inform the decision. There are no guarantees that such applications will be agreed. Parents/carers will be sent a letter setting out the decision and reasons for it.

**Criteria for deciding to admit a child "out of their normal age group".** Please note this is not a simple tick list exercise and an overall qualitative judgement will be formed as to the suitability of the placement request.

School, parents, child and involved professionals all feel that this placement would substantially increase the probability of the child's successful inclusion in mainstream school.
This decision is not being made in order to delay other interventions, such as placement into a different school.
This decision is not being made due to difficulties in making appropriately differentiated provision in the class to which the child should normally transfer.
Consideration has been given to the long-term emotional and social impact of this placement.
Consideration has been given to the likely future placements for the child, e.g. returning to their own year group or remaining with the new year group.
There has been a discussion with parents about likely future issues, e.g. leaving school without completing Key Stage 4, no guarantees that transfer from primary to secondary school out of the normal year will be agreed by secondary schools
All involved feel that the child will be able to learn more from the children in the proposed year group than by being around children of their own age group.

The child will have a peer group in their new class, which is likely to continue to be somewhere that the child can 'fit in' as the cohort matures.

The child has previously been educated out of their normal age group and/or they may naturally have fallen into a lower age group if it were not for being born prematurely.

### **Arrangements for Admission to Post-16 provision Post 16 Admissions Guidance**

Coundon Court provides for a maximum of 150 students in Year 12.

The admission number for external students applying to join in Year 12 in September 2027 is limited to those students who meet our entry requirements and falls within our maximum of 150 students. Both internal and external students wishing to enter Post 16 will be expected to study a minimum for a minimum of three level 3 qualifications and to have met the same minimum academic entry requirements. These requirements are:

- To study Level three courses' students must achieve a Grade 6 in the subjects they wish to study as well as five GCSE 9 - 4's including English and Mathematics. Students who achieve a Grade 5 in their chosen subjects will be required to consult with the Director of Sixth Form about their aptitude, attitude and reasoning behind the choice. Parents will also be involved in a dialogue about course suitability.
- To progress to Year 13 courses students must have passed internal or external examination arrangements for Y12 and have demonstrated good attendance and a positive attitude to learning. Students will normally proceed to Y13 automatically and any reservations/ concerns about course suitability are made at Christmas or Easter of Year 12. Students causing concern will have a learning support plan and this will need to demonstrate success for progression onto Year 13.

When there are more external applicants than the admissions number that satisfy any minimum course requirements, and once any students with an Education and Health Care Plan which names Coundon Court have been admitted, the oversubscription criteria outlined in the Academy's Admissions Policy will be applied.

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 the 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 Residence Order or a Special Guardianship Order. A looked-after child is defined in Section 22 of the Children Act 1989.

2. Children of teaching and non-teaching 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.
3. Children who live in the catchment area served by Coundon Court, 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 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 Coundon Court, provided that the brother or sister will be of compulsory school age and will continue to attend the following year.
6. Children by reference to the distance to Coundon Court.

### **Appeals**

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