Charter Academy

ADMISSIONS POLICY 2027/28

Local Level Policy

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Review Cycle	Annually
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Committee approved by	Charter Local Governing Body
Author	Karen Steele – Head of Central Operations

Date	Notes

Part of the Castle Phoenix Trust
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School Admissions Policy – September 2027-2028

Introduction

Charter Primary Academy (the 'Academy') participates in the Local Authority co-ordinated scheme and all deadlines within this should be adhered to by applicants.

For September 2027-2028, the Academy's Published Admission Number (PAN) is 45.

2027/2028 Oversubscription Criteria

If there are more applications for a place 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:

Special Educational Needs
All children with an Educational Health Care Plan that name the school will be admitted before all other applicants.

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). 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. This also includes those children who appear 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 school, who have a brother or sister attending the school provided that the brother or sister will continue to attend that school the following year

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 attends the school provided that the brother or sister will continue to attend that school the following year;

5. Children of 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.

6. All other children

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

Definitions

Brothers and Sisters
The Academy 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 step brothers, step sisters, half brothers, half sisters and

adopted brothers and sisters living at the same permanent address. However, where the Academy is over subscribed no guarantee can be given that places will be available for brothers and sisters.

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
If it is not possible to admit all applicants in any one of the categories described above, priority will be determined by the proximity of the child's home to the Academy. 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 academy 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 Academy as described above, the admission authority will select by drawing lots, This will be supervised by someone independent of the school.

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 permanent residence at the property concerned may be required.

Where documentary evidence can substantiate to the satisfaction of the Academy 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 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 Academy 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 specific details of our catchment area is available at Annex A.

Procedures

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. It is recommended that the parent/carer contacts the Headteacher of the School to discuss the matter in more detail prior to submitting the application. If the parent/carer decides to defer entry, a place will be reserved until the child starts as long as they start within the academic year. Parents/carers cannot assume however that that an application for a deferred entry place will be successful. It will be considered alongside all other applications.

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 the City Council 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. Please see "Applications out of normal age group" section below and information at Summer-born children: advice for parents - GOV.UK for further details

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.

Applications for children to be admitted into a class outside of their normal age group
Parents may seek 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. The application will be considered alongside all other applications in accordance with the Coventry co-ordinated admissions scheme. Please note there is no guarantee that such applications will be successful, but each case will be considered individually. 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. Further information can be found here:
guidance_notes_for_applying_to_educate_out_of_the_normal_chronological_age_group

Children currently attending Charter Nursery Class
Parents of children already attending Charter Nursery Class will also need to complete an application form in order to request a place at the Academy. The criteria referred to on page 1 will be applied to all children regardless of whether they are currently attending Charter Nursery.

Nursery children do not automatically get a place in Reception.

Late Applications
The closing date for applications in the normal admissions round is **15 January 2027.** After that date, the Local Authority will continue to receive applications but these will be considered to be late and will only be considered after all those who applied on time.

Waiting Lists
After the initial allocation of places, the admission authority in conjunction with the Local Authority will establish a waiting list and this will operate up until the end of the Autumn term (31 December). Parents who wish for their child to continue to be considered for a place at Charter Primary Academy after the end of the autumn term must register their interest via the Local Authority by completing a Primary School Transfer Application Form. A new waiting list will be produced at the start of the spring term which will then operate until the end of the academic year. Applications for inclusion on the waiting list will be ranked according to the school's oversubscription criteria as described above. When a place becomes available the school will contact the first person on the list for the relevant year group.

In Year Admissions
The parent(s) or carer(s) of children seeking admission to Charter Academy should apply for a place by completing a standard admission form, available from the Local Authority. Once completed, the form should be returned to the Local Authority which co-ordinates all such applications, and the Local Authority will notify applicants of the school's admission decisions. If a place is not available in the relevant year group, parent(s) and 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 school's waiting list for admission into the relevant year group. Further information on in year admissions is available from the Local Authority https://www.coventry.gov.uk/school-admissions/primary-school-admissions/5

Appeals
If you are unsuccessful in obtaining a place at the initial point of allocation, parents have the right to appeal to an independent panel who have the authority to exceed the Academy's admission number where appropriate. Please address your appeal to Castle Phoenix Trust, Charter Appeal via helen.crayton@castlephoenixtrust.org.uk in writing to Castle Phoenix Trust, Charter Appeal, Axholme Road, Wyken, Coventry, CV2 5BD.

Annex A: Charter Primary Academy Catchment Area

Addresses included within Charter Primary Academy's Catchment Area:

- Apple Way including 1 - 15 (odds excluding 13) and 2 - 10 (evens)
- Applecross Close
- Bourchier Close (1 - 23 odd and 2 - 14 even)
- Brambling Avenue (1 - 29 odd ex 13 & 2 - 28 even)
- Broadwells Court
- Broadwells Crescent
- Bronze View
- Burnsall Grove
- Burnsall Road
- Butterworth Drive
- Canley Road 91 odd and 102 even upwards
- Centenary Road
- Chaffinch Road (1 - 11 odd & 2 - 10 even)
- Charter Avenue (2 - 268, 270 upwards even and 1 - 201, 203 upwards odd) including Mitchell House
- Cherry Tree Drive including 1 - 79, 161 - 171 (odds) and 2 - 162 (evens)
- Coleby Close
- Copt Oak Close
- Cromwell Lane (1 - 123 odd and 2 - 172 even) including The Pines
- Curriers Close
- Dalmeny Road
- D'Aubeny Road
- Dilcock Way
- Dolphin Court (1 - 7)
- Donegal Close
- Downy Birch including 1 - 8 (consecutive)
- Elm Walk including 1 - 14 (consecutive)
- Excelsior Road including 1 - 5 (odds) and 2
- Falkland Close
- Farthing Walk
- Featherbed Lane
- Fieldfare Way (1 - 31 odd ex 13 & 2 - 32 even)
- Fletchamstead Highway (153 - 199 odd and 170 - 198 even) including The Phantom Coach
- Fletchworth Gate
- Florin Close
- Follis Walk
- Founders Close
- Freeburn Causeway
- Gerard Avenue
- Glebe Close
- Glenrosa Walk
- Goldcrest Walk (2 - 14 even)
- Greenfinch Road (2 - 10 even and 1- 9 odd)
- Guinea Crescent
- Hancock Green
- Hayton Green
- Heath Green Way
- Hemsby Close
- Henry Boteler Road
- Highgrove

- Howcotte Green
- Hummingbird Avenue (2 - 18 even and 1 - 29 odd ex 13)
- Hunt Terrace
- John Rouse Avenue
- Karlingford Close
- Kebull Green
- Kele Road
- Kingdom Avenue (1-63 odd excluding 13) & (2-14 even)
- Langwood Close
- Lapwing Place (1 - 35 odd ex 13 & 2 - 40 even)
- Longwood Close
- Maplin Close including 1 - 3 (odds) & 2 - 16 (evens)
- Marina Close
- Mayor's Croft
- Mistle Court (1 odd & 2 - 54 even)
- Mitchell Avenue (255 - 259, 261 upwards odd and 254 - 256, 258 upwards even)
- Moat House Lane
- Nailcots Lane (East Side - 4 Properties)
- Northfolk Terrace
- Onley Terrace
- Page Road
- Papenham Green
- Park Wood Lane
- Penrose Close
- Penruddock Drive (1 - 19 odd, 4 - 18 even, 24 - 30 even and Hidcote House)
- Pomeroy Close
- Poundgate Lane
- Preston Close
- Prior Deram Walk
- Queen Margarets Road
- Renfrew Walk
- Robin Close (1 - 15 odd ex 13 & 2 - 26 even)
- Rose Gardens (1-11 odd & 2-14 even)
- Rough Knowles Road
- Ryton Close
- Salix Close including 1 - 11 (odds) and 2 - 12 (evens)
- Sandringham Close
- Scarborough Way
- Sherriff Avenue
- Silver Birch Avenue including 1 - 31 (odds excluding 13) and 2 - 20 (evens)
- Sir Henry Parkes Road
- Sixpence Close
- Skylark Street (2 - 24 even and 1 - 19 odd ex 13)
- Southam Close
- Starling Close (2 - 6 even and 1 - 17 odds ex 13)
- Tawny Close (1 -123 odd ex 13 & 2 -20 even)
- Templars Field
- Ten Shilling Drive
- The Pines
- Thimbler Road - George Rowley House
- Thomas Sharp Street
- Thruppence Close
- Torwood Close
- Turnstone View (1 - 35 ex 13)
- Walsall Street

- Wansfell Close
- Wedon Close
- Wendiburgh Street including Edwin Rogers House
- Westwood Heath Road
- Westwood Way
- Whitchurch Way
- Whitefield Close
- Wolfe Road
- Woodleigh Road
- Yarmouth Green