

Admissions Policy

Wheelwright Lane Primary School

Date issued: September 2026



Learning For Life

Wheelwright Lane Primary is a maintained school and Warwickshire Local Authority is the admissions authority. As such, admissions are administered centrally by the Warwickshire Admissions Service. Full details on admission procedures can be found on the website:

www.warwickshire.gov.uk/admissions

As Wheelwright Lane Primary is located on the border of two authorities, places are often sought by families residing within Coventry Local Authority. These families should contact the Coventry Admissions Service. Full details can be found on the website:

www.coventry.gov.uk/admissions

All applications for school places are now done online; those experiencing difficulties should contact the Admissions Service on 01926 414143.

As a primary school, Wheelwright Lane admits children in the September after their fourth birthday. They will transfer to secondary school in the September following their eleventh birthday.

The Published Admission Number (PAN) for Wheelwright Lane is 30, with 3 extra places being provided in KS2 classes, *this being cohort dependent (Y3-Y6 inclusive)*.

Admissions criteria for Wheelwright Lane Primary.

In the event that there are more applications than places available, these oversubscription criteria will be used:

1. Children whose Educational Health and Care Plan (EHC) names the school should be admitted where the school is able to safely and sufficiently meet the needs as set out in Section F of the plan.
2. Children in the care of, or provided with accommodation by, a local authority and children adopted from care.
3. Children living in the priority area who have a brother or sister on roll at the time of admission.
4. Other children living in the priority area.
5. Children from outside the priority area who have a brother or sister on roll at the time of admission.
6. Other children living outside the priority area.

Appeal Process.

Warwickshire's primary school appeal process allows parents to challenge a refusal of a school place through a formal, independent procedure. The key points below are written in a policy-ready, concise format suitable for inclusion in an admissions policy.

Warwickshire Primary School Appeal Process:

Parents have the right to appeal if a place is refused at their preferred school. Appeals are administered by Warwickshire County Council and heard by an independent appeal panel.

Process overview

- Parents receive a decision letter explaining the outcome of their application and their right to appeal.
- Appeals must be submitted using the Warwickshire online appeal form or by requesting a paper form from the School Appeals Team.
- The admission authority must allow at least 20 school days from the date of the decision letter for parents to lodge an appeal.
- Parents may submit supporting evidence; late evidence may not be considered and could delay the hearing.
- An independent appeal panel reviews the case, considering both the parent's reasons and the school's capacity and admission arrangements.
- The panel's decision is final and binding on the school and the local authority.

Additional guidance

- Parents are encouraged to discuss alternative available places and waiting lists with the Admissions Service before appealing.
- Appeals information for all phases (including primary and nursery) is available through Warwickshire County Council.

Useful Links

- Warwickshire County Council - Appeal the outcome of a school placement: (warwickshire.gov.uk)
- GOV.UK - Appealing a school's decision:

Contact Email: schoolappeals@warwickshire.gov.uk

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