



Inspiring Learning, Building Community

ADMISSIONS POLICY STATEMENT & PROCEDURES 2027/28

Date: September 2026

Cawston Grange Primary School

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Policy Statement

The school will:

- Manage pupil admissions in accordance with guidance from relevant legislation including the *School Admissions Code (2021)*; *School Standard and Framework Act (1998)* and *Section 22 of the Children Act 1989*; and any subsequent Act/s and/or national/regional guidance;
- Never use or apply a selective admission criteria based on a child's individual abilities (e.g. academic, sport, art, etc.);
- Seek to be as inclusive as possible, including when admitting pupils and will not discriminate against any protected characteristics;
- Only place an admission requirement based on number;
- Use Warwickshire County Council as its nominated service provider for school admissions and will adhere to and uphold their admissions policy requirements.

Please note that admission to Wellington's Cawston Pre-school does not guarantee admission to Cawston Grange Primary School.

Related Documents

This policy and procedures should be considered in relation to the guidance listed above and:

- Warwickshire County Council Admission Arrangements 2027/2028 and Coordinated Admissions Scheme;
- Equality Policy Statement and Procedures.

Procedures

Admission of Pupils

Cawston Grange Primary School is two-form entry co-educational school with an age range from 4 – 11.

Children are admitted to the Reception year in the academic year in which they reach five years of age.

All children are entitled to a full-time place in the Reception year from the September following their fourth birthday.

Where a child has been offered a place, parents may choose to defer their child's entry to school until later in the same academic year. Entry may be deferred until the child reaches compulsory school age and not beyond the beginning of the final term of the academic year for which the place was offered.

Parents may also choose for their child to attend part-time until the child reaches compulsory school age. The compulsory age for a child to start full-time education is at the beginning of the school term after the child's fifth birthday.

In a small number of cases where it may not be appropriate for a child to be educated in their normal age group, a separate process is followed to consider requests for admission outside the normal age group, taking account of the child's individual circumstances and best interests.

Published Admission Number (PAN)

The Published Admission Number which represents the number of pupils the school will admit if sufficient applications for places are received, is 60 per year group in Key Stage 1 and an additional 4 places are offered in Year 3. Admission above this number in KS1 would breach the infant class size limit restricted to 30 pupils per teacher. Additional children may be admitted under very limited exceptional circumstances as set out in the School Admissions Code. When admitted, these children will remain an 'excepted pupil' for the time that are in an infant class or until the class numbers fall back to the current infant class size limit.

The 'excepted' children are:

- Children admitted outside the normal admissions round with Education, Health and Care Plans specifying the school.
- Looked after children and previously looked after children admitted outside the normal admission round;
- Children admitted, after initial allocation of places, because of a procedural error made by the admission authority in the original application process;
- Children admitted after an independent appeals panel upholds an appeal;
- Children who move into the area outside the normal admission round for whom there is no other available school with reasonable distance;
- Children of UK service personnel admitted outside the normal admission round;
- Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil.
- Children with Education, Health and Care plans
- who are normally taught in a Education, Health and Care plans unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

Cawston Grange Primary School Priority Area

Cawston Grange Primary School is part of a single super priority area that combines the priority areas of all primary aged schools in Bilton, namely Bawnmore Infant School, Bilton Infant School, Bilton Junior School, Cawston Grange Primary School, Henry Hinde Infant School and Henry Hinde Junior School. This priority area extends as follows:

The area is bounded by and includes the Western Relief Road south of the Sow Brook, along the eastern extent of the Dunchurch Parish boundary, bounded in the south by a line drawn to the south of the Cawston Farm (house) and Cawston House but excluding Fox Covert, to Alwyn Road. Northampton Lane, Dunchurch Road (even numbers) to its junction with Overslade Lane. Overslade Lane, Lytham Road (west side), May Lane, Gilbert Avenue and Addison Road, to Sow Brook along to Western Relief Road. Incorporates the Cawston Grange Estate, Cawston village, the Admirals, Brookfield and Beechcroft Estates.

The parish of Dunchurch excluding the northern area from a line meeting the boundary of Long Lawford Parish (excluded) to include the Penthouse and to exclude the reservoir, crossing Coventry Road (A4071) at the narrow railway bridge and follows a line east to exclude Brickyard Spinney and Cawston Farm, including Fox Covert and following the water course to cross Cawston Lane (included south of that point) and to exclude Cawston House running east to rejoin the boundary of the Dunchurch Parish excluding Little Scotland Farm.

Timetable

The timetable for admission to Reception is set out in the code and the School Admissions Regulations 2012. Admission information is sent out from Warwickshire County Council to families advising of the online application process. The initial closing date for applications is usually in mid-January, with late applications being considered after those received on time.

Offers of admission for Reception classes will be made by Warwickshire County Council. National Offer Day which is 16 April for primary schools (or the next working day where 16 April falls on a weekend or bank holiday). The Academy Trust will determine their decision based solely upon the admissions criteria and parents or guardians will be notified in writing by Warwickshire County Council 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.

If the school is oversubscribed for entry to the Reception year, Warwickshire County Council will automatically add the names of the children refused places to the waiting list (provided no higher preference has been offered). Any vacancies, which occur in this year group, will be reoffered 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. This waiting list is held by Warwickshire County Council terminates at the end of the autumn term.

Casual or In Year Applications

Applications made later than admission deadlines should be made directly to Warwickshire County Council.

Over Subscription Criteria

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit. Late applications will be considered after those received on time.

Note: The Academy Trust recognise their duty to admit a child with an education, health and care plan (EHCP) that names the school. This may reduce the number of places available for other applicants.

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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order
2. Children living in the priority area who have a sibling at the school at the time of admission;
3. Other children living in the priority area;
4. Children living outside the priority area who have a sibling at the school at the time of admission;
5. Other children living outside the priority area.

Within each criterion priority is given in order of distance between the child's home and school (shortest distance = highest priority).

Distance will be calculated by the straight line measurement from the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the preferred school. (All measurements are subject to repositional accuracy changes). This applies equally to those living inside and outside the county boundary.

Under Age and Over Age applications

Parents may seek a place for their child outside their normal age group, for example, if the child has experienced problems such as ill health or if they are moving from overseas and their child has not been educated in the English school system. This request should be in the form of a written letter of application addressed to the Headteacher outlining the reason(s) why you wish your child to be considered for admission into a class outside of their normal age group. You should enclose any supportive evidence and documentation, e.g. from professionals who have worked with your child that you wish to be taken into account as part of that request. Each request will be looked at on an individual basis with any decisions taken according to what is considered to be in the child's best interests.

Parents should make the request in good time, at least one month prior to the published deadline for normal round applications, so the request can be considered and, where a request is not agreed,

for the family to have adequate time to make an alternative application for a school place before the published closing date.

Further guidance relating to delayed or deferred entry and the education of children outside of their chronological year group is also available on the Warwickshire School Admissions webpages.

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.

Additional Information

The definition of a child's home address is where a child normally resides/sleeps when he/she attends school. Addresses of relatives or child minders are excluded. Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address that place is liable to be withdrawn.

An offer of a place will take account of a future move involving the child's address, only if the parent provides independent evidence of the move (e.g. tenancy agreement terminating beyond the start of the autumn term or exchange of contracts). This must be confirmed before a date set by Warwickshire County Council.

Where a child lives with two separate parents in separate addresses the qualifying address will be that where the child spends (i.e. sleeps) the majority of the school week. If the child spends exactly equal amounts of time in the two addresses the parents themselves will need to nominate which address they wish to be the child's main address for school admission purposes.

Sibling refers to a brother or sister, a half brother or sister, an adopted brother or sister, a stepbrother or stepsister, living at the same address as the child applying for the place. A sibling connection may not be accepted if the original place was obtained by using fraudulent or false information.

If the final place in a year group is offered to one of twins (or triplets, etc.), then the other twin (triplets, etc.) may be admitted as an exception to the limit on infant class sizes.

Appeals

Should an application for entry be unsuccessful, parents have the right of appeal to an independent panel (see Warwickshire County Council website for more information).

Fair Access Protocol

The school has adopted Warwickshire County Council's policy concerning looked after children and the County's In-Year Fair Access Protocol (IYFAP). Please contact Warwickshire County Council for information.

Useful Contacts

Warwickshire County Council – www.warwickshire.gov.uk

Warwickshire Admissions – 01926 410410