



PARK LANE  
PRIMARY SCHOOL

# Admissions Arrangements

2025/26

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Park Lane Primary School (PL) does not support the use of selective admissions policies based on aptitude or academic achievement.

Arrangements for applications for entry into Reception are made in accordance with the Local Authority's coordinated admission arrangements. Therefore, applications must be made directly to the Local Authority in which the child lives. In the summer term, parents of all Year 6 children are provided with the appropriate information required to make an application. This includes the timetable to be followed and the closing date for applications. Details are also available on the Local Authority's own website:  
[www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions).

### Timetable for entry into Reception in September 2025

Stage of Process	Date
Reception application period starts	TBC September 2024
Closing date for applications	TBC January 2025
Extended closing date for families moving into, or within, Warwickshire *	TBC January 2025
National Offer Day	TBC April 2025
Deadline for accepting the offer	TBC May 2025
Deadline for submitting appeals	TBC May 2025
Appeal hearings for appeals submitted on time	June & July 2025
Autumn term starts	1 September 2025

\* The child must be living in the new property by this date and sufficient documentary evidence received by the Admissions Service.

### Published Admissions Number (PAN)

All schools have an agreed admission number of pupils for entry. A school will accordingly admit up to its' PAN, pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if up to the PAN or a fewer number of pupils have applied.

The PAN for Park Lane Primary School is 60.

### Oversubscription Criteria

If a school is oversubscribed, after the admission of any pupils with a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in the following order:

- Criterion 1 – Looked-After or previously Looked-After Children
- Criterion 2 – Children who receive the Early Years Pupil Premium
- Criterion 3 – Children who are subject to a Child in Need Plan or a Child Protection Plan.
- Criterion 4 – Children living in the priority area for the school, who will have a sibling attending the same school in Years 1 - 6 at the time of admission in September 2024.
- Criterion 5 – Other children living in the priority area for the school.
- Criterion 6 – Children living outside the priority area<sup>5</sup> for the school, who will have a sibling attending the same school in Years 1 – 6 at the time of admission in September 2024.

Criterion 7 – Other children living in the priority area for the school.

### Glossary

#### Looked After Children

A looked-after child is a child who is or was:

- a. in the care of a Local Authority; or
- b. being provided with accommodation by a Local Authority in accordance with Section 22 (1) of the Children Act 1989. For admission purposes, a 'looked after' child is a child currently in care or a child who was in care but became subject to an adoption order, child arrangement order or special guardianship order, immediately after leaving care. In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989.

As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority.

#### Previously Looked After Children

Previously looked after children are children who were looked after, but ceased to be so because they were adopted, 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).

This also includes children who became subject to a 'child arrangements order' or 'special guardianship order'. Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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. A 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

#### Children who are in receipt of the Early Years Pupil Premium through their early years' provider

The child must be in receipt of the premium at the time the application is made.

Check your eligibility at: [www.warwickshire.gov.uk/freeschoolmeals](http://www.warwickshire.gov.uk/freeschoolmeals)

#### Children who are subject to a Child in Need Plan or a Child Protection Plan at the time of making the application, or who have been at any point since 1 September 2015

Further checks will be undertaken by Warwickshire County Council to confirm circumstances for children who are considered under this category. Relevant documents may also be requested from applicants at any time during the admissions process.

#### Priority Areas

Each school has an area identified as its priority area (this is sometimes referred to as a 'catchment area').

A small number of schools share priority areas; these are known as 'shared priority areas'. Full details of priority areas are available on the Warwickshire County Council website and can be viewed using interactive maps.

Infant and Primary School Priority Area Maps can be accessed at:

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

## Siblings

Sibling means:

- A full brother or sister
- A half brother or sister
- An adopted brother or sister
- A step brother or sister
- A foster brother or sister
- The child of a parent or carer's partner living at the same address

For primary applications, children with a brother or sister on roll in Reception to Year 6 at the time of the proposed admission up to a distance of 0.5 miles from the school if the family has moved since the last sibling was offered a place. This means that if there is a sibling already attending the preferred school, but the family have moved since the last child was offered a place and now live further than 0.5 miles, the child's application will not be considered under sibling criteria.

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child's sibling, we will not be able to take it into account and it will affect your child's chances of being offered a place at that school.'

## Priority within each over-subscription criterion

Where applicants are allocated the same criterion, priority is given in order of distance between the child's home and the school applied for (shortest distance = highest priority). Distance will be calculated by using 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.

## Tie-breaker

In the event of a tie between two or more applicants who cannot be separated when applying the oversubscription criteria, a process of independently verified random allocation will be used to allocate the places.

## Late Applications

All applications received up to and including 15 January of each year for the following academic year will be treated as on time. Applications received after this date will be considered to be late and may not be processed until after the national offer day.

## Waiting Lists

Where in any year Park Lane receives more applications for places than there are places available, a waiting list will operate until 31st December of the same year. This will be maintained by the Local Authority's Admissions Service. Parents wishing to be considered after that time should refresh their application direct with the school. Children's position on the waiting list and the allocation of places will be determined solely in accordance with the oversubscription criteria outlined in section 2.3 above. A child's position on a waiting list can alter as other children with higher priorities are added or withdrawn.

## In-Year Admissions

Parents should apply via the normal [in-year admissions procedures](#) as co-ordinated by the Local Authority in which the child lives. All such applications will be considered and if the year group has a place available, the school will admit the child (except where the child has been permanently excluded twice since September 2016, in which case the duty to comply with application is removed for two years from the second exclusion). If more applications are received than there are places available, the over-subscription criteria above shall apply. A waiting list will be maintained in cases of over-subscription and will run from September to August, at which point it will be cancelled.

### Appeals

If a child is not offered a place at one of the schools listed on the application form, there is a right of appeal against this decision to an independent appeal panel. Details of how to make an appeal will be given with the offer of a school place.

For more information please visit [Warwickshire County Council's School Admissions Appeals page](#).

For further guidance regarding appeals please visit:

<https://www.gov.uk/schools-admissions/appealing-a-schools-decision>

<https://www.gov.uk/government/publications/school-admissions-appeals-code>