

Camp Hill Primary School Admissions Policy September 2027

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 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 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 2027.
3. Other children living in the Priority Area for the school.
4. 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 2027.
5. 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

For families of UK service personnel with a confirmed posting to the area, or Crown servants returning from overseas, the admission authority will:

- accept a posting order or letter from the employer as proof of intended residence;
- use the address at which the child will live when applying the oversubscription criteria, provided

evidence of the intended address is supplied;

- where requested, use a Unit or quartering address as the child's home address for admissions purposes; and
- treat such applicants as meeting the residency criteria for the priority area once proof of relocation has been provided.

A map of the school's priority area is available below and from Warwickshire County Council. The priority area is used for admissions purposes as described in the oversubscription criteria.

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 two or more children live exactly the same distance from the school, the place will be allocated by random allocation. This process will be carried out by the admission authority and overseen by an independent person.

Deferred Entry

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. The Authority recommends that the parent/carer contact the headteacher of the preferred school to discuss the matter in more detail prior to submitting the application. If the parent/carer then decides to defer entry, a place will be reserved until the child starts as long as they start within the academic year. The Authority cannot allocate it to another child. Parents/carers cannot assume however that an application for a deferred entry place will be successful. It will be considered alongside all other applications in accordance with the general Local Authority admissions policy.

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 us 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.

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 Warwickshire co-ordinated admissions scheme. Parents do not have a right of appeal if the admission authority refuses a request for admission outside the normal age group but offers a place in the normal age group. Parents only have the right of appeal where they are refused a place at the school in the year group for which they have applied.

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 2027 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>