



MEADOW PARK SCHOOL

Admissions Policy 2024/2025

Approved by:

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1. 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 students who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [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 articles of association.

3. How to apply

The School participates in the Local Authority coordinated scheme for Year 7 intake and all deadlines within the Local Authority policy should be adhered to by applicants.

For applications in the normal admissions round please use the common application form provided at the link above. You should complete this form fully and use it to express your preference for a minimum of 3 schools, in rank order. The common application form should be returned to the Local Authority by the relevant date. These dates may be different if the return is electronic or by post.

You will receive an offer for a school place directly from the Local Authority if you secure a place.

4. Requests for admission outside the normal age group

Parents/Carers are entitled to request a place for their child outside of their normal age group through the Local Authority.

Requests should also be made in writing to the Headteacher of the school where a place is being requested. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each individual case and always in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents/Carers' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Headteacher's views

Parents/carers will always be informed of the reasons for any decisions related to outside normal age group requests. Parents/carers do not have a right to appeal if they are offered a place at the school, but it is not their preferred age group.

5. Allocation of places

5.1 Admission number

The school has an agreed admission number of 150 students for entry in Year 7. This is supported by the Local Authority. The other year groups in September 2024 will be 180 students.

5.2 Oversubscription criteria

The **normal admissions round** is the period during which parents/carers can apply for school places at the school's normal point of entry, using the common application form provided by the local authority (https://www.coventry.gov.uk/info/148/school_admissions/120/secondary_school_admissions). (Email: secondaryadmissions@coventry.gov.uk) (Tel: 024 7697 5445).

Looked after children are children who, at the time of making an application to the 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
- 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.

All children whose EHC Plan (Education Health and Care Plan) names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place. In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Looked after children and previously looked after children
2. Children who live in the catchment area served by the school, who have a brother or sister (a sibling as defined below) attending Meadow Park School, providing that the brother or sister will be of compulsory school age and will continue to attend Meadow Park School the following year
3. Other children who live in the catchment area
4. Children of staff who meet the definition below
5. Children living outside the catchment area who have a brother or sister (a sibling as defined below) attending Meadow Park School, providing that the brother or sister will be of compulsory school age and will continue to attend Meadow Park School the following year
6. Other children according to distance between their home and Meadow Park School.

CATCHMENT AREA

A list of roads in our catchment area can be found here:

<https://www.coventry.gov.uk/directory-record/43017/meadow-park-school>

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 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 Admissions Panel will select by drawing lots. This process will be independently verified.

SIBLING

By *sibling* we mean:

- Children living at the same address who have one or both natural parents in common
- Children living at the same address who are related by a parent's marriage
- Children living at the same address whose parents are living as partners at this address
- We include siblings who are adopted within our definition of sibling
- We do not include 'cousins' within our definition of sibling
- However, where the school is oversubscribed, no guarantee can be given that places will be available for brothers and sisters. Twin sibling – admitting all multiple births when the last place is to be offered is to a twin is at the discretion of the School.

COMPULSORY SCHOOL AGE

Brothers and sisters are required to be of compulsory school age within the oversubscription criteria. This means they must be attending in Years 7 to 11 at the time that the applicant would be joining the school

HOME ADDRESS

A student'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 Governing Board that care is split equally between parents/carers at two homes, parents/carers must name the address to be used for the purpose of allocating a school place. If a school place 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.

STAFF

Under the oversubscription criteria the word staff will mean:

All staff who have been continuously employed by the school for a period of at least two years for the purpose of working in the school as follows:

- All full-time teaching staff
- All full-time support staff – defined as those on 37 week and above contract
- All part time teaching staff with a 45% and above timetable
- All part time support staff who work at least 15 hours per week for 37 weeks or more

The two-year qualification period may be waived if a post is hard to fill. The definition does not include contract staff. If a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion.

The definition does not include peripatetic staff.

5.3 Tie break

In the event of oversubscription in any category above priority will be determined by the proximity of the child's home to Meadow Park School using 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 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 Admissions Panel will select by drawing lots which will be supervised by an adjudicator independent of the school.

5.4 Waiting Lists

As required by the current School Admissions Code the school will maintain a waiting list until the end of the autumn term. We will continue to do this for subsequent terms and also maintain waiting lists for other year groups. Applications for inclusion on the waiting list will be ranked according to our oversubscription criteria as described above. When a place becomes available the Local Authority will contact the first person on the list for the relevant year. The applicants will be contacted at the end of every term to ask if they still wish their child to be held on the waiting list. The waiting list will be closed at the end of each academic year and the data discarded in line with GDPR.

LATE APPLICATIONS

The closing date for admissions in the normal admissions round is usually the last day of October. After that date the Local Authority will continue to receive applications but those will be considered to be late and may not be processed until after the 1st of March the following year.

6. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names the school will be admitted.

Meadow Park School has agreed to participate in the Local Authority Fair Access protocol and will make referrals as appropriate on receipt of applications which meet these criteria.

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 one of the students on the waiting list in accordance with the oversubscription criteria listed in section 5.2 of this policy document. Priority will not be given to children on the basis that they have been on the waiting list the longest.

7. Appeals

If your application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address: Please address your appeal to Meadow Park School Appeal at admin@meadowparkschool.com or in writing to Meadow Park School, Appeal, Abbey Road, Coventry, CV3 4BD.

You can find details of the school's appeals timetable on the admissions page of the school website.

8. POST 16

The School admission number for Post 16 is a total of 60 in Year 12 and in Year 13 and any external students applying to join in Year 12 in September 2024 is 10. Both internal and external students wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. These requirements are 5 grades at 9-5 including English and Maths and grade 6 in subjects to be studied post 16.

When there are more external applicants than the admissions number that satisfy any minimum course requirements, and once any students with an Education Health and Care plan which names the School and which the School has agreed have been admitted, the oversubscription criteria followed will be the same as for years 7-11.

There will be a right of appeal to an Independent Appeals Panel (detailed above) for internal students refused transfer and external applicants refused admission. Please address your appeal to Meadow Park School Appeal at admin@meadowparkschool.com or in writing to Meadow Park School, Appeal, Abbey Road, Coventry, CV3 4BD.

9. Monitoring arrangements

This policy will be reviewed and approved by the Governing Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Governing Board will publicly consult on these changes.