



Admission Arrangements Policy

Policy Number:	
Approval date:	
Review date:	

Adopted by the Board of Trustees/Governing Body

Signed Chair of Governors	
Signed Chair of Trustees	
Signed CEO	

The review of this policy will be as and when required in response to national requirements and in light of continuous school based monitoring and evaluation data.

Admission arrangements for Watling Meadows Primary School for the 2026-2027 school year

Introductory statement

Central England Academy Trust, being the admissions authority for Watling Meadows Primary School, has determined the following arrangements for entry to the Academy in September 2026.

Watling Meadows Primary School will run its own admissions arrangements for the 2026/27 school year. However, Warwickshire County Council will handle the admissions process on behalf of the school.

Parents/carers should apply directly to Warwickshire County Council, and the Academy adopts Warwickshire County Council's In-Year Fair Access Protocol. Applicants living outside of Warwickshire should apply through their local authority's admissions process.

Published Admission number (PAN)

The school has an admission number of 60 for Reception and plans to open with a PAN of 30 in September 2026. It will admit this number of pupils if there are sufficient applications. If fewer than 150 applications are received, all applicants will be offered a place.

Oversubscription criteria

The academy trust will admit any pupil with an Education, Health and Care plan which names the school. *Please note that this may reduce the number of places available.* Priority will then be given to children who meet the criteria set out below, in order.

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 because of being adopted.
2. Children eligible for the Pupil Premium, or Service Premium, with no more than 14% of the places available to be allocated under this criterion on the relevant National Offer Day.
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 criterion on the relevant National Offer Day.
4. Children who currently attend the partner infant school and who intend to remain at that school until the end of the 2025/2026 academic year in July 2026.
- 5a. Children living in the priority area for the school, who will have a sibling attending the same school in years 4, 5 or 6 at the time of admission in September 2026. 3
- 5b. Children living in the priority area for the school, who will have a sibling attending the partner infant school at the time of admission in September 2026*.
6. Other children living in the priority area for the school.
7. Children living outside the priority area for the school, who will have a sibling attending the same school in years 4, 5 or 6 at the time of admission in September 2026.
8. Other children living outside the priority area for the school.

Separated Parents

Children who spend part of their week with one parent and part with another, at different addresses, must use the address at which they spend most of their time. This address will be used for determining the school Priority Area and distance from school.

If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date will result in Warwickshire County Council using a random number generator to determine which address to process.

Tie-break

If a tie-break is needed to decide which child will be offered a place, the child living closest to the school will be offered a place. Distance will be measured from the Postal Address File (PAF) of the child's home to the centre point ('centroid') of the school in a straight line. (Centroids are predetermined points and all measurements are subject to change due to updates of mapping data). If two or more applicants live an equal distance from the school (for example if they share the same multiple dwelling and PAF), random allocation will be used to determine which child will be offered a place. Warwickshire County Council will conduct the random allocation. The process will be carried out by two officers of the Admissions Service in the presence of a Local Authority Solicitor from the Law & Governance Division. The order of the numbers generated will be recorded and countersigned at the time.

Random allocation will not be used if siblings from a multiple birth (twins, triplets or another multiple-birth child) are tied for a place. They will all be offered a place and we will exceed our admission number.

Admission of children outside their normal age group

Parents may request their child is admitted outside their normal age group. Parents who wish to do so should include a request with their application, specifying the year group to which they wish their child to be admitted and why they believe it would be in their best interests. Central England Academy Trust will make a decision on the basis of the circumstances of the case and in the child's best interests, taking into account the views of the headteacher and any information provided by the parent. Central England Academy Trust will clearly set out the reasons for this decision when informing a parent about it.

- Parents/carers must submit a written request to the headteacher of the school outlining the reasons for the application during the standard application period.
- Parents/carers should enclose evidence to support their request and must include the following documents:
 1. School reports
 2. Reports from any professionals involved with the child/family
 3. Evidence of any mitigating circumstances
- The headteacher of the school will consider the application and review the evidence provided. They will also consult with the staff in the school to ensure that, if the application is successful, the

out of age placement can be accommodated. The usual oversubscription admission criteria will also be applied.

- The application and headteacher's recommendation will be considered by the Local Governing Body, who will make the final decision on behalf of Central England Academy Trust.
- Parents/carers will be promptly informed of the decision, along with the appeals process, if required.

Waiting list

Warwickshire County Council will maintain a waiting list on behalf of the admission authority for Year 3 until at least 31 December. A parent whose application was unsuccessful will automatically be placed on the waiting list for higher preference schools (for example, if you applied for three schools and were offered your third preference, you will automatically be added to the waiting list for the first and second preferences). Where places become available, they will be allocated to children on the waiting list in strict priority order in accordance with the oversubscription criteria. Parents/carers will be contacted if their child is allocated a place.

A child's position can move both up and down the waiting list as other students are added to the list. Each child added will require the list to be ranked again in accordance with the oversubscription criteria. Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on a school's waiting list is irrelevant in all admissions decisions.

In-Year Applications

Applications for children to move schools during the year should be made using Warwickshire's online application system, via the Warwickshire Admissions webpage:
<https://www.warwickshire.gov.uk/admissions>

Appeals

Applicants who are refused a place at the school will be able to appeal to an independent appeal panel. They will be informed by Warwickshire County Council of their statutory right of appeal when they receive the outcome of their applications. They can then appeal for any preference expressed, but not allocated, that is listed higher than the place offered.

Contact Warwickshire County Council for information on how to appeal. The appeals timetable is on their website at <http://www.warwickshire.gov.uk/schoolappeals>.

Late applications (In Accordance with Warwickshire Guidance)

Entry or Transfer Year Groups

Applications received after the primary national closing date, or the extended deadline for those moving to a new house, will be considered as late. Exceptions will only be considered if there is written evidence of exceptional circumstances.

Late applications will be processed after all on-time applications and will be considered as part of the reallocation process, depending on when the application is received.

Late Applications Because of an Impending Move

Applications where new address evidence is received before 1st February 2026 may amend the original on-time application with the new address and may also change the schools 6

named in their original on-time application if the original preferences are no longer appropriate.

Address evidence received after 1st February 2026 cannot be considered for the on-time application. The new address will be used to communicate the outcome of the application only. Warwickshire County Council's Admissions Service should be contacted after national offer day to amend address details and any preferences will be considered as part of the reallocation process.

Further Address Information

Definition of Home Address

Details of a child's permanent address (where the child normally resides/sleeps when they attend school) must be included on the application, even if they are planning to move after the deadline. Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

There is an expectation that the child will be resident at the address used to allocate a place on a long-term basis, and until at least the start of the autumn term in September 2026.

Proof of Address

Either during the application process or after the offer of a school place, parents may be asked for proof of address.

School places will be allocated using the child's home address as included on the application form.

Acceptable documents to confirm a child's home address include:

- 2025/2026 Council Tax Bill
- 2025/2026 Council Tax Benefit letter/notice
- Utility bill (gas, water or electric), dated within the last 6 months
- Copy of tenancy agreement or mortgage statement for the property, dated within the last 12 months
- Copy of most recent Child Tax Credits or Child Benefit letter

Children of UK Service Personnel (UK Armed Forces) and Crown Servants

Watling Meadows Primary School supports the Government's commitment to removing disadvantage for service children.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, who apply for a place in a Community or Voluntary Controlled school, a place will be offered (where available) in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date. Applications will be processed even if the family does not yet have an intended address or are not yet living in the area.

The Admissions Service will use the address at which the child will be living when applying the oversubscription criteria, as long as evidence of the intended address is provided. Parents can request that a Unit or quartering area address (the address of the closest house in the nearest

quartering area) is used as the child's home address in the absence of an intended address. However, this is only possible where the Unit address is in the same local authority as the intended new home address.

If the Unit address is in a different local authority, the family must provide evidence of the intended home address when they apply.

Fraudulent or Intentionally Misleading Applications

Parents/carers should be aware that where a school place is offered based on an address which is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn.

Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn.

Notes and Definitions

Priority Area

Details of the school's priority area can be viewed using the Warwickshire County Council school priority area map at www.warwickshire.gov.uk/mapjuniorprimaryschools 8

Looked After Children

Children in the care of, or provided with accommodation by a local authority (under Section 22(1) of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements orders or special guardianship orders) immediately following having been looked after and 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..

Sibling, i.e. brother or sister, attending the school at the time of application

Sibling is defined in these arrangements as: a brother or sister, a half brother or sister, a step brother or sister, an adopted brother or sister, a child living at the same address who is being Looked After by a local authority, or the child of a parents' partner, where the child for whom the school place is being sought is living in the same family unit and at the same address as that sibling.

Postal Address File (PAF)

The address point location coordinate of the applicant's home address as set by Ordnance Survey.

Nurture

Aspire

Grow