



Chilvers Coton Community School and Nursery

Admissions Policy

Agreed by the full Governing Body on July 2025

Date for review: July 2026

Introduction

This document sets out the Policy and procedures of Chilvers Coton Community School and Nursery with respect to Admissions.

Parents who wish their children to be admitted to the School, should complete the common application form either "on line" at www.warwickshire.gov.uk/admissions, via telephone or paper application (telephone 01926 414143)

Admission Number

The Governing Body reviews and publishes information concerning School's Admission Policy, which explains how places will be allocated and includes the school's Published Admission Number (PAN). For 2025/26, the Published Admission Number is 60. This is the number of children who may be admitted to the Reception year in 2025/26. Year groups 1 and 2 have an Admission Number of 60.

In accordance with government legislation, the Governing Body consults with the Local Authority, other local schools and relevant parents in respect of its admissions arrangements.

Starting School

A school place in the Reception class is available for children from the September following their 4th birthday. Governors have the discretion to determine whether attendance should be full-time or part-time during the term before the children attain the age of 5. They have determined that attendance shall be full time.

A place in our Nursery class is available the term after a child's third birthday. We admit children in September and in January. If there are no Nursery places available, we will not have a January intake. 30 hour places are allocated on a first come, first served basis when parents/carers have provided us with the relevant code. Children starting in January will not be able to access 30 hour sessions due to limits on space and ratios required.

The application process

The Governors have adopted the centralised timetable as per the Local Authority's coordinated scheme.

Applications, using a Local Authority Common Application Form, for Reception Year entry for the academic year starting September 2026 need to be formally registered with the Local Authority by the closing date in January 2026 for consideration by the Admission Authority.

Applications from families moving into the area will be considered as on time if they are submitted to the Local Authority and accompanied by proof of address.

The School cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or for any application that relates to a different year group.

Late applications, i.e. those received after the deadline for the normal admissions round, will not be considered until after all of those which were received on time have been processed.

A decision on the admission of new entrants will be made during the autumn term, a year before the child's admission. The Local Authority will post written notification of the offer of a school place to parents in April 2026. Parents are deemed to be accepted unless they decline the offer.

Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, an application may be made afresh, and a right of appeal taken up if an offer of place is refused.

Waiting Lists

It is necessary to complete a Local Authority Common Application form to apply for a school place. Registering interest with the School on a "waiting list" before the admissions round guarantees neither a place nor priority within the oversubscription criteria. Offers of places will be made by the Local Authority on the school's behalf. If the School is oversubscribed for any year group during 2025/26, a waiting list will be maintained by the School for this year group for the remainder of the School year, or until there are places available in the year group. A waiting listed will be started during the School year for any year group which becomes oversubscribed during the course of the year.

At the start of the Autumn term 2025, or during the course of the school year, parents/carers may request that the names of children for whom a place is unavailable be put on the waiting list by confirming this in writing to the school.

The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position on the list will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant. Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is taken up or declined.

Multiple Births

Twins and children from multiple births will be treated as "excepted children" under the terms of the infant class size regulations, when one of the siblings is the 30th child admitted

Home Address

The address for admission purposes is the place where the child is permanently resident with his or her parent or parents or legal guardian(s). Where a child lives with parents/carers with shared responsibility, the home address will be considered to be the address where the child sleeps for the majority of the week. If the child spends exactly equal amounts of time with each parent/carer, it is the responsibility of the parents/carers to decide which address is the home address for admission purposes. Parents/carers should not assume that a place will automatically be allocated to their child.

Policy

The admissions policy of the School is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability.

Where the School is named in a child's Education, Health Care Plan (EHCP), the governing body recognises a duty to admit the child to the School if the school feel they can meet the child's needs.

Priority area

Area encompassed by Queens Road, Greenmoor Road, The Bull Ring, College Street, Marner Road, Gilfil Road, Barton Road, Coventry Road, Coton Road and Jubilee Way

Over-subscription Criteria

Where more applications have been received than places available or where to admit would conflict with the School fulfilling class size legislation, the following priorities shall apply in order:

1. CHILDREN LOOKED AFTER BY THE LOCAL AUTHORITY/PREVIOUSLY LOOKED AFTER

Children within Local Authority care as defined in Section 22 of the Children's Act 1989 for example, children in residential homes or foster care, and children who were looked after, but ceased to be so because they were adopted (under the terms of the Adoption and Children's Act 2002), or became subject to a residence order or special guardianship order (under the terms of the Children's Act 1989).

LIVING WITHIN THE SCHOOL'S PRIORITY AREA AS DEFINED ABOVE:

2. SIBLINGS

A child is considered in this category if an older sibling is attending the School at the deadline date, and will continue to do so when the sibling is admitted, and where the child lives within the priority area at the same address as the older sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

3. OTHER CHILDREN

Children resident within the priority area who do not qualify under one of the criteria above.

LIVING OUTSIDE THE SCHOOL'S PRIORITY AREA AS DEFINED ABOVE:

4. SIBLINGS

A child is considered in this category if an older sibling is attending the School at the deadline date, and will continue to do so when the sibling is admitted, and where the child lives within the priority area at the same address as the older sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

5. OTHER CHILDREN

Children resident outside the priority area who do not qualify under one of the criteria above.

If the school is oversubscribed within any category above, the determining factor will be the distance from the child's home address to the school (priority being given to the shorter measurement).

DISTANCE

Distance will be calculated by the straight line measurement from the applicant's home address location to the centre point ('centroid') of the School. (All measurements are subject to prepositional accuracy changes.) On entering the address into the Admissions system the address is PAF (Postal Address File) matched against Address-Point® data held in the system. When an address is PAF matched the system looks up a 7 figure grid reference for that property known as an Address-Point® location coordinate (APLC) (e.g. 1234567,1234567).

An APLC is allocated to a point that falls inside the permanent building structure of an address, as shown in Ordnance Survey Land-Line data; in most cases the point will be within 0.1 metre on the ground of the Land-Line building seed. The distance from this point to the centroid (another 7 figure grid reference) is then calculated to the nearest 0.001 miles. The PAF file is updated every 3 months. PAF files are provided by the Post Office via a third party supplier. Address-Point® data is provided by Ordnance Survey and updated annually.

If two or more children with the same priority for admission live an indistinguishable distance from the school, but cannot both be admitted, then the available places will be decided by the casting of lots.

Registration at any nursery or pre-school unit will not be considered as a criterion for over-subscription and no priority will be given to such children even if the pre-school is linked to the School.

In-Year Admissions

Parents/carers should apply via Warwickshire Local Authority, which coordinates admissions through the course of the year. Application details will be forwarded to the Headteacher for consideration. If the number of children already admitted to the appropriate year group is lower than the published admission number, a place will be offered. If there are more applications than places available in the year group concerned, the governing body will apply the over-subscription criteria to all the applications and offer up to the admission number in criteria order. No admission will be made to an infant class, where the regulatory class size limit of 30 children would be breached by doing so.

In-Year Fair Access

The governing body recognises its duty to work with the Local Authority during the course of the year to provide fair access for "hard to place" children, even where the School has already reached its published admission number – except where the infant class size limit of 30 pupils would be breached by doing so. These pupils may include children who have previously been permanently excluded from a school, children of Traveller families, refugees and asylum seekers, and children on the Child Protection

register. The protocol established by the Local Authority for this purpose is designed to ensure that such pupils are shared equally between schools in an area.

Appeals Procedure

Parents have a right of appeal to the Independent Admission Appeals Panel against the decision of the Governing Body to refuse application for a school place. The Independent Admission Appeals Panel is arranged by Coventry Diocesan Board of Education. Details of the appeals procedure are sent out with all refusal letters.

Enquiries or comments about this policy should be addressed to:

The Chair of Governors
Chilvers Coton Community School
Fitton Street,
Nuneaton, Warwickshire,
CV11 5RB
Email: admin2103@welearn365.com

Monitoring, evaluation and review

The school will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.