Potters Green Primary

ADMISSIONS POLICY 2027/28

Local Level Policy

Date effective	2nd March 2026
Review Cycle	Annually
Review Date	Annually
Date of Approval by Governors	2nd March 2026 (via email)
Committee approved by	Potters Green Local Governing Body
Author	Karen Steele – Head of Central Operations

Date	Notes

School Admissions Policy – September 2027-2028

Introduction

Potters Green Primary School (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 60.

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. Brothers and sisters are those children who live at the same address and either have one or both natural

parents in common; are related by a parent's marriage or whose parents are living as partners. We include children who are adopted within our definition of brothers and sisters.

All brothers and sisters must still be attending the school when the applicant is due to be admitted. 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.

Children of UK service personnel and other Crown Servants will be treated as meeting the residency criteria for a catchment area once proof of posting has been provided.

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

Application out of 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

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.

Children currently attending Potters Green Nursery Class
Parents of children already attending Potters Green 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 Potters Green 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, if a place is not available, the child's name will be automatically placed on the waiting list for Potters Green Primary School. If places become available, the Local Authority will allocate the places in accordance with the oversubscription criteria. Each time a child is added to the waiting list, the list is ranked again in line with the oversubscription criteria. Applicants may therefore move 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 2027. After this parents/carers will need to contact the Admissions Team at Local Authority if they wish to stay on the waiting list until the end of the academic year when the waiting list will be discarded.

In Year Admissions
The parent(s) or carer(s) of children seeking admission to Potters Green Primary School 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.

Appeals are administered by the Local Authority and heard by an Independent Appeals Panel; the Independent Appeals Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the DfE. The determination of the appeal panel is binding on all parties. If you would like to appeal for a place you should contact Coventry City Council School Appeals Team on 024 7697 2647 / schoolappeals@coventry.gov.uk (https://www.coventry.gov.uk/school-admissions/school-appeals).

Annex A: Potters Green Primary School Catchment Area

Addresses included within Potters Green Primary School's Catchment Area:

- Ambleside
- Angela Avenue
- Beckfoot Drive
- Chelwood Grove
- Darrach Close
- Deanston Croft
- Diana Drive
- Dorothy Powell Way
- Doulton Close
- Farmgate Avenue
- Felton Close
- Flora Road
- Frankwell Drive
- Hickory Close
- Ismay Drive
- Kentmere Close
- Kinver Close
- Leafield Close
- Linford Walk
- Linwood Drive
- Merryfields Way
- Milner Crescent
- Minton Road
- Norman Avenue
- Norwood Grove
- Orion Crescent
- Pancras Close
- Peacock Avenue
- Potters Green Road
- Ringwood Highway
- Rowan Grove
- Solent Drive
- Southcott Way
- Squires Croft
- Stoneywood Road (35 odd and 40 even upwards)
- Wavendon Close
- Wedgewood Close
- Wigston Road (80 even and 107 odd upwards)
- Woodway Lane (273 odd and 302 even upwards) including Ernest Hull House
- Yewdale Court
- Yewdale Crescent