



Admissions Policy and Arrangements for 2026-2027

<i>Review date</i>	Spring 2026
<i>Review period</i>	Annual
<i>Next Review date</i>	Spring 2027
<i>Policy type</i>	Legislative / Non-legislative
<i>Other related policies</i>	Warwickshire coordinated scheme for admission to school

Introductory Statement

The Griffin Primary School is a one form entry primary school. Our vision is to build an inclusive school community where students are valued as individuals and develop a strong sense of belonging. By nurturing a warm and positive environment, students can flourish and are happy, kind and confident. We support and challenge our students with an enriching curriculum that develops a love of learning and where learning is fun.

Admission Number

The school has a published admission number (PAN) of 30 for entry in Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number, the Academy Trust will offer places at the school to all those who have applied.

Application Process

These admission arrangements should be read in conjunction with the Warwickshire coordinated scheme for admission to school in 2026/2027. Further details on school admission and how to apply are available online at: www.warwickshire.gov.uk/admissions.

The timetable for admission to Reception is set by Warwickshire County Council and is in line with the admissions code. Parents should register their interest with the County Council Admissions Team. Admission information is sent out from Warwickshire County Council to families advising of the online application process. The initial closing date for applications is 15th January 2026, with late applications being considered after those received on time. Offers of admission for Reception classes will be made on 16th April 2026 or the next working day by Warwickshire County Council. Offers of a place are presumed to be automatically accepted unless parents notify Warwickshire County Council otherwise. Parents or guardians will be notified in writing by Warwickshire County Council, via the portal or email, as to whether their application has been successful or not. Parents or guardians who are offered a place for their child are

given two weeks to respond, then a further letter is sent giving a final date at which the offer will be withdrawn.

Please note that, where a child attends the school's Nursery, The Little Griffin Nursery, a separate application must be made for a Reception place at The Griffin Primary School, in line with the process above – there is no automatic transfer from the nursery to the school.

Waiting List

If the school is oversubscribed for entry to the Reception year, the school will operate a waiting list for Reception. This will be maintained by the Admissions Service at Warwickshire County Council. Children who have been refused a place will automatically be added to the waiting list (provided no higher preference has been offered). Any vacancies will be re-offered to children on the waiting list using the school's admission criteria. Parents should be aware that a child's position in the list can alter, as children with higher priorities are added or withdrawn. Each child added will require the list to be ranked again, in line with the over-subscription criteria. This waiting list is held by Warwickshire County Council. Parents need to reapply to remain on the waiting list each academic year.

Oversubscription Criteria

The criteria in this section apply to entry at all phases of the school.

Children attending the on-site Nursery are not guaranteed a place at The Griffin Primary School, but are included on the oversubscription criteria.

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan¹ naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children² and children who were previously looked after but immediately after being looked after became subject to adoption³, a child arrangements order⁴, or special guardianship order⁵, including children who appear (to the trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted⁶.
2. Priority will next be given to children living within the catchment area set out in the map at the end of this policy and who are eligible for pupil premium. Evidence of eligibility will need to be submitted with the application. See notes below on eligibility.

¹ An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision required for that child.

² 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) at the time of making an application to a school.

³ This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

⁴ Child arrangements orders are defined in Section 8 of the Children Act 1989 as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

⁵ See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

⁶ A child is regarded as having been in 'state care outside of England' if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

3. Priority will next be given to children living within the catchment area and who are a sibling of pupils attending the school.
4. Priority will next be given to other children living within the catchment area.
5. Priority will next be given to children who are eligible for pupil premium but do not live within the catchment area.
6. Priority will next be given to children who attend The Little Griffin Nursery at the time of the application.
7. Priority will next be given to siblings of pupils attending the school, but who do not live within the catchment area.
8. Priority will next be given to children of a staff member employed by The Griffin Primary School (including The Little Griffin Nursery), who has been employed for a period two or more years at the time when the application is made. This will apply to all teaching and non-teaching staff on permanent contracts but excludes casual/temporary appointments. 'Children' will include natural children, step children, foster children and adopted children, as well as children of the member of staff's partner living permanently at the same address (this will also include cases where the child's residency is shared with another parent).
9. Other children.

Tie-break

If in categories 1-9 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the centroid of the school in a straight line [measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data).

Random allocation, undertaken by the local authority [by a member of Legal Services who is not connected to the school or the Admissions Service] will be used where there is a further need to split any criterion or group of children. Places will be offered in accordance with distance between the child's home and school (shortest distance = highest priority). Distance will be calculated by the straight-line measurement from the address point coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ("centroid") of the school (determined by the Local Authority). (All distances are subject to changes which may occur with updates of mapping data). This applies equally to those living inside and outside the County's boundary. Where there is a further need to split any criterion places will be offered by random allocation, ie allocated using a computerised random number generator (the applicant with the lowest number will be offered the place). This process will be carried out by Warwickshire Admissions on behalf of the school, in the presence of a witness from Legal Services who is independent of the school and the admissions process. A fresh round of random allocation will be used each time a child is to be offered a place and two or more applicants cannot otherwise be separated.

Random allocation will not be applied to multiple birth siblings (twins and triplets, etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and, therefore, exceed our PAN.

Late Applications

All applications received after the deadline will be considered to be late applications. If there are exceptional and/or unforeseen circumstances that led to the late application, written submissions should be made to Warwickshire County Council, who will then make the decision as to whether it will still be deemed to be a late application. Late applications will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, unsuccessful applicants will be

placed on the school's waiting list, unless a higher preference place was offered. If this was the case and you continue to wish to be on the waiting list, requests can be made to Warwickshire County Council.

Deferred Entry for Infants

Parents⁴ offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of Children Outside their Normal Age Group

Parents or guardians may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Anyone considering making such an application for any year group should read Warwickshire County Council's document entitled 'Guidance notes relating to the education of children outside of their chronological year group' and complete the relevant forms, which can be found on the Warwickshire County Council website

<https://www.warwickshire.gov.uk/school-admissions-appeals/deferringstartingschool/3>

An admission decision will be taken by the Academy Trust based on the circumstances of the case and with reference to the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent, in line with the School Admissions Code (2021).

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the Admissions Service at Warwickshire County Council on admissions@warwickshire.gov.uk by the deadline provided by the Local Authority for information on how to appeal. Information on the timetable for the appeals process will be at <https://www.warwickshire.gov.uk/schoolappeals> and on our website www.thegriffinprimary.uk.

Fair Access Protocol (FAP)

Warwickshire Local Authority has developed a FAP with Headteachers. The Griffin Primary School has adopted the protocol. Further information on the FAP can be found at: www.warwickshire.gov.uk/admissions.

In-Year Applications

Applications for places in any year group during the academic year are made in line with Warwickshire's co-ordinated admissions scheme. Applications should be made on Warwickshire County Council's in-year application form, found at: www.warwickshire.gov.uk/inyearapplication. Please note that offers are made by Warwickshire based on the date of application to the waiting list and availability of spaces but, should there be a tie-break, the over-subscription criteria would apply. Applications to the waiting list must be made each academic year (ie in September) if you wish to remain on the list.

⁴ The term 'Parents' used throughout this policy refers to any parent or carer with parental responsibility for the child.

NOTES:

Catchment Area:

The school's catchment area is in an area to the north of Rugby, bounded to the east by the A426, to the north by the M6, to the west along the line of the Old Canal and to the south across to and along Brownsover Lane, as marked in red on the map below. Children living on the boundary line will be considered to be living within the catchment area.

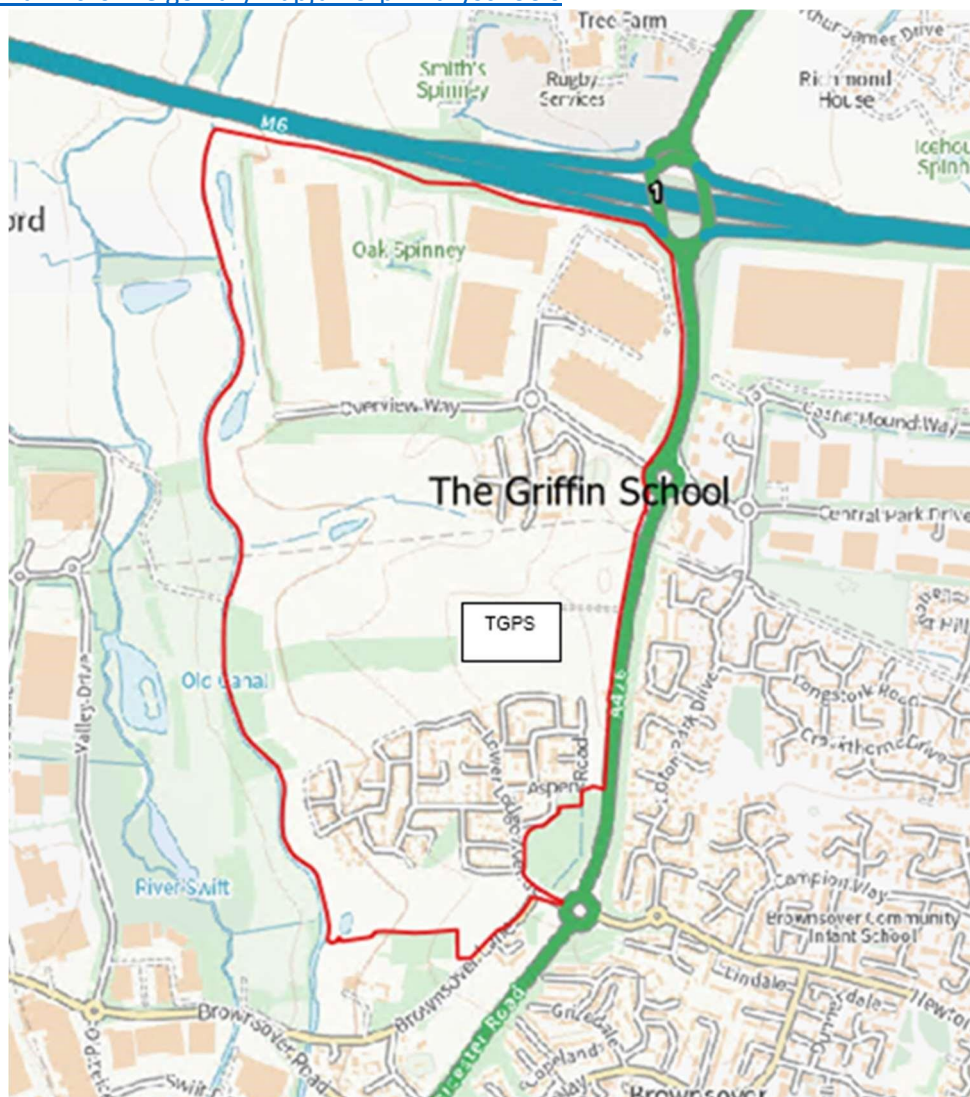
Full details of catchment areas for all Warwickshire schools are available on the Warwickshire County Council website and can be viewed using interactive maps.

Infant and Primary School Catchment Area Maps can be viewed at:

<http://www.warwickshire.gov.uk/mapinfantprimaryschools>

Junior and Primary School Catchment Area Maps can be viewed at:

<http://www.warwickshire.gov.uk/mapjuniorprimaryschools>



Home Address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between

both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Sibling:

‘Sibling’ means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

Pupil Premium Admission Priority:

Those eligible for Pupil Premium admission priority are children who:

- are registered for free school meals, or have been registered for free school meals at any point in the last six years (Ever6-FSM) – this does not include Universal Infant Free School Meals (UIFSM).

Eligibility for Pupil Premium:

- Children for whom their parents cannot provide evidence that their child is currently registered for free school meals [or has been in the past 6 years], but where the child or its parents receive any of the following:
 - income Support;
 - income-based Jobseekers Allowance;
 - an income-related employment and support allowance;
 - support under part VI of the Immigration and Asylum Act 1999
 - Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that, from 6 April 2011, does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs);
 - where a parent is entitled to the Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);
 - the Guarantee element of State Pension Credit
 - Universal Credit - if applied on or after 1 April 2019 the parents' income must be less than £7,400 a year (after tax and not including any benefits they get)