

Head Teacher: Miss Rachel Whittingham

22nd November 2024

To whom it may concern

Consultation on Admissions Policy for 2026/27

I am writing to notify you of the consultation regarding Camp Hill Primary School's Admissions Policy for 2026/27. The consultation period will run for six weeks and will take place 22.11.2024 – 06.01.2025. During this time, parents and other stakeholders are invited to express their views and any concerns about the admission arrangements at Camp Hill Primary School.

In accordance with the DfE's 2021 statutory School Admissions Code guidance, as a school we must consult on our admission arrangements when changes are proposed, and at least once every 7 years.

The proposed policy will be published, in full, on the school's website. The school will also consult via the school's newsletter, local primary schools, and Warwickshire Local Authority. During this time, the Governing Committee welcomes comments on the proposed policy, all of which will be carefully considered prior to the final submission of the policy. If you require a hardcopy of the proposed policy, please contact the school office.

Anyone wishing to respond to the consultation should contact the school by Friday 6th January 2025, in writing to:

admin2640@welearn365.com

If you have any questions or require any further information, please don't hesitate to contact the school.

Yours faithfully



R Whittingham
Head Teacher



Camp Hill Primary School

Admissions Policy

September 2026

Camp Hill Primary is an academy within The Futures Trust, a Multi Academy Trust (the Academy Trust). The Academy Trust is the admission authority. The school participates in the local authority coordinated scheme for Reception admissions intake. All applicants should adhere to the deadlines within the scheme.

Please refer to Warwickshire Admissions: <https://www.warwickshire.gov.uk/admissions>

The admission arrangements comply with the Fair Access Protocol as detailed in the Admissions Code.

Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [Schools Admission Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#)

This policy complies with our funding agreement and the Trust's Articles of Association.

Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority. Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

How to apply

For applications in the normal admissions round (if you are moving your child from one primary school to another) you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. You will receive an offer for a school place directly from your local authority.

Application for reception year - If places are oversubscribed the oversubscription criteria stated below will be followed. All children with an Education, Health and Care Plan (EHC) that name the school will be given priority before all other applicants.

Applications are made through Warwickshire City Council:

<https://www.warwickshire.gov.uk/homepage/421/applying-for-a-primary-school-place>

Oversubscription criteria

Camp Hill Primary School has an admission number of 60 children per year group.

If the number of applications is less than the published admission number then all applicants will be offered a place.

All applicants with an Education, Health and Care Plan which names the school must be admitted before places are allocated using the oversubscription criteria.

If there are more requests for a 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.

Primary Schools (reception entry - Warwickshire):

1. Looked after children and 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. 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 residence order, child arrangements order or a special guardianship order; and 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. A looked-after child is defined in Section 22 of the Children Act 1989.
2. Children who receive the Early Years Pupil Premium for their early years provider at the time of the making of the application, with no more than 14% of the places available to be allocated under this category.
3. Children who are currently, or have been at any point since birth, subject to a Child in Need Plan or a Child Protection Plan, with no more than 9% of the places available to be allocated under this category.
4. Children living in the Priority Area for the school, who will have a sibling attending the same school in Years 1 to 6 at the time of admission in September 2025.
5. Other children living in the Priority Area for the school.
6. Children living outside the Priority Area for the school, who will have a sibling attending the same school in Years 1 to 6 at the time of admission in September 2025.
7. Other children living outside the Priority Area for the school.

If it is not possible to meet all of the requests in any one of the categories described above, the Local Authority will prioritise the requests by reference to distance.

Brothers and Sisters/Siblings

The Local Authority sees the benefits of children from the same family attending the same school and gives 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 schools are over-subscribed no guarantee can be given that places will be available for brothers and sisters.

Distance

If it is not possible to meet all of the requests in any one of the categories described above, the Local Authority will prioritise the requests within that category by reference to distance. 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 preferred 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 local authority, overseen independently, will select by drawing lots.

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 Local 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 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/Priority area: <https://www.warwickshire.gov.uk/school-admissions-appeals/priority-area-map-infant-primary-schools>

Tie Breaker

If it is not possible to determine all the applications received that meet any of the categories described above, priority will be determined by the proximity of the child's home to Camp Hill Primary School. 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 as described above, the Governors will select by drawing lots. This process will be supervised by a person independent of the school.

Deferred Entry

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday. Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Part time attendance

Where the parents wish, children in Reception may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Children currently attending Local Authority Maintained Nursery Classes

Parents of children already attending Nursery Classes will also need to complete an application form in order to request a place at their preferred Primary School. The policy of the Local Authority is not to provide nursery classes at every school, but to provide classes, which serve a wider area than the school's catchment area. The number of part-time places available in a nursery class therefore often exceeds the number of places available in the Reception Class in the same school. **The Local Authority cannot therefore guarantee that a pupil who is admitted to a school's nursery class will be admitted to the same school.**

Waiting List

The Authority cannot always offer places at a preferred school. If this is the case the child's name will be automatically placed on the Waiting List for community and voluntary controlled schools. If places become available, the Authority will allocate the places in accordance with the oversubscription criteria. Applicants may therefore move both 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 the end of the 2025 Autumn Term. After this, parents/carers will need to contact the Admissions Team by the beginning of each term if they want to stay on the waiting list for the rest of the academic year.

In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed above in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions are through Warwickshire City Council:

<https://www.warwickshire.gov.uk/moving-schools-within-school-year>

You can find details on our in-year admissions and an application form on the following webpage:

<https://www.camphillprimary.co.uk/key-information/item/1/admissions>

Parents will be notified of the outcome of their in-year application in writing. All applications received by Warwickshire Admissions before Monday, will receive an outcome on the Friday of this week (5 days).

Appeals

If a place that is applied for is not allocated to the child, the parent can appeal against this decision. The appeal will be heard by an independent board. More details can be found at:

<https://www.warwickshire.gov.uk/school-admissions-appeals/appeal-outcome-school-placement>