



Admission Policy

2022/23

Reviewed: September 2021
Review date: September 2022



West Coventry Academy and the Academy Trust of the School is the admission authority. The admission arrangements comply with the Fair Access protocol as detailed in the Admissions Code.

For September 2022, West Coventry Academy's Published Admission Number (PAN) for Year 7 is 237.

If there are more requests for the school 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 care of a local authority or are provided with accommodation by the authority (looked after children). Also, 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 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 (see definitions section).

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 West Coventry Academy 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 West Coventry Academy, provided that the brother or sister will be of compulsory school age and will continue to attend the following year.

5. Children by reference by distance to the school.

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

BROTHERS AND SISTERS

The Governors of the school 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 school is oversubscribed no guarantee can be given that places will be available for brothers and sisters. Where the final place in a year group is offered to one of twins or other multiple births the parent has to decide which child will take up the place.



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 Governor's will select 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 Governor's will select by drawing lots.

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 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 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 West Coventry Academy is to serve its neighbourhood and develop links with the local community to strengthen the school and community. The area served by a school is known as the catchment area and details of our catchment area are available from the school office.

SPECIAL EDUCATIONAL NEEDS

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

LATE APPLICATIONS

The closing date for admissions in the normal admissions round is the last day of October. 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 after the 1st March the following year.



APPEALS

If parents are unsuccessful in obtaining a place, they have the right of appeal to an independent panel, who have the authority to exceed this admission number where appropriate.

Appeals against the decision of Governors to refuse a place at the school must be made in writing to the Chair of Governors. Appeals will be heard by an independent appeal panel.

Chair of Governors
West Coventry Academy
Nutbrook Avenue
Tile Hill
Coventry
CV4 9PW

WAITING LISTS

After the initial allocation of places, the Governors in conjunction with the Local Education Authority will establish a waiting list up until the end of the Autumn Term. Parents who wish 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.

APPLICATIONS OUTSIDE THE NORMAL ADMISSIONS ROUND

An application must be made to the Local Authority who coordinate all such applications, and will notify applicants of Governor's decisions. Applicants refused a place will be offered the right of appeal.

APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP (Years 7 – 13)

If parents wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. Parents should then submit a formal request to the Governing Body. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Governing Body will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the headteacher. 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>



SIXTH FORM ADMISSIONS POLICY

Please refer to WCSF admissions policy

<http://www.westcoventrysixthform.org/>

Approved by Governors:

Signed:

Ana Neofitou
Headteacher

Signed:

Jane Jones
Chair of Governor's