



# Admissions Policy

## 2025/26

**Dated:** February 2024  
**Review date:** September 2025



West Coventry Academy is an Academy within Arthur Terry Learning Partnership (the Academy Trust) and the Academy Trust is the admission authority. It participates in Coventry City Council's (the Local Authority's) Co-ordinated Admissions Scheme for Year 7 admissions intake. The admission arrangements comply with the Fair Access Protocol as detailed in the School Admissions Code.

**For September 2025, West Coventry Academy's Published Admission Number (PAN) for Year 7 is 240.**

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.

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**

6. The Trustees 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 stepbrothers, stepsisters, 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**

7. Brothers and sisters are required to be of compulsory school age within the over-subscription criteria. This means they must be attending in Years 7 to 11 at the time that the applicant would be joining the school.

### **DISTANCE**

8. If it is not possible to meet all of the requests in any one of the categories described above, the priority will be determined by the proximity of the child's home to West Coventry Academy. This will be carried out using a straight line measurement and 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 admission authority will select by drawing lots. As stated by the School Admissions Code, random allocation processes must be supervised by someone independent of the school.

### **HOME ADDRESS**

9. 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 admission authority 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**

10. 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 at Appendix 1.

### **SPECIAL EDUCATIONAL NEEDS**

11. All children with an Educational Health and Care Plan that name the school will be admitted



before all other applicants.

## LATE APPLICATIONS

12. The closing date for admissions in the normal admissions round is 31st 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

13. If parents are unsuccessful in obtaining a place, they have the right of appeal against the decision not to allocate your child a place. Accepting the place you have been offered does not affect your right to appeal. Appeals are coordinated by the Local Authority, this applies to both in-year appeals and year 7 (2025) allocation. For details and timetables and the appropriate appeal forms, please visit the following page: <https://www.coventry.gov.uk/school-admissions/school-appeals>
14. Specific to Year 7 starting in 2025 and timetable of appeals, please visit:  
<https://www.coventry.gov.uk/school-admissions/school-appeals/4>

## WAITING LISTS

15. After the initial allocation of places, the admission authority, in conjunction with the Local Authority will establish a waiting list up until the end of the Autumn Term (31 December). Parents who wish to continue to be considered for any places at West Coventry Academy after the end of the Autumn Term must register their interest via the Local Authority by completing a Secondary School Transfer Application Form. A new waiting list will be produced by the Local Authority 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 over-subscription 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

16. Parents/carers of children seeking admission to West Coventry Academy should apply for a place by completing a standard admission/transfer application form, available from the school or the Local Authority. Once completed, the form should be returned to the Local Authority which coordinates 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, parents are entitled to appeal against this decision (see Appeals, paragraph 13).



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

17. 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>

## **FAIR ACCESS PROTOCOL**

18. The Coventry Fair Access Protocol covers the arrangements for all admission requests and the integration or reintegration to schools of students who are requesting a place at a school and are considered more difficult to place. All secondary schools in Coventry are included in this partnership. The agreement requires each school to accept a quota of students who are regarded as more difficult to place over their published admission number if necessary. This agreement acknowledges the significant additional challenge faced by West Coventry Academy in respect to admissions and provides a fair and equitable framework for the admission of more difficult to place students.

## **SIXTH FORM ADMISSIONS POLICY**

Please refer to WCSF admissions policy

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



## APPENDIX 1

### WEST COVENTRY ACADEMY CATCHMENT AREA

- Aberdeen Close
- Alandale Avenue
- Albert Drive
- Aldbury Rise
- Alderminster Road
- Aldrich Avenue
- Allesley Hall Drive including Victoria Court
- Allesley Old Road (183 - 379 odd and 202 - 390 even)
- Alspath Lane
- Amersham Close
- Angus Close
- Appledore Drive
- Armana Drive
- Ash Priors Close
- Ash Tree Avenue
- Ashbridge Road
- Ashcombe Drive
- Ashfield Avenue
- Aspen Close
- Astoria Drive (1 - 17 and 21 - 91 odd and 2 - 38 and 40 - 134 even)
- Auburndale Avenue (1 - 7 odd and 2 - 22 even)
- Aynho Close
- Bakers Lane
- Balingham Close
- Banner Lane
- Bantock Road
- Barn Close
- Barnstaple Close
- Baxter Close
- Baychester Road (2 - 18 even and 1 - 23 odd, excluding 13)
- Beaumaris Close
- Beausale Croft
- Beche Way
- Beech Tree Avenue
- Beechnut Close
- Bellerose Close (2 - 12 even and 1 - 15 odd)
- Benton Green Lane (East)
- Berners Close
- Berwick Close
- Billing Road
- Birch Close
- Bishopton Close
- Bletchley Drive
- Bliss Close
- Bluebell Walk
- Boar Croft
- Bohun Street
- Bonneville Close
- Bowfell Close
- Bradfield Close
- Brazil Street
- Broad Lane
- Broadlands Close
- Broadmere Rise
- Brockhurst Drive
- Brookside Avenue
- Buchanan Close (2 - 6 even and 1 - 17 odd excluding 13)
- Buckhold Drive
- Buckingham Rise
- Bush Close



- Bushberry Avenue
- Cadden Drive
- Caithness Close
- Cantlow Close
- Carding Close
- Cartmel Close
- Cavendish Road
- Centora Walk (1 - 15 excluding 13)
- Chadwick Close
- Chalfont Close
- Chenies Close
- Cheriton Close
- Cherrywood Grove
- Chesnut Grove
- Chesnut Tree Avenue
- Chetwode Close
- Chiel Close
- Church Lane
- Chylds Court
- Claverdon Road
- Coleman Street
- Coniston Drive
- Coral Close
- Cromarty Close
- Cromes Wood
- Crosbie Road
- Datchett Close
- Daytona Drive
- Delius Street
- Delta Close (1 - 33 odd, excluding 13 and 2 - 14 even)
- Denham Avenue
- Derwent Close
- Despard Road
- Devereux Close
- Dial House Lane
- Drayton Crescent
- Duggins Lane
- Dunchurch Highway
- Dunhill Avenue
- Dyson Street
- Eastern Green Road
- Edgehill Place
- Ellenburg Close (2 - 8)
- Elm Tree Avenue
- Empire Road
- Endicott Bend (11 - 25 excluding 13)
- Ensign Close
- Essex Close
- Ettington Road
- Falstaff Road
- Farcroft Avenue
- Farr Drive
- Faseman Avenue
- Faulconbridge Avenue
- Feinbank
- Ferguson Close (2 - 14 even and 1 - 17 odd, excluding 13)
- Ferndown Close
- Ferrers Close
- Fingest Close
- Fir Grove
- Fir Tree Avenue
- Flaunden Close
- Fletchamstead Highway (513 - 581 odd)
- Four Pounds Avenue (1 - 81 odd and 2 - 52 even)
- Fow Oak
- Frederick Neal Avenue
- Frilsham Way
- Frisby Road
- Garrick Close
- Gaza Close
- George Hodgkinson Close
- Gibbons Close
- Glendale Way
- Glendower Avenue
- Goldthorne Close
- Goode Croft
- Goodman Way
- Gorseway
- Grace Road
- Gramercy Park



- Greendale Road
- Greenland Avenue
- Greenland Court
- Greenleaf Close
- Greenways
- Grizebeck Drive
- Guphill Avenue
- Gurney Close
- Handsworth Crescent
- Hanwood Close
- Hardwick Close
- Harewood Road
- Harpendon Drive
- Hartridge Walk
- Hawthorn Lane including Hawthorn Court
- Hawthorn Lane
- Hazelmere Close
- Heathfield Road
- Hendre Close
- Herronbank
- High Beech
- High Park Close
- Hockley Lane
- Holly Grove
- Holmes Drive
- Holywell Close
- Honeybourne Close
- Hopton Close
- Hornbeam Drive
- Howard Close
- Howlette Road
- Hudson Vale
- Inverness Close
- Ireton Close
- James Dawson Drive
- James Green Road
- Jardine Crescent
- Jasper Close (1 - 7)
- Jefferson Way
- Jeliffe Street
- Jenkins Avenue
- Jobs Lane
- Joshua Close (1 - 19 odd, excluding 13)
- Juniper Drive
- Kendal Rise
- Kenthurst Close
- Kimberley Close
- Kimble Close
- Ladbrook Road
- Lambourne Close
- Langley Croft
- Lant Close
- Larch Tree Avenue
- Larkfield Way
- Lawley Close
- Limbrick Avenue
- Lime Grove
- Lime Tree Avenue
- Loder Close
- Lower Eastern Green Lane
- Luther Way
- Luxor Lane
- Lyndale Close
- Lyndale Road
- Lyndhurst Croft
- Lyng Close
- Madeira Croft
- Madin Close (1 - 21 odd, excluding 13 and 2 - 14 even)
- Madison Close (1 - 11)
- Malam Close
- Manderley Close
- Manhattan Way
- Marie Brock Close
- Marlow Close
- Marlston Walk
- Marriner's Lane
- Martin Close
- Massey Close (1 - 20 excluding 13)
- Maureen Close
- Mellowship Road
- Merrivale Road
- Monmouth Close





- Monticello Way (1 - 63 odd)
- Morgans Road
- Morrisania Close (2 - 10 even)
- Mount Nod Way
- Mowhawk Bend
- Moyle Crescent
- Napton Green
- New Ash Drive
- Niagara Close (2 - 8 even and 1 - 21 odd)
- Nod Rise
- Nova Croft
- Nutbrook Avenue
- Oak Way
- Oakford Drive
- Oldfield Road
- Olten Avenue
- Olympus Close
- Orchard Drive
- Osbaston Close
- Overdale Road
- Packwood Green
- Pangfield Park
- Parkhill Drive
- Patricia Close
- Pebworth Close
- Pelham Bend
- Pepys Corner
- Peregrine Drive
- Perth Rise
- Phesant Oak
- Philmont Court
- Pickford Grange Lane
- Pickford Green Lane
- Pine Tree Avenue
- Pinnock Place
- Placid Close
- Polperro Drive
- Prince of Wales Road
- Pyt Park
- Raphael Close
- Rembrandt Close
- Renolds Close
- Ridge Court
- Risborough Close
- Rodhouse Close
- Rodway Drive
- Romulus Walk (1 - 3 and 2 - 8)
- Roosevelt Drive
- Rosemary Close
- Ross Close
- Rothesay Avenue
- Rubens Close
- Rye Hill
- Sammons Way
- Savannah Close
- Scafell Close
- Shelfield Close
- Shepherd Close
- Sherlock Road
- Sherrington Avenue
- Shetland Close
- Shottery Close
- Showell Lane
- South Ridge
- Spencers Lane
- Staverton Close
- Steinway (1 - 65 odd and 2 to 72 even)
- Stewart Close
- Stonebury Avenue
- Stowe Place
- Suffolk Close
- Summerhill Lane (2 - 36)
- Sundorne Close
- Sutherland Avenue
- Sutton Avenue
- Tanners Lane
- Tanyard Close
- The Chilterns
- The Glade
- The Jordans
- The Lee
- The Oaklands
- The Triangle



- The Vale Public House
- Thebes Close
- Thirlmere Close
- Thomas Naul Croft
- Thornton Close
- Tiber Close
- Tile Hill Lane (1 - 459 odd and all evens) including Thornton Court
- Tile Wood Avenue
- Tilehurst Drive
- Torbay Road
- Tredington Road
- Trossachs Road
- Troutbeck Road
- Tudor Avenue
- Turner Road
- Ufton Croft
- Unicorn Avenue
- Unicorn Lane including Forest Court
- Upper Eastern Green Lane
- Utrillo Close
- Van Dyke Close
- Watson Road
- Wellesbourne Road
- Wendover Rise
- West Ridge
- Wheate Croft
- Whitaker Road
- Whitebeam Close
- Whoberley Avenue
- Wickmans Drive
- Wildcroft Road
- William Bree Road
- Williamsbridge Road (1 - 15 odd and 2 - 16 even)
- Willow Grove
- Wilmcote Green
- Wiltshire Close
- Winceby Place
- Windermere Avenue
- Windsor Court
- Winsford Avenue
- Winslow Close
- Wolverton Road
- Woodburn Close
- Woodcroft Close
- Woodridge Avenue
- Wryneck Walk (1 - 7 odd and 2 - 44 even)
- Wyld Court