



Lyng Hall School Admission Policy 2019/20

The admissions process is part of the Coventry Local Authority co-ordinated scheme.

The school admission number for the school year beginning in September 2019 is 150

2019/20 Oversubscription Criteria:

If there are more requests for a school place 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:

1. 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 child arrangements order, residence order or a special guardianship order. A looked-after child is defined in Section 22 of the Children Act 1989.
2. Children who live in the catchment area served by the school, who have a brother or sister attending the school provided that the brother or sister will be of compulsory school age and will continue to attend that school the following year (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).
3. Other children who live in the catchment area served by the school.
4. 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. Children living outside the catchment area with a brother or sister who currently attends the school, provided that the brother or sister will be of compulsory school age and continue to attend that school the following year.



6. Children by reference to the distance to the preferred school.

If it is not possible to meet all of the requests in any one of the categories described above, the City Council will prioritise the requests by reference to distance.

Brothers and Sisters

The Governors see the benefits of children from the same family attending the same school and give 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. Where the final place in a year group is offered to one of twins or other multiple births the parent has to decide which child will take up the place.

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.

Where a parent/carer seeks a place for their child outside their normal age group they must notify their intention on the application. Parents/carers will then be contacted to discuss the matter further as each case will be considered on the circumstances of each case and in the child's best interests. There are no guarantees that such applications will be agreed. Parents/carers will be sent a letter setting out the decision and reasons for it.

Distance

If it is not possible to meet all of the requests in any one of the categories described above, the Governors 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 Governors 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 Governors 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.

Catchment area

One of the aims of local schools is to serve its neighbourhood and develop links with the local community to strengthen the school and the community. The area served by a school is known as



the catchment area and details of specific catchment areas are available from the Admissions and Benefits team.

Special Educational Needs

All children with an Education, Health and Care Plan that name the school will be admitted before all other applicants.

Fair Access Protocol

The governing body have adopted the LA policy for admission of previously excluded or hard to place children.

Late Applications

The closing date for applications in the normal admissions round is **31 October 2018**. After that date, the Local Authority will continue to receive applications but these will be considered to be late and may not be processed until after 2 March 2019.

Appeals

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply to the Local Authority Admissions and Benefits Team who will arrange for appeals to be registered. Appeals will be heard by an independent panel.

Waiting Lists

After the initial allocation of places on **1 March 2019**, the Governors in conjunction with the Local Authority will establish a waiting list and this will operate up until the end of the Autumn term. Parents who wish for their children to continue to be considered for any places after the end of the autumn term must register their interest for the school via the Local Authority.

Applications outside the normal admissions round

An application must be made to the Local Authority who co-ordinate all such applications, and will notify applicants of the Governors' decision. Applicants refused a place will be offered the right of appeal.