Richard Lee Primary

ADMISSIONS POLICY 2025/26

Local Level Policy

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Review Cycle	Annually
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Committee approved by	Richard Lee Local Governing Body
Author	Karen Steele – Deputy Head of Operations

Date	Notes

School Admissions Policy – September 2025-2026

Introduction

Richard Lee 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 2025-2026, the Academy's Published Admission Number (PAN) is 60.

2025/2026 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. 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.

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. If parents make a decision to defer the entry, when a place has been offered, a place will be reserved until the child starts as long as they start within the academic year. Entry cannot be deferred beyond the academic year for which the place has been offered. 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.

https://www.coventry.gov.uk/downloads/file/28497/guidance_notes_for_applying_to_educate_out_%20of_the_normal_chronological_age_group

Parents may seek a place for their child outside of their normal age group. The application will be considered alongside all other applications in accordance with the Coventry co-ordinated admissions scheme. 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

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
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 Board of Directors. 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 Board of Directors 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 Head Teacher.

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-schooladmission.

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.

Children currently attending Richard Lee Nursery Class
Parents of children already attending Richard Lee 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 Richard Lee 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 2025.** 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 Richard Lee Primary School 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 Richard Lee 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: Richard Lee Primary School Catchment Area

Addresses included within Richard Lee Primary School's Catchment Area:

- Allerton Close
- Ambler Grove
- Amelia Crescent (2 - 114 even and 1 - 89 odd)
- Ansty Road (188 - 278 even and 169 - 287a odd)
- Anthony Way
- Arabella Walk (2 - 4 even and 1 - 3 odd)
- Arch Road
- Attoxhall Road including Vincent Wyles House and William Malcolm House
- Axholme Road
- Barbicane Rise
- Belgrave Road (13 - 87 odd and 2 -74 even)
- Belgrave Square
- Billinton Close
- Binley Road (188 upwards)
- Bourne Road
- Brewster Close
- Briars Close
- Brindle Avenue
- Bromleigh Drive
- Buttercup Walk (2 - 12 even and 1 - 23 odd)
- Carver Close
- Church Lane (10 - 32)
- Clementine Walk (2 - 10 even and 1 - 9 odd)
- Constance Close (2 - 24 even and 1 - 31 odd)
- Copeswood Terrace
- Crakston Close
- Crescent Avenue
- Daisy Close (2 - 16 even and 1 - 5 odd)
- David Spencer Drive (1 - 51 odd and 2 - 30 even)
- Doreen Close (2 - 12 even and 1 - 11 odd)
- Dunrose Close including William Sheridan House
- Edyth Road
- Emscote Road
- Esme Close (2 - 6 even and 1 - 11 odd)
- Farren Road (1 - 89 odd and 2 - 110 even)
- First Avenue
- Gwendolyn Drive (2 - 10 even and 1 - 9 odd)
- Harold Road
- Harry Rose Road
- Herrick Road
- Hipswell Highway
- Hocking Road
- Hopedale Close
- Hyde Road
- Isadora Lea (2 - 6 even and 1 - 3 odd)
- Joseph Levy Walk (1 - 9 odd and 2 - 18 even)
- Keats Road
- Kempley Avenue
- Lauras Walk (2 - 18 even and 1 - 15 odd)
- Lila Avenue (2 - 34 even and 1 - 33 odd)
- Lloyd Crescent

- Lord Lytton Avenue
- Marconi Close (1 - 53 odd and 2 - 34 even)
- Margeson Close
- Marjorie Way (2 - 40 even and 1 - 75 odd)
- Matilda Mews (2 - 8 even and 1 - 3 odd)
- Mayflower Drive
- Meredith Road
- Momus Boulevard
- Oldham Avenue
- Omar Road
- Phoebe Close (2 - 10 even and 1 - 31 odd)
- Pumping Station Road (1 - 37 odd and 2 - 32 even)
- Rigdale Close
- Sandgate Crescent
- Sandilands Close
- Sapphire Gate
- Second Avenue
- St. Austell Road including Caludon Terrace
- St. Ives Road
- Standish Close
- Swinburne Avenue
- Sylvia Bird Close (1 - 19 odd and 2 - 28 even)
- Tennyson Road (201 odd and 214 even upwards)
- The Drive
- Triumph Close
- Uxbridge Avenue
- Ventnor Close
- Weir Way (1 - 25 odd and 2 - 28 even)
- Wyver Crescent