



# Admissions Policy 2027/2028

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## **School Admission Arrangements for 2027-28**

Finham Park School is an Academy and part of the Finham Park Multi Academy Trust, which is the admission authority. The admission arrangements comply with the Fair Access protocol as detailed in the Admissions Code. All applications will be considered equally.

Arrangements for applications for places at Finham Park School will be made in accordance with the Local Authority's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the Local Authority.

## 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

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in).

**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 - [https://www.coventry.gov.uk/info/148/school\\_admissions/120/secondary\\_school\\_admissions](https://www.coventry.gov.uk/info/148/school_admissions/120/secondary_school_admissions) 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 are entitled to request a place for their child outside of their normal age group.

Parents should use the standard application form and include information regarding the year group requested and the reasons for the request.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at <https://www.gov.uk/government/publications/summer-born-children-school-admission>

## 5. Allocation of places

### 6.1. Admission number

The school has an agreed admission number of 270 students for entry in Year 7. This is supported by the Local Authority.

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](https://www.coventry.gov.uk/info/148/school_admissions/120/secondary_school_admissions)

Email: [secondaryadmissions@coventry.gov.uk](mailto:secondaryadmissions@coventry.gov.uk)

Tel: 024 7697 5445

### 6.2. Oversubscription criteria

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 (as defined below)

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

### **6.3. Tie Break**

In the event of oversubscription in any category above priority will be determined by the proximity of the child's home to Finham 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.

### **6.4. Waiting Lists**

We will maintain a clear, fair and objective waiting list for children entering year 7 until the 31<sup>st</sup> December of each school year of admission. If your application is unsuccessful, your child's name will be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined in section 6.2. Priority will not be given to children based on the date their application was received, or when their name was added to the list.

### **6.5. Children of UK service personnel and crown servants**

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

## **6. Definitions**

**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.

## **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.

Applications with each year group made on behalf of twins or other multiple births – where the last child to be offered a place is one of multiple birth siblings, the school will admit over the published admission number (PAN) in order to support the family.

## **Compulsory school age**

Siblings 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.

## **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.

## 7. Catchment area

One of the aims of Finham Park School is to serve its neighbourhood and develop links with the local community to strengthen the school and community. The area served by a school is known as the catchment area and details of our catchment area are available from the school office.

Roads in catchment area for Finham Park School:

- Adare Drive
- Albany Road (upwards from 141 odd and upwards from 98 even)
- Alfriston Road
- Alpine Rise
- Anchorway Road
- Arden Street
- Armorial Road Asthill Croft
- Asthill Grove including Kenilworth Court
- Avondale Road
- Baginton Road
- Barnack Avenue
- Bathway Road
- Beanfield Avenue including Pipers Court
- Bell Walk (1 - 9 odd and 2 - 8 even only)
- Belvedere Road
- Berkeley Road North
- Berkeley Road South
- Beverly Drive
- Bishops Walk
- Brentwood Avenue
- Broadwater Broadway including Broadway Mansions
- Bywater Close
- Canford Close
- Chideock Hill
- Clarendon Street (Clarendon Villas 1-4 and Clarendon Mews 1-6)
- Coat of Arms Bridge Road
- Cotswold Drive
- Crossway Road
- Daleway Road
- Dalton Road;
- Davenport Road - Chandler Court and Grove Court & 1-5 (Cons) Oaklands
- Davenport Road
- Delaware Road
- Dewsbury Avenue
- Droylsdon Park Road
- Earlsdon Avenue North (2 -160 even and 1 -121 odd)
- Earlsdon Avenue South (including Woodlands Court, Holly Bank and Elsie Jones House)
- Earlsdon Street
- Easedale Close
- Eaton Road
- Erithway Road
- Finham Green Road
- Finham Grove
- Finnemore Close
- Fletcher Walk
- Fosseway Road
- Frobisher Road
- Galmington Drive
- Girdlers Close
- Grange Avenue
- Grasmere Avenue
- Green Lane
- Gregory Avenue
- Gretna Road
- Hadleigh Road
- Handcross Grove
- Hartington Crescent
- Hexworthy Avenue
- Hiron Croft
- Hornchurch Close
- Howes Lane including Oak Lea Farm
- Humphrey Burtons Road
- Huntingdon Road
- Ilford Drive
- Ilfracombe Grove
- Ilmington Close
- Jacklin Drive
- Jedburgh Grove
- Joanna Drive
- Kenilworth Road (2 - 46 even and 33 - 169 odd)
- Kenpas Highway

- Kings Hill Lane
- Kingscote Grove
- Leamington Road
- Leasowes Avenue
- Leigh Avenue
- Leighton Close
- Lonscale Drive
- Magnolia Close
- Maidavale Crescent
- Manor Road Incs 1-48 (Cons) Manor Court
- Mantilla Drive
- Marshfield Drive
- Mayfield Road
- Medland Avenue
- Michaelmas Road including Warwick Court
- Mickleton Road
- Mill Hill
- Moat Avenue
- Moor Street (Includes 1-10 Oakwood House)
- Morningside
- Mylgrove
- Myrtle Grove
- Newcombe Road
- Norwich Drive
- Oak Lea Farm off Howes Lane
- Oak Tree Avenue
- Orchard Crescent
- Osborne Road
- Oxley Drive
- Palmerston Road
- Park Road (Includes Park House, Manor Park Court (1-24 cons) & Copthall Terrace
- Peveril Drive
- Pinewood Grove
- Poolside Gardens
- Poplar Road
- Providence Street
- Radcliffe Road
- Rees Drive
- Regency Drive
- Rochester Road (1 - 23 odd and 2 - 20 even) including Beachwood Court
- Roman Way
- Shaftesbury Road
- Spencer Avenue
- Spencer Mews
- Spencer Road including Lynden House
- St Andrews Road including Leaholm Court
- St. Martin's Road (1 - 113 odd and 2 - 140 even) to City Boundary
- Stanley Road
- Stanway Road
- Stivichall Croft
- Stonehaven Drive
- Stoneleigh Road (1 - 35 odd and 2 - 30 even) includes Apartments 1-6 Stoneleigh Gardens
- Stoney Road including Sherbourne Court
- Styvechale Avenue
- Sunway Grove
- Sylvan Drive including Gratton Court
- The Firs
- The Graylands
- The Hiron
- The Spinney
- Thirsk Road
- Townsend Croft
- Townsend Road
- Tynward Close
- Vardon Drive
- Wade Avenue
- Wainbody Avenue North
- Wainbody Avenue South
- Warwick Avenue including Carlton Gardens
- Warwick Road
- Warwick Street, including Berkeley Court
- Westcliffe Drive
- Winsham Walk
- Woodside Avenue North
- Woodside Avenue South
- Wychwood Avenue

## 8. 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.

## 9. 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.

Finham 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 6.2 of this policy document. Priority will not be given to children on the basis that they have been on the waiting list the longest.

## 10. 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:

*Finham Park Appeal, j.bevan@finhampark.co.uk or in writing to Finham Park School, Green Lane, Coventry, CV3 6EA*

Appeals will be heard by an independent appeal panel.

# Post 16 Admissions Policy

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Applications are welcome from both Finham Park School and external students.

## 1. Age of Students

This policy applies to students who will turn 17 years old in the academic year 2027/28. We will consider 15 year old students if they have the necessary qualifications to pursue level 3 courses. We do not accept new applications from students aged 18+ and will only consider students who turned 17 in the previous academic year in exceptional circumstances and if we have space.

## 2. Pupil Admissions Number (PAN)

Finham Park School has a capacity of 400 students split into two year groups: 200 in Year 12 and 200 in Year 13. The admission number for eligible external applicants (not from Finham Park School) in Year 12 is 20. ***Additional external students will be admitted until Year 12 meets its capacity of 200 students with the necessary entry requirements.***

## 3. Application Deadline

External students wishing to apply for a place at Finham Park Sixth Form for September 2027 must apply by 31st January 2027. Applications can be made by the following means:

Online at <https://openevening.fpmat.co.uk/sixthform/apply/>

In writing to Finham Park Sixth Form, Green Lane, Coventry, CV3 6EA.

Internal students will need to fill in an application to select their choices ready for September 2027. All applications will be considered together at the same time and each application will be given a guidance meeting to ensure they are pursuing the correct pathway.

If the number of applications is less than the published PAN, then each will be given an unconditional offer.

If the number of applications exceeds the published PAN, then oversubscription criteria will apply and conditional offers may be made.

## Late Applications

Students who apply after the deadline may still be considered if spaces still exist for the subjects they are applying for.

## 4. Entry Requirements

Finham Park Sixth Form uses a pathway model for entries to the Sixth Form:

- Students achieving five grade 4 GCSEs to include English Grade 5 and Mathematics Grade 5 will have access to a broad choice of A Levels. Please refer to the Sixth Form prospectus for subject entry requirements.
- Students achieving four grade 4 GCSEs including English and Mathematics will have access to a broad choice of BTEC qualifications.

## 5. Student Guidance Meetings

All applicants will be invited to a guidance meeting to discuss their post-16 choices and enrichment opportunities. This meeting does not form part of the selection process but is important to ensure students are following the correct programme of study for their needs. Attendance for students at these meetings is compulsory and parents are free to attend if they wish.

## 6. Oversubscription Criteria

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 as follows:

1. Students who, at the time of admission, are in 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 residence order or a special guardianship order. A looked-after child is defined in Section 22 of the Children Act 1989.
2. Students who live in or outside of the catchment area served by the school, who have a brother or sister attending the school in Years 7-10 provided that the brother or sister will continue to attend Finham Park the following academic year.
3. Other students who live in the catchment area served by the school.
4. Students by reference by distance to the school. If it is not possible to meet all of the requests in any one of the categories described above the school will prioritise the requests by reference to distance.

## 7. Responding to Offers

All students must respond to offers by the deadline set in the offer letter. Failure to do so may mean that the offer is withdrawn and a place can be offered to another student. If oversubscription criteria has been applied and a student does not achieve the necessary entry requirements for a particular pathway, they must instead accept a place on an alternative pathway or the offer may be withdrawn.

## 8. Appeals

Appeals against the decision of Governors to refuse a place at the school must be made in writing to the Chair of Governors. Appeals will be heard by an independent appeal panel.

Chair of Governors  
Finham Park School  
Green Lane  
Coventry  
CV3 6EA

This policy will be reviewed and approved by the local governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the governing body will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangement are to apply.

**Written by:**

**J Waldron**

**January 2026**

**Next review date:**

**January 2027**

**Approved by Governors:**

**Signed:**



**DAVID BEDFORD**  
Headteacher

**Signed:**



**ANNE BRENNAN**  
Chair of Local Governing Body