



COVENTRY DIOCESAN BOARD OF EDUCATION

Director of Education: April Gold

Knightlow Church of England Primary School

Admissions Policy: 2025-26

Introduction

This document sets out the Policy of Knightlow Church of England Primary School with respect to Admissions. For the purposes of this policy, the Governing Body of Knightlow Church of England Primary School is the admission authority.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

The governing body reviews and publishes information concerning the school's admission policy. This confirms the maximum number of children to be admitted to the school as a whole, the Published Admissions Number (PAN), which is currently 30 for Reception and the school will take up to 32 in Key Stage 2, and explains how places will be allocated.

In accordance with government legislation, the governing body will consult with the Diocesan Board of Education, the Local Authority, other local schools and relevant parents in respect of its admissions arrangements.

Aims

The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to take the best decisions on the preferred school for their children.

Starting School

A school place in the reception class is available for children from the September following their 4th birthday.

Parents/carers have a legal right to make the decision that their child will not start school until they reach Compulsory School Age (CSA). Parents/carers wishing to delay or defer their child's start at school should review the latest information available on the Warwickshire admissions website (see below) and seek advice from schools they might like their child to attend. In these deferred or delayed cases, an application for a school place must be made in line with the coordinated admissions process for the child's chronological year group (i.e. from the September following their 4th birthday) and all relevant admissions deadlines adhered to.

[Deferring or delaying your child starting school – Warwickshire County Council](#)

In addition, the School Admissions Code does allow parents of summer born children (those born from 1st April to 31st August) to request that their child is educated outside of their normal age group (effectively starting in Reception a year later than they are entitled to). Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, which includes taking account of the parent's views. Parents/carers should review the latest information available on the Warwickshire admissions website (see above) and seek advice from schools they might like their child to attend.

The Application Process

Applications for Reception Year entry for the academic year starting September 2025 need to be formally registered with the Local Authority by 15th January 2025, unless otherwise stated in the annual application pack supplied by the local authority.

Knightlow Church of England Primary 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 any application that relates to a different year group.

All applications by Warwickshire residents, whether for Reception or for in-year admissions, should be made online at www.warwickshire.gov.uk/admissions. The online application system is managed by the Local Authority which processes all admissions to schools in Warwickshire. The Warwickshire admissions process makes it clear that some schools require parents to complete a Supplementary Information Form (SIF) in order to assign the oversubscription criteria. Where parents wish to be given preference on the grounds of their faith within their application for a place at Knightlow C of E Primary School then they should complete the school's Supplementary Information Form (SIF) and send this directly to the school ahead of the closing date for applications.

The Governors have set a published admission number (PAN) of 30 pupils in its reception year. Legislation states that no infant class may exceed 30 pupils. However, in exceptional circumstances a class size of 30 may be exceeded. Details of acceptable exceptions can be found in Section 2.16 of the Admissions Code of Practice 2021.

A decision on the admission of new entrants to reception will be made once the applications deadline has closed. The parents or guardians will receive written notification of the outcome from the Local Authority on the dates shown in the Local Authority admissions timetable.

Applications from families moving into the area will be considered as on time if they are accompanied by proof of address by the date shown in the Local Authority timetable. 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.

Parents will be informed of the result of their application on the date also set out on the Local Authority Admissions website. Parents should reply to the Local Authority accepting the offer of a place by the date on the Local Authority Admissions website. If they do not respond by this date it will be assumed that the place offered has been declined.

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 a place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of place is refused.

Waiting Lists

N.B. It is necessary to complete a Local Authority 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 children due to start in the Reception Year in 2025/26, a waiting list will be maintained for this year group only until 31st December 25. 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 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. The waiting list will close at the end of the autumn term. At that time parents of pupils on existing lists must confirm in writing their wish to be placed on a newly constructed waiting (or continued interest) list. This is managed by the Admissions Department at the Local Authority.

Multiple Births

If there are insufficient places to accommodate all the children of a multiple birth (i.e., twins, triplets etc.) the infant class size limit of 30 children will be waived.

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) on 28th February of the year of application. Where a child lives with parents 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 or guardian, it is the responsibility of the parents to decide which address is the home address for admission purposes. Parents should not assume that a place will automatically be allocated to their child.

Policy

The admissions policy of Knightlow Church of England Primary 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 this school is named in a child's Education, Health and Care Plan, the governing body recognises a duty to admit the child to the school.

Where parents wish to be given preference on the grounds of their faith within their application for a place at this school they should complete the school's Supplementary Information Form (SIF), which is available from the school office, on the school's website, and as an appendix to this policy.

This SIF must be completed and signed by the relevant priest, minister or faith leader, and **returned directly to the school** by 15th January 2025. Where a SIF is received by Knightlow School an admissions application must still be made through Warwickshire Admissions Services using the Common application form (CAF) naming Knightlow school as a preference.

Priority area

Knightlow Church of England Primary School serves a priority area of the parishes of Stretton on Dunsmore, Frankton, Marton, Princethorpe and Bourton and Draycote. Applications for places for children living within these villages take priority.

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 IN CARE

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, A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 91 including those 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. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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

2. SIBLINGS

A child is considered in this category if a 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 sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother 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. PRACTISING CHRISTIANS

Those children from within the priority area where a parent is a regular practising Christian, of whatever denomination, at a recognised church or religious group.

Regular is defined as monthly attendance at Church for a period of 6 months prior to the application. Within this policy church refers to any Church of England or Roman Catholic Church, or a church that is a member church of the 'Evangelical Alliance', 'Fellowship of Independent Evangelical Churches', 'Churches Together in England', 'Churches Together in Britain and Ireland' and 'Churches Together in Wales (Cytûn)'.

Evidence of this must be provided on the Supplementary Information Form (SIF) signed by the relevant priest/minister (see Appendix A).

4. PRACTISING MEMBERS OF OTHER FAITHS

Those children from within the priority area where a parent is a regular practising member of another major world faith: Buddhist, Hindu, Islamic, Jewish and Sikh organisations that is a full member of The Inter Faith Network for the UK. Regular is defined as monthly attendance at a place of worship for a period of 6 months prior to the application. **Evidence of this must be provided on the Supplementary Information Form (SIF) signed by the relevant faith leader (see Appendix A).**

5. 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:

6. SIBLINGS
A child is considered in this category if a 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 outside the priority area at the same address as the sibling.
Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother 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.
7. PRACTISING CHRISTIANS
Those children from outside the priority area where a parent is a regular practising Christian, of whatever denomination, at a recognised church or religious group.
Regular is defined as monthly attendance at Church for a period of 6 months prior to the application. Within this policy church refers to any Church of England or Roman Catholic Church, or a church that is a member church of the 'Evangelical Alliance', 'Fellowship of Independent Evangelical Churches', 'Churches Together in England', 'Churches Together in Britain and Ireland' and 'Churches Together in Wales (Cytûn)'.
Evidence of this must be provided on the Supplementary Information Form (SIF) signed by the relevant priest/minister (see Appendix A).
8. PRACTISING MEMBERS OF OTHER FAITHS
Those children from outside the priority area where a parent is a regular practising member of another major world faith: Buddhist, Hindu, Islamic, Jewish and Sikh organisations that is a full member of The Inter Faith Network for the UK. Regular is defined as monthly attendance at a place of worship for a period of 6 months prior to the application. **Evidence of this must be provided on the Supplementary Information Form (SIF) signed by the relevant faith leader (see Appendix A).**
9. CHILDREN OF STAFF AT THE SCHOOL
Children of staff members where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made. This will apply to all permanent employees of the school including part time staff members.
10. OTHER CHILDREN
Children resident outside the priority area who do not qualify under one of the criteria above. This includes children who have attended Knightlow Children's Partnership Nursery.

NB: If the school is oversubscribed within any category above, the determining factor must be the distance from the child's home address to the school (priority being given to the shortest measurement.) This will apply for each criterion in turn so that – if any one criterion is oversubscribed - distance alone will be the deciding factor with the applicant living closest to the school taking precedence.

DISTANCE

Distance will be automatically calculated by the local authority using the straight-line measurement from the applicant's home address location to the centre point ('centroid') of the preferred school. Distance to three decimal places appears on all applications processed online through the SAMs system and cannot be overridden.

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 a lottery.

In-Year Admissions

Parents should apply via Warwickshire Local Authority, which coordinates admissions through the course of the year. Application details will be forwarded to the governing body 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 admission 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, unless the admission complies with the exceptions outlined above. In years 3, 4, 5 & 6 the class size will not exceed 32 pupils in order to maintain the quality of learning and the wellbeing of the pupils and staff of the school.

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:

Chair of Governors
Knightlow Church of England Primary School
Hill Crescent
Stretton on Dunsmore
Rugby
Warwickshire
CV23 9NF

Telephone: 02476 543751

Email: admin3590@welearn365.com

Policy agreed: Reviewed at FGB in November 2023 & agreed by the Full Governing Body.

Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Governing Body.

See below APPENDIX A:
Supplementary Information Form (next 3 pages)



Knightlow Church of England Primary School

Supplementary Information Form (SIF)

The Governing Body is the Admission Authority for the school. This form is needed only if you are seeking admission on priority faith grounds under the school's admission policy.

Child's details

Name of Child:

Date of birth:

Male/Female:

Address
with Post Code

Full name of parent[s],
Carer(s) or guardian[s].

Parent's home telephone:

Parent's mobile telephone:

Parent's email address:

Please give the names and dates of birth of any siblings who will be at the school at the time of admission:

This form should be completed at the same time as the Local Authority's Common Application Form and uploaded directly to the Admissions Service parent portal and a copy sent to Knightlow School, and by the date published on the Local Authority admissions website, to be considered as an "on time" application.

Admission on Religious Faith grounds

The admissions policy for the school states that pupils will be considered for admission to the school if they are practising Christians or practising members of a mainstream world faith. Please complete this or the following section if you are seeking admission under these grounds.

Practising Christians

I attendChurch

Within this policy church refers to any Church of England or Roman Catholic Church, or a church that is a member church of the 'Evangelical Alliance', 'Fellowship of Independent Evangelical Churches', 'Churches Together in England', 'Churches Together in Britain and Ireland' and 'Churches Together in Wales (Cytûn)'.

I have attended this Church at least

.....
(insert frequency and length of attendance as per policy wording here) prior to this application.

Yes **No**

See the relevant criteria of the school's admissions policy.

Parent's signature:

In order to confirm church attendance, please ask your Parish Priest or Minister (or churchwarden during a vacancy) to complete and sign the following section.

I am able to confirm that the parent named above attends this Church regularly,

..... *(insert frequency)*

and has done so for *(length of time)* prior to this application.

Name of Parish Priest
or Minister

Address

Telephone:

Email:

Parish / Church /
Benefice

Signature

Date:

Practising Members of Other Faiths

My place of worship is.....

In this case “other faith” refers to another major world faith: Buddhist, Hindu, Islamic, Jewish and Sikh organisations that is a full member of The Inter Faith Network for the UK.

I have attended this place of worship at least

.....
(insert frequency and length of attendance as per policy wording here) prior to this application.

Yes **No**

See the relevant criteria of the school’s admissions policy.

Parent’s signature:

In order to confirm your attendance, please ask your Faith leader to complete and sign the following section.

I am able to confirm that the parent named above attends this place of worship

..... *(insert frequency)*

and has done so for *(length of time)* prior to this application.

Name of Faith leader

Address & official stamp
of place of worship

Telephone:

Email:

Signature

Date: